



January 1, 2025

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	
<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)

	<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 &amp; 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



	<b>FLOOR PLANS (For Each Floor Including Basement)</b>
<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)
	<b>ELEVATION DRAWINGS (Building, Fences &amp; Retaining Walls)</b>
<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
	<b>FINISHING MATERIALS <i>(Only for development permits, or as requested)</i></b> <b><i>Submitted in a form that can be replicated - no physical samples</i></b>
<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.

	<b>LANDSCAPING PLAN</b> <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>