

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 required 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 a project information table summarizing compliance with the City's Zoning Bylaw.
- Floor plans and elevation drawings of all proposed buildings and structures including any additions or renovations.
- Addressing plan for multi-unit developments
- Street Occupancy Permit issued by Engineering Services, or confirmation that it is not required

b) Site Plan: All development permit applications require that a site plan is submitted. The information used to generate the site plan can also be used as the base for other required plans such as the landscaping or parking plans. The site plan must be created at an appropriate metric scale containing:

- A north arrow;
- Legal property description including lot number and CLSR or LTO Plan numbers;
- Property lines and lot dimensions;
- Location of all existing and proposed principal and accessory buildings;
- Location of relevant site improvements, e.g. steps, decks, fences, fuel tanks, waste containers, storage areas;
- Location and description of outdoor lighting fixtures
- Location of easements, power poles/lines, fire hydrants and other related features; and
- Location, size, and placement of signs in all commercial, institutional, and industrial zones.

c) Parking Plan: All development permit applications require that a parking plan is submitted in accordance with Section 7 of the Zoning Bylaw. The parking plan must be created at an appropriate metric scale containing:

- Parking lot configuration;
- Building size and use;
- Parking spaces with dimensions;
- Access driveways;
- Hard-surfacing and marking; and
- Landscaping and security measures.

d) Landscaping Plan: All development permit applications require that a landscape plan is submitted in accordance with Section 5 of the Zoning Bylaw. The landscape plan must be created at an appropriate metric scale containing:

- Property lines and total area of landscaping;
- Location of all existing and proposed physical features including turf areas, trees, shrubs, planting beds, retaining walls, fences, signage, site furnishings and hard surfaces;
- Species list indicating the quantity, size, common and botanical names of the plant material to be used;
- Location and manner in which waste containers, fuel tanks, postal kiosks, utility structures, exterior storage and parking areas will be screened including the height and material to be used for fencing, screens and walls;
- Location of any trees, shrubbery or natural features to be retained;
- Description of means of maintaining the landscaping including the location of irrigation; and
- Existing and proposed overhead and underground utilities, lighting, and corner sight triangles where applicable.

f) Drainage and Servicing Plan: All development permit applications require that a drainage plan is submitted in accordance with Section 5 of the Zoning Bylaw. The drainage and servicing plan must be created at an appropriate metric scale containing:

- Existing spot elevations at corners of lot, grade breaks, and at existing building corners near property line;
- Existing spot elevations along existing road shoulders, paths, and lanes located near the property line;
- Proposed spot elevations at lot corners, building perimeter, edge of surface treatments, grade breaks, and along property lines and drainage features;
- Proposed main floor elevation(s)
- All drainage features such as swales, ditches, retaining walls, rock sumps, and connections to existing storm mains;
- Direction of drainage and grade percentage;
- Surface treatments throughout the lot such as paving, landscaping, or gravel;
- Location, size and material of proposed underground service connections and all related infrastructure
- Grade of sanitary service

Note: Drainage plans must correspond with design elevations prescribed under an engineered subdivision drainage plan, where applicable

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

- The Development Permit application fee. The development permit fee is \$275 plus an additional fee for construction of new gross floor area (GFA) including additions to existing developments which is calculated at a rate of \$1.10 per square metre of new GFA. The Permit fee must equal $\$275 + \$1.10 \times \text{GFA m}^2$.
- The guaranteed landscaping security. A guaranteed security is required to ensure the landscaping is installed and maintained for two growing seasons. The security must be provided prior to issuance of Development Permit. The security can take the form of either cash or an irrevocable letter of credit equal to 125% of the established landscape installation costs.
- The guaranteed hard-surface security. A guaranteed security is required to ensure hard-surfacing is installed and must be provided prior to issuance of Development Permit. The security can take the form of either cash or an irrevocable letter of credit equal to 125% of the established hard-surface installation costs.
- The guaranteed as-built security. A guaranteed security is required to ensure as-built drawings for any servicing (water, sewer, roads, storm, etc.) are provided in the form and substance acceptable to the City Engineer. The security can take the form of either cash or an irrevocable letter of credit equal to \$6,650/ha of development.

h) 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: _____