

## APPLICATION REQUIREMENTS

### FOR ALL DEVELOPMENT PERMITS, DEVELOPMENT VARIANCE PERMITS, ZONING AND OCP AMENDMENT APPLICATIONS

#### 1. Site Plan:

- i. Lot dimensions;
- ii. Lot area;
- iii. All buildings and structures and their minimum distance from respective lot lines;
- iv. Lot coverage of all buildings and structures, including all calculations;
- v. Access aisles, maneuvering aisles and parking and loading spaces, including all dimensions;
- vi. All outside land uses, including outside storage, garbage collection, recycling areas and transformer kiosks;
- vii. Site lighting, including location and design;
- viii. Statement of wiring – i.e. underground;
- ix. Free standing signs;
- x. Buildings on adjacent lots (i.e. lot on either side of the subject property) and their minimum distance from respective lot lines; and
- xi. Data Information Table – A Table comparing the proposed development with the requirements of the Zoning designation.

#### 2. Floor Plans:

- i. Exterior Dimensions;
- ii. Uses of space indicated as well as their respective square footage; and
- iii. Roof Plan, including design, slopes and mechanical equipment and elevator shafts that protrude above the roof.

#### 3. Building Elevations:

- i. All sides of all buildings and structures;
- ii. Exterior materials, finishes and colors;
- iii. Signage;
- iv. Grade line, both existing and proposed (if different); and
- v. Height of buildings and structures relative to grade.

#### 4. Graphic Cross Section:

- i. Line of maximum building height;
- ii. Grade line, both existing and proposed (if different);
- iii. Finished floor elevations relative to grade; and
- iv. Finished ceiling elevations relative to grade.

#### 5. Landscape Plan:

- i. Lot dimensions;
- ii. Planting material including size of planting;
- iii. Tree Retention Plan, including identification of existing trees, those to be removed and their species;
- iv. Method of irrigation;
- v. Hard surfacing material specifications;
- vi. Fencing, including height and material;
- vii. Sidewalk location, including dimension and materials;
- viii. Boulevard trees, including species and size of planting; and
- ix. Street lighting, including location and design.

#### 6. Street and / or Waterfront Elevations:

- i. Adjacent lots (i.e. lot on either side of the subject property) and the building or structures located on these lots.

#### 7. Colored Elevations:

- i. Colored drawing of all elevations of all buildings; and
- ii. Sample sheet of all exterior finishes and colours (non-mounted).

**8. Perspective rendering drawing(s) (to be provided upon staff's request):**

- i. Proposed buildings and structures on the subject property;
- ii. Existing buildings and structures on adjacent lots (if requested); and
- iii. Sketchup (or other digital) model file for major developments (if requested)

**9. Letter Addressed to the Director of Development Services Explaining Rationale for Variance (to be provided if Application is for a Development Variance Permit)**

**10. Plan Requirements:**

- i. One full-size copy of site plan (with Data Information Table), floor plans, building elevations, graphic cross section, landscape plan, street and waterfront elevations, and one copy of colored elevations with information on colours and materials.
- ii. Minimum scale: Site plans, landscape plans, street elevations and waterfront elevations: 1 to 200 or 1/16" to 1'0"; Floor plans, building elevations, cross sections and color elevations: 1 to 100 or 1/8" to 1'0".
- iii. One copy reduced to 11" x 17" format of site plan (with Data Information Table), floor plans, building elevations, graphic cross section, landscape plan, street and waterfront elevations.
- iv. PDF files of all drawings are to be emailed to the Development Services Dept.

**11. Application Form:**

- i. Completed by the applicant and to be signed by the owner of the subject property. If all property owners have not signed the application form, then a separate Owner Authorization form must be completed and submitted.

**12. Title Search:**

- i. Printed within the previous 14 days of submitting development application to the Town

**13. Application Fees:**

- i. Fees are to be determined as outlined in the Application Form.
- ii. Fees are to be submitted with the Application Form and Drawings.

**Ancillary Information:**

When Drawings for a Development Permit, Development Variance Permit, Zoning Amendment or OCP Amendment have been approved by Council, no changes to the approved design may occur without staff's notification. If the changes are deemed significant, an application to amend the approved drawings is first required.