

<b>Submission Requirements</b> - Consult with staff to determine non-applicable (N/A) items. Additional information may be requested during application review.		<b>Comments</b>		
Application Form	<ul style="list-style-type: none"> <li>A Development Permit Application Form must be completed and signed at time of submission. Refer to our fees schedule</li> </ul>			
Application Fee	<ul style="list-style-type: none"> <li>An application fee is due at time of submission</li> </ul>			
Title Search	<ul style="list-style-type: none"> <li>Copy of current title search from the Land Title Office for each parcel involved in the proposal (include Legal description and Property Identifier)</li> <li>All easements, right-of-way's, building schemes, and covenants registered to the title.</li> </ul>			
Site profile	<ul style="list-style-type: none"> <li>A stage 1 Preliminary Site Investigation, site profiles are required</li> </ul>			
Photos	<ul style="list-style-type: none"> <li>Pre-construction digital photos of site and surrounding context</li> </ul>			
<b>Drawing Requirements</b>				
One hard copy set (11" x 17" and stapled ) and one digital set (emailed or USB)				
Cover Sheet with Project Statistics (Data Sheet)	<ul style="list-style-type: none"> <li>Total site area and site coverage</li> <li>Net and gross floor area by use</li> <li>Building Height(s) Setbacks: front yard, rear yard and side yards (permitted + proposed)</li> <li>Number of parking, loading and bicycle parking spaces (permitted + proposed)</li> <li>Number of dwelling units, unit sizes, bedrooms per unit + CRUs</li> <li>Floor space ratio permitted and proposed</li> <li>Summary of floor areas by level and exclusions (residential projects)</li> </ul>			
Context Plan	<ul style="list-style-type: none"> <li>Plan showing the relationship of the proposed buildings to surrounding developments at front, rear and sides</li> </ul>			
Site plan	<table border="0"> <tr> <td> <ul style="list-style-type: none"> <li>Address (if available)</li> <li>Street name(s)</li> <li>Dimensions of site</li> <li>Location and dimensions of all buildings with north arrow</li> <li>Required yard, setbacks and building lines</li> <li>Size and location of all off street parking and loading</li> <li>Access to parking and loading</li> <li>Location of utility connections</li> </ul> </td> <td> <ul style="list-style-type: none"> <li>Existing and finished grade levels</li> <li>Treatment of open areas, courtyards, pedestrian areas, etc.</li> <li>Location of garbage facilities</li> <li>Location of fire hydrants and their distance from the subject site</li> <li>Fire access routes or lanes</li> <li>Area of proposed work if adding to an existing building (highlight)</li> <li>Variance requested clearly identified and dimensioned.</li> </ul> </td> </tr> </table>	<ul style="list-style-type: none"> <li>Address (if available)</li> <li>Street name(s)</li> <li>Dimensions of site</li> <li>Location and dimensions of all buildings with north arrow</li> <li>Required yard, setbacks and building lines</li> <li>Size and location of all off street parking and loading</li> <li>Access to parking and loading</li> <li>Location of utility connections</li> </ul>	<ul style="list-style-type: none"> <li>Existing and finished grade levels</li> <li>Treatment of open areas, courtyards, pedestrian areas, etc.</li> <li>Location of garbage facilities</li> <li>Location of fire hydrants and their distance from the subject site</li> <li>Fire access routes or lanes</li> <li>Area of proposed work if adding to an existing building (highlight)</li> <li>Variance requested clearly identified and dimensioned.</li> </ul>	
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<b>Drawing Requirements</b> (Continued)		<b>Comments</b>
Current Certified Survey Plan	<ul style="list-style-type: none"> <li>• PID</li> <li>• Legal Description</li> <li>• Street address, street name(s) and location</li> <li>• Dimensions of site and site area, including north arrow</li> <li>• Location and dimensions of all existing buildings on the site</li> <li>• Ultimate property line (where lane “dedications” are required, setbacks must be measured from the dedication line)</li> <li>• Lane dedications, registered easements, encroachments and right-of-way’s must be indicated on the surveys</li> <li>• Location of existing street crossings</li> <li>• Existing grades at each of the four corners of the site</li> <li>• Existing grades at each corner of the existing and/or proposed principle building envelope</li> </ul>	
Floor Plans	<ul style="list-style-type: none"> <li>• All storeys including all levels of underground parking</li> <li>• All door, window and skylight locations</li> </ul>	
Building Elevations	<ul style="list-style-type: none"> <li>• Elevation of front, rear, two sides and courtyard (if applicable)</li> <li>• Floor levels and height above and below finished grades</li> <li>• Exterior finishing details and materials</li> <li>• Elevation on each floor level, peak of pitched roof or parapet wall of flat roof</li> <li>• Door and window details and sizes</li> <li>• Accessory building details</li> <li>• Sign location</li> </ul>	



