

CHECKLIST: DEVELOPMENT PERMIT APPLICATION

Dwelling(s) – single unit, duplex, multi-unit, moved-in, manufactured, secondary suite

- Completed *Form A: Residential Development Permit Application*
- Building plans:
- Scale and dimensions of exterior walls and interior rooms
 - Floor plan of all living space proposed to be developed
 - Building elevations (colour and finish) including front, sides, and rear elevations, building height (from finished grade), roofing material, and roof pitch
- Site plan:
- Legal description and municipal address of subject property
 - Scale and north arrow
 - Adjacent roadways and lanes
 - Lot dimensions, lot area, and percentage of lot coverage and floor area ratio for all structures
 - Proposed residence and/or any other buildings with dimensions of foundation and projections including decks
 - The proposed distances from the front, side, and rear property lines
 - Location of lot access, existing sidewalk(s), and curbs
 - Location of fire hydrants, street light, power/telephone, cable pedestal(s) – *if located within property frontage*
 - Location of any registered utility right-of-ways or easements
 - Number of off-street parking spaces
- Computer generated grading/drainage plan
- Architectural controls signed off (where applicable)
- Building, Electrical, Gas, and Plumbing Permit applications
- Application fee (determined at time of application)
- Waiver request (where applicable – include a written explanation for the request)
- Additional supporting documentation (where applicable – moved-in dwelling requires recent colour photographs of the exterior and interior of the building)