

Development Permit Application Checklist

PROJECT ADDRESS: _____

DEVELOPMENT PERMIT AREA: _____

This checklist outlines requirements for a complete Development Permit application submission. Specific requirements are dependent on the nature and complexity of the Development Permit application. Development & Engineering Services front counter staff will provide advice and guidance on information requirements for your application.

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.

1.	Requirements	Submitted (Please Check)		Remarks (if any)
		Yes	No	
1.	A completed application form			
2.	A current (<i>within 30 days</i>) State of Title Certificate <ul style="list-style-type: none"> • Copies of encumbrances shown on the title (<i>except those relating to mortgages</i>) • Where the owner is a numbered company, a company search listing the names of officers and directors 			
3.	Does the proposed development comply with any easement, covenant, agreement or contract? Yes <input type="checkbox"/> or No <input type="checkbox"/>			
4.	Fee (\$750 or \$375 for minor amendments, subdivisions, projects under \$50,000, or for staff issuable applications)			
5.	Contaminated Site Profile application <ul style="list-style-type: none"> • Site Profile Form or: • Site Profile Schedule 2 Use (Referral Fee \$100.00) 			
6.	Brief written overview (<i>and any other supporting material</i>) explaining how the development complies with the City's plans, by-laws & Development Permit Guidelines?			
7.	Is the subject property located in an identified Hazard Area? (<i>ie landslip, flood plain, riparian area</i>). Yes <input type="checkbox"/> or No <input type="checkbox"/>			
Site Plan - Items 8 to 19 should be in the form of a data sheet on the site plan with metric dimensions (1 full sized with metric dimensions, and 2 extra plan reductions to 11"x 17")				
8.	Architect/Designer phone/fax number /email address			
9.	Name of Registered Owner			
10.	Address of Subject Property			
11.	North Arrow, scale, date of plan			
12.	Site Area			
13.	Site Coverage			
14.	Total Floor Area / number of dwelling units			
15.	Floor Area Ratio			
16.	Building Height (<i>from average finished grade to midpoint of the roof</i>)			
17.	Yard Setbacks (<i>include mass factor calculation if applicable</i>)			
18.	Off-Street Parking Calculations (<i>Reference the Zoning Bylaw</i>)			
19.	Amenity Area Calculation, where applicable (<i>Reference the Zoning Bylaw</i>)			
20.	Dimension and show all property lines, rights of way, and easements			
21.	Dimensions of setbacks for the proposed and existing buildings			
22.	Location, number and dimensions of all off street parking and loading areas			
23.	Existing and proposed vehicle access points to site and off street parking and loading areas			
24.	Show water bodies, water courses and any other significant natural features including grades			
25.	Detail to confirm all items conform to the relevant zone category			
26.	Location of electrical service and mechanical room			
Elevation Plan (1 full sized with metric dimensions, and 1 extra plan reductions to 11"x 17")				
27.	Exterior finishing materials and colours			
28.	Average, Existing and Finished Grades			
29.	Show height from average finished grade (<i>provide average grade calculations</i>)			
30.	Streetscape showing the neighbouring properties			
31.	Building sections			
Landscape Plan (1 full sized with metric dimensions, and 1 extra plan reductions to 11"x 17")				
32.	Detailed plan showing planting (species, size, quantity, locations, irrigation, finished grade)			
33.	Estimate of costs for completion of landscaping plan from a Landscape Professional. A security will be required prior to the report going to Council.			

Applicant's Signature: _____ **Date:** _____