

Effective: January 2023

This document is intended to be used as a guideline and provides recommendations of items for applicants to consider when submitting plans for their planning applications.

| SITE PLAN | |
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| | <u>Adjacent to Property:</u> |
| <input type="checkbox"/> | City streets (labelled with name) |
| <input type="checkbox"/> | Sidewalks, paths, crosswalks, bus stops (width and labelled) |
| <input type="checkbox"/> | Existing lights, utility poles, (labelled) |
| <input type="checkbox"/> | Back of sidewalk, curb, and gutter (labelled) |
| <input type="checkbox"/> | Curb cuts (labelled existing or proposed) |
| <input type="checkbox"/> | Public trees (location) |
| | <u>Subject Property:</u> |
| <input type="checkbox"/> | Property lines (dimensioned and labelled as existing and proposed, with reference to source – i.e. survey) |
| <input type="checkbox"/> | Parcel area (with reference to source – i.e. survey) |
| <input type="checkbox"/> | Easements, right of way, covenant areas (dimensions, and labelled by type and registration number) |
| <input type="checkbox"/> | Location of septic field (if applicable) |
| | <u>Setbacks:</u> |
| <input type="checkbox"/> | Required front, rear and side setbacks from property lines |
| <input type="checkbox"/> | Actual setback distance of front, rear and side setbacks from property lines to all exterior building walls |
| <input type="checkbox"/> | Distance from future road reserves (if applicable) |
| | <u>Lot Coverage:</u> |
| <input type="checkbox"/> | Area of each building (existing and proposed) |
| <input type="checkbox"/> | Total lot coverage (including calculation breakdown) |
| <input type="checkbox"/> | Hard surfacing calculation (if applicable) |

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| | <u>Geodetic Datum Points (provide existing and proposed):</u> |
| <input type="checkbox"/> | Existing spots throughout, and four corners of property |
| <input type="checkbox"/> | Corners of proposed structure |
| <input type="checkbox"/> | Top of foundation |
| <input type="checkbox"/> | Top of each floor |
| <input type="checkbox"/> | Top of building (mid-point and roof peak) |
| | <u>Buildings:</u> |
| <input type="checkbox"/> | Outline and exterior dimensions of all buildings |
| <input type="checkbox"/> | Outline eaves/roof overhang (include dimension of eave depth) |
| <input type="checkbox"/> | Projections of features (labelled and dimensioned – bay windows, cantilevers, window wells, decks, etc.) |
| <input type="checkbox"/> | Mechanical equipment (labelled – air conditioner, water meter, gas meter, etc.) |
| <input type="checkbox"/> | Location of all openings (labelled – windows, doors, overhead doors, etc.) |
| | <u>Driveways, Parking Areas, and Private Open Space:</u> |
| <input type="checkbox"/> | Distance from property line to front of garage or carport |
| <input type="checkbox"/> | Driveway width at property line |
| <input type="checkbox"/> | Driveway surface material |
| <input type="checkbox"/> | Parking spaces (dimensions of stalls, setback distance from property line and fences/structures) |
| <input type="checkbox"/> | Location and number of bicycle parking spaces (Class I or II) including dimensions (if applicable) |
| <input type="checkbox"/> | Private open space (dimensions and labelled) |
| | <u>Waste & Recycling, Signs and Lighting:</u> |
| <input type="checkbox"/> | Location of all waste, recycling and yard waste container storage area |
| <input type="checkbox"/> | Existing and proposed signage |

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| | FLOOR PLANS (For Each Floor Including Basement) |
| <input type="checkbox"/> | Layout of all exterior and interior walls (dimensions) |
| <input type="checkbox"/> | Location of all doors and windows (dimensions) |
| <input type="checkbox"/> | Purpose of each room (labelled) |
| <input type="checkbox"/> | All room dimensions |
| <input type="checkbox"/> | Roof plan and foundation plan |
| <input type="checkbox"/> | Floor Area Ratio (FAR) calculation breakdown (if applicable) |
| | ELEVATION DRAWINGS (Building, Fences & Retaining Walls) |
| <input type="checkbox"/> | Exterior of each elevation (dimensions) |
| <input type="checkbox"/> | Door, windows, overhead doors (dimensions) |
| <input type="checkbox"/> | Projections, decorative elements, with distance to property line |
| <input type="checkbox"/> | Roof slope (labelled) |
| <input type="checkbox"/> | Coloured elevations |
| <input type="checkbox"/> | Existing and proposed grade extending from building to property lines |
| <input type="checkbox"/> | Property lines extended vertically |
| <input type="checkbox"/> | Geodetic datum points provided at top of foundation, top of each floor, midpoint (if applicable) and top of roof or top of structure |
| <input type="checkbox"/> | Vertical height of buildings and structures |
| | FINISHING MATERIALS <i>(Only for development permits, or as requested)</i> <i>Submitted in a form that can be replicated - no physical samples</i> |
| <input type="checkbox"/> | Roofing material and colour |
| <input type="checkbox"/> | Main exterior material and colour |
| <input type="checkbox"/> | Window, door, trim colour and material |
| <input type="checkbox"/> | Additional material, accent colour and colour details of balcony, railings, etc. |

| | LANDSCAPING PLAN <i>(Only for development permits, or as requested)</i> |
|--------------------------|--|
| <input type="checkbox"/> | Landscaping plan must include curb, gutter and sidewalk |
| <input type="checkbox"/> | Outline of existing and proposed buildings and structures |
| <input type="checkbox"/> | Parking layout and surface material |
| <input type="checkbox"/> | Landscaping buffers (buffer width, tree species, shrub size, etc.) (if applicable) |
| <input type="checkbox"/> | Soft landscaping (trees, shrubs, hedges, planting beds, vines, lawn, etc.) |
| <input type="checkbox"/> | Hard landscaping (pre-cast pavers, brick, concrete, etc.) |
| <input type="checkbox"/> | Landscaping structures (trellises, arbours lighting, etc.) |
| <input type="checkbox"/> | Reference that all landscaping will be serviced with underground, automatic irrigation system, which will extend to the boulevard area |
| <input type="checkbox"/> | Location and dimensions of private open space, amenity areas, and play areas |
| <input type="checkbox"/> | Location of fences and retaining walls (including screening around refuse and recycling areas) |
| <input type="checkbox"/> | Height of fences and retaining walls |
| <input type="checkbox"/> | Material of fences and retaining walls |
| <input type="checkbox"/> | A plant list of trees, shrubs, perennials and ground cover including quantities, common names, planting sizes |
| <input type="checkbox"/> | Preliminary grading information sufficient to determine special treatment or provisions to retaining elements |
| <input type="checkbox"/> | Location and species of public trees (existing and proposed) |
| | <i>In addition to the above items listed for a landscaping plan, a landscaping quote from a landscaping professional may be required that includes a cost breakdown for all materials, including plantings, shrubs, irrigation and labour.</i> |