

Project Address:

Unit / Bay # _____ Civic Address _____

Date: _____

Access Code: _____

Property Owner / Agent

Applicant

Name: _____

Paid

Address: _____

Phone: _____ Fax: _____

Signature: _____

E-Mail: _____

**** Providing an email address means you consent to receive
all documents via this address. Please ensure accuracy ****

Land Owner Consent

The owner of this property knows the full details of the
proposed development and knows I am making this
development application.

Yes

No

Business Owner

Applicant

Name: _____

Paid

Address: _____

Phone: _____ Fax: _____

Signature: _____

E-Mail: _____

**** Providing an email address means you consent to receive
all documents via this address. Please ensure accuracy ****

B/L #: _____

Details of Proposed Business / Development

Submission Requirements

- 1) Provide one copy of a Site Plan showing:
 - a) the building with the exact location of the tenant space identified
 - b) the off-street parking stalls

- 2) Provide one copy of a Floor Plan showing:
 - a) Dimensions of all rooms,
 - b) Purpose of all rooms / spaces,
 - c) Location of all walls, partitions, doorways, windows, and other openings,
 - d) If a restaurant and / or drinking establishment, include seating plan that clearly indicates the area (both indoor and outdoor) in which the public will have access for the consumption of food and / or beverages.

Property Information

Previous Tenant / Occupant	
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Total Number of Off-Street Parking Stalls provided	
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Total Area of Space Occupied by this Use	
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Will you be sharing this space with another tenant?	
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Adjacent Tenant(s)	
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Will you be doing any construction or modification of the space? (ie. Adding a mezzanine, second story, adding or removing walls, washrooms, etc.) If so, explain. <i>Other permits may be required.</i>	
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Will there be any combustible, flammable, or explosive materials stored, used or produced at this business?	
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Will the business activities or uses occurring at this location produce any dust, liquids or gases? For example, manufacturing, furniture refinishing, vehicle repairs, welding, cooking or food preparation?	
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Confirmation

The information I have provided herein and herewith is true, and to the best of my knowledge and abilities, accurate and complete.

Signature: _____

Date: _____