

**Checklist for a Complete Application:** Please confirm your application is complete by filling in the check boxes in the list below and signing the declaration(s). Incomplete applications will not be accepted.

**(Please check each box to confirm your application contains the following information)**

**a) Project Information:** Every application for a development permit shall contain complete information in accordance with Section 4.4 and 4.5 of the Zoning Bylaw, including but not limited to:

- A letter explaining the details of the proposed development.
- Form 2C, or Form 4C for developments in a comprehensive zone, summarizing compliance with the Zoning Bylaw.
- Floor plans and elevation drawings of all proposed buildings and structures including any additions or renovations.
- Street occupancy permit issued by Engineering Services, or confirmation that it is not required

**b) Site Plan:** Every application for a development permit shall contain a site plan, at an appropriate metric scale containing:

- A north arrow;
- Lot dimensions;
- All principal and accessory building footprints;
- Setback distances for all principal and accessory buildings relative to property lines;
- Parking area and driveway dimensions including surface treatment (gravel, asphalt, concrete);
- Location and description of existing and proposed landscaping ground cover, trees, shrubs, or other landscape features;
- Location of any other relevant site improvements such as steps, decks, fences, fuel tanks, waste containers, or exterior storage areas; and
- Location of easements, power poles/lines, fire hydrants and other related features on or near the property.

**c) Drainage Plan:** to be shown on site plan or a separate drainage plan. Drainage plans must correspond with design elevations prescribed under an engineered subdivision drainage plan, where applicable.

- Proposed main floor elevation(s)
- Proposed spot elevations at lot corners, building perimeter and corners, of buildings, edge of surface treatments, grade breaks and along property lines and drainage features;
- Direction of drainage and grade percentage
- Any drainage features such as swales, ditches, and retaining walls
- Location, size and material of proposed underground service connections (if applicable); and
- Grade of sanitary service (if applicable).

Where an engineered subdivision drainage plan is not available, provide the following additional information:

- Existing spot elevations at corners of lot, grade breaks and at existing building corners (if any) near property line;
- Existing spot elevations along existing road shoulders, paths and lanes located near property line;

**d) Fees, Charges, and Guaranteed Security Information:** Every application shall be accompanied by the fee required by the Fees and Charges Bylaw.

- Development Permit application fee of \$75.
- In comprehensive zones, a guaranteed landscaping security of \$1000 is required to ensure the landscaping is installed and maintained for two growing seasons. A guaranteed hard-surface security of \$1000 is required to ensure the hard-surfacing is installed.

**f) Declaration:**

**(please check each box to confirm you understand and agree to the following statements)**

- I hereby declare that all the information provided in this application for development and contained in the supporting documents are to the best of my belief true and correct in all respects.
- I hereby acknowledge that all the information provided is considered public information and available for public viewing and distribution.
- I hereby acknowledge any change to the plans outlined within this application will result in the issuance of a development permit, building permit or business license based on the information provided in this application to be null and void.
- I hereby confirm that the proposed development, as outlined in the application for Development Permit, complies with any easements, caveats or contracts which affect development of the site.

Signature of Applicant: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_