

Development Application Checklist

Home Occupation

Project Address

Access Code

Base Requirements

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

Site Plan (for type B only)	<input type="checkbox"/>
Completed Application Form	<input type="checkbox"/>
Application Fee	<input type="checkbox"/>

Office Use

<input type="checkbox"/>
<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
the proposed density	<input type="checkbox"/>	
number of regular parking spaces	<input type="checkbox"/>	

Office Use

<input type="checkbox"/>
<input type="checkbox"/>
<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
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"/>	
all driveways parking areas	<input type="checkbox"/>	
the existing above ground utility structures	<input type="checkbox"/>	

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>