

CHECKLIST: DEVELOPMENT PERMIT APPLICATION

Non-residential Development (Commercial, Industrial, Institutional, Recreational)

- Completed *Form B: Non-residential Development Permit Application*
- Building plans:
 - Scale and dimensions of exterior walls and interior rooms
 - Floor plan of all interior space proposed to be developed
 - Building elevations (all sides), colour and finish, building height (from finished grade), roofing material, and roof pitch (if applicable)
- Professionally prepared plans (all to include legal description and municipal address of subject property, scale and north arrow, adjacent roadways and lanes):
 - Site plan:
 - Lot dimensions, lot area, and percentage of lot coverage and floor area ratio for all structures
 - Proposed and existing buildings with dimensions of foundation and projections, include location(s) of proposed outdoor storage
 - The proposed distances from the front, side, and rear property lines
 - Location of fire hydrants, street light, power/telephone, cable pedestal(s) – *if located within property*
 - Location of any registered utility right-of-ways or easements
 - Grading/drainage plan
 - Landscaping plan (include labeling of all vegetation (trees, shrubs, ground cover), hardscaping (paving, rocks, etc.), fencing, garbage/recycling, irrigation)
 - Parking and traffic circulation plan (include lot access, existing sidewalk(s), curbs, emergency/fire access information, swept path analysis, bike parking)
 - Lighting plan
- 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 – outline of the proposed development, government approvals, public participation process, etc.)