



Preliminary Development Permit Application Checklist

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Basic Requirements* – Digital PDF copy of each submitted through the online application form	Office
<input type="checkbox"/> Completed Application Form	<input type="checkbox"/>
<input type="checkbox"/> Fee prescribed in the Fee Schedule Applicant will be notified of required fee after submission.	<input type="checkbox"/>
<input type="checkbox"/> Photographs Of all sides of the site and building (if applicable) - pdf or jpeg	<input type="checkbox"/>
<input type="checkbox"/> Site Plan See information requirements for plans and drawings below, and provide as much detail as possible	<input type="checkbox"/>
<input type="checkbox"/> Building Elevation Plan See information requirements for plans and drawings below, and provide as much detail as possible	<input type="checkbox"/>
<input type="checkbox"/> Additional Information Such as: <ul style="list-style-type: none"> • site servicing and landscaping details • potential site contamination 	<input type="checkbox"/>

Information Requirements for Plans and Drawings
<p>Base Information – every page of the submitted plans must contain the following information:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Legal Land Description <input type="checkbox"/> Municipal Address <input type="checkbox"/> North Arrow (oriented at top of page) <input type="checkbox"/> Drawing Scale (1:200 metric)
<p>Site Plan – show, label and dimension in metric the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Property lines <input type="checkbox"/> Easements, utility right-of-ways and other applicable encumbrances <input type="checkbox"/> Existing and proposed buildings <input type="checkbox"/> Building setbacks - front, rear and side yard for existing and proposed buildings <input type="checkbox"/> Vehicular amenities - existing and proposed parking lots, driveways, paved areas, entrances and exits to abutting streets and lanes <input type="checkbox"/> Pedestrian and cycling connections – on/off-site pedestrian connections including sidewalks, pathways, centre walks, curbs ramps, crossing table, and all pedestrian-crossings pavement marking, detectable warning surfaces, and pedestrian signage <input type="checkbox"/> Bike parking and storage facilities <input type="checkbox"/> Landscaped areas - existing and proposed including a chart on the plan indicating area of site, area to be landscaped, and the number of coniferous and deciduous trees, large and small, in accordance with the Land Use Bylaw

- Improvements to all portions of site - existing and proposed fences, screening, retaining walls, storage areas, garbage/recycling facilities and relationship to property lines
- Adjacent public right-of-way details - sidewalks, curbs, light standards, hydrants, proposed landscaping including removal or relocation of existing trees
- Truck turning templates – for fire, delivery and garbage trucks
- Ground sign location – if proposed
- Site lighting – location and type of all light fixtures

Building Elevation Plans – show, label and dimension in metric the following:

- Show all facades of each new building or addition, including building height
- Include details of finishing details and colour
- Identify each elevation as west, east, north or south
- Show all fascia sign and window signage locations
- Chart on plan providing copy area of each fascia and window sign, the areas of the face of the building or bay it is attached to, the percentage of the face of the building or bay the sign will occupy
- Details of sign design and construction
- Screening of rooftop apparatus and if such apparatus is behind parapets, a shadow plan showing the outline of the apparatus behind
- Sight line plan showing visibility of rooftop apparatus from adjacent roadways, walkways and/or public places
- Elevations of all site details such as garbage enclosures, bike racks, bollards, fences
- Ground sign details
- Photos of any existing buildings on the site and abutting sites
- Location of the site address on the building(s) or ground sign