

Development Application Checklist

Low Density Residential - Single Detached Dwelling, Two-Unit, Secondary Suite

Project Address

Access Code

Base Requirements

One digital copy (PDF form) of each of the following:

		Office Use
Site Plan	<input type="checkbox"/>	<input type="checkbox"/>
Floor Plans	<input type="checkbox"/>	<input type="checkbox"/>
Building Elevation Drawings	<input type="checkbox"/>	<input type="checkbox"/>
Certificate of Title (within the last 30 days)	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>
Completed Application Form	<input type="checkbox"/>	<input type="checkbox"/>
Application Fee	<input type="checkbox"/>	<input type="checkbox"/>

Base Information

Every Page of the submitted plans and drawings must contain the following information:

- Legal Information
- Municipal Address
- Drawing Date and Number
- Drawing Scale
- Project Name/Description

Specific Information

Site Plan

1. Must be oriented with north at the top of the page and show a north arrow

2. Must indicate in a text block:

the proposed land use(s)	<input type="checkbox"/>	Office Use <input type="checkbox"/>
the proposed density	<input type="checkbox"/>	
number of regular parking spaces	<input type="checkbox"/>	

3. Shows dimensions in metric and identifies:

the subject parcel lines dimensioned in accordance with the registered plan	<input type="checkbox"/>	Office Use <input type="checkbox"/>
all easements, utility ROWs, and other applicable encumbrances	<input type="checkbox"/>	
all the existing and proposed buildings on the subject parcel	<input type="checkbox"/>	
the building setback distances and separation distances measured in accordance with the LUB definitions and shown with a dimension line	<input type="checkbox"/>	Office Use <input type="checkbox"/>
all driveways parking areas	<input type="checkbox"/>	
the on-site and off-site connection to sidewalks and pathways	<input type="checkbox"/>	
all areas to be landscaped (infill only)	<input type="checkbox"/>	
the existing above ground utility structures	<input type="checkbox"/>	
all window wells	<input type="checkbox"/>	

Floor Plans

Shows dimensions in metric and identifies:

the layout of each floor including all door and window openings	<input type="checkbox"/>	Office Use <input type="checkbox"/>
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Building Elevation Drawings

Shows in colour, dimensions in metric, and identifies

all building faces and grade lines with geodetic elevations noted	<input type="checkbox"/>	Office Use <input type="checkbox"/>
the roofs, eave overhangs, roof slope and roof structures	<input type="checkbox"/>	
the building height the peak of the roof measured in accordance with the LUB definition for height, for all building faces	<input type="checkbox"/>	Office Use <input type="checkbox"/>
the façade finish materials and colour	<input type="checkbox"/>	