



# DEVELOPMENT PERMIT APPLICATION

DRAFT COPY

## SUPPORTING INFORMATION REQUIREMENTS

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### Required for ALL APPLICATIONS

- 1 copy 11"x 17" Site Plan (larger size can be submitted ) (See Note 1)
- 1 copy latest survey plan (where available)
- 1 copy Building Drawings (See Note 3)

### Other Information

The Commission will advise which items from the *Other Information* list are necessary depending on the nature of your application.

- 1 copy aerial photograph
- Preliminary landscape plan (See Note 2)
- Preliminary stormwater management plan if an addition is proposed (See Note 4)
- 1 copy on-site sewage disposal system details

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### Drawing Standards

All plans are to include a north arrow, scale, legend, and drawing/revision dates. The type of plan (e.g. Site Plan) shall appear in a title block in the lower right portion of the drawing.

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### NOTE 1 *Detailed Site Plan*

The Site Plan shall include:

- Dimensions and area of all subject lands based on the most recent surveys and legal descriptions.
- Location and names of all streets, registered easements, and rights-of-way.
- Property identification (PID#, lot number, and/or civic address number) and name of property owner.
- The footprint and area of proposed buildings, setbacks from all property boundaries, and the location of any existing buildings to be retained or demolished.

- Existing and proposed grades and spot elevations at all building corners (or a separate grading plan).
  - Driveway locations and parking layout.
  - Surface type (e.g. asphalt, gravel, sod, woodland, etc.)
  - Proposed ground sign locations.
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**NOTE 2**      ***Preliminary Landscape Plan***

The preliminary landscape plan shall be prepared by a Landscape Architect and provide details on:

- General description of type and location of hard and soft surface materials.
  - General description of proposed plant material (e.g. deciduous trees, conifer shrubs, sod) graphically shown on the plan.
  - General location and type of fencing, retaining walls and site furnishings.
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**NOTE 3**      ***Building Drawings***

Building drawings shall be scaled .....

- Height and number of storeys
  - View plane locations, where applicable
  - Building materials and colour
  - Pattern and size of windows
  - Roof Lines
  - Signage (if applicable)
  - Renderings of all elevations
  - Floor Plans with uses labelled, location, type and number of units
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**NOTE 4**      ***Preliminary Stormwater Management Plan/Drainage Plan***

- Required if addition is approved, or the development involves excavation of the property or permanent alteration of the existing grade.