

**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 3D, 3E, or 3F (project information table), and supplementary forms where applicable, summarizing compliance with the City's Zoning Bylaw (refer to form 1A for appropriate project information table);

**b) Plans:** All development permit applications require that a set of plans is submitted. The plans must include site, parking, landscaping, drainage, and servicing details. Depending on the complexity of the proposed development, these details can be provided on the same or separate drawings. All plans must be drawn to scale and clearly legible.

**Required information to be provided on all plans:**

- A title describing which type(s) of plan it is (e.g. site/landscaping plan, drainage plan)
- The date of the drawing and a revision table
- All dimensions in metric units;
- A north arrow and the drawing scale;
- Legal property description including lot number and CLSR or LTO Plan numbers, and municipal address;
- Property lines and lot dimensions;
- Location of all existing and proposed principal and accessory buildings with all points of access/egress
- Location of site improvements, including drive aisles and parking spaces, walkways, steps, decks, fences, retaining walls, fuel tanks, electrical infrastructure, waste management area, storage areas, etc.
- Location of easements, electrical infrastructure, street lights, fire hydrants and other related features on or near the property.

**Site Plan:**

- Setback dimensions;
- Dimensions of walkways, steps, patios/decks, and amenity space where required
- Location and description of outdoor lighting fixtures;
- Location, size, and placement of signs in all commercial, institutional, and industrial zones.
- 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.

**Parking Plan:**

- Parking lot configuration;
- Dimensions of parking spaces and drive aisles;
- Access driveways and details of connections to street/lane;
- Location of curbs, wheel stops, parking lot landscaping, bicycle parking, etc.;
- Type of surfacing throughout;
- Marking and signage (location and details of directional signage, visitor, accessible, and loading space signage, etc.)

**Landscaping Plan:**

- Location and dimensions of all existing and proposed landscaping 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 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.

**Drainage Plan:**

- Existing spot elevations at corners of lot, grade breaks, and at existing building corners near property line;
- Existing spot elevations along existing road curbs/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;

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- Proposed main floor elevation(s);
- Direction of drainage and grade percentage;
- Surface treatments throughout the lot such as paving, landscaping, or gravel;
- All drainage features such as swales, ditches, retaining walls, dry wells, and connections to existing storm mains;
- Seal of a Professional Engineer license to practice in Yukon

**Note:** *Drainage plans must correspond with design elevations and drainage pattern provided in an engineered subdivision drainage plan, where applicable*

**Servicing Plan:**

- Location, size, and material of proposed underground service connections and all related infrastructure including water meter;
- Location(s) of existing and proposed fire hydrants, with hydrant cover;
- Fire Department access route(s) with dimensions including width, length and turning radii, and location(s) of Fire Department Connection(s), where required;
- Fire flow calculations based on Fire Underwriters Survey Guidelines;
- Fire hydrant flow test, if required;
- Water model report, if required;
- In areas with no municipal water/sewer servicing, provide proposed septic system location with dimensions, well location, and details of water supply for firefighting in accordance with Advisory #8;
- Seal of a Professional Engineer license to practice in Yukon

**c) Building Plans:**

- Title, date, metric units, north arrow, scale, and property description as described in the first five items listed in section b).
- Floor plans for each storey, including dimensions and the purpose of each room, the area of each unit, location of doors, walls, windows, stairs, etc.
- Elevation drawings for each side of each building, including siding material/colour, location of doors and windows, location and dimensions of all projections (eaves, decks, steps, etc.), building height, and location of property lines where any part of a building is within 1.0 m of a property line.
- Addressing plan for multi-unit developments. (Note that unit addressing must be determined at the Development Permit stage – any subsequent change to unit addressing will incur a change fee of \$200 per unit.)

The City may require additional information in accordance with Section 4.5 of the Zoning Bylaw.

**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 is \$400 plus \$1.10 per square metre of new gross floor area.

Securities will be calculated during the review process and must be paid prior to issuance of development permit. Securities can take the form of either cash (cash, cheque, debit, bank draft, but not credit card) or an irrevocable and automatically renewable letter of credit. Securities are calculated as follows:

- Hard-surfacing security: \$2,800 per required parking space.
- Landscaping security: \$1,250 per required tree and/or \$750 per required shrub.
- Record drawing security: \$1,000 plus \$1.00 per square metre of lot area.

**h) Declaration:**

- 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 that any variation from the description, specifications, and plans that form the basis of approval of a development permit, building permit or business license must be authorized in writing by the Development Officer, or where applicable, the Building Inspector. Failure to obtain authorization may result in the development permit, building permit, or business license 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: \_\_\_\_\_