

## Development Application Checklist

### Change of Use

**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"/>
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"/>	<input type="checkbox"/>
the parcel area	<input type="checkbox"/>	<input type="checkbox"/>
number of regular parking spaces	<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"/>	<input type="checkbox"/>
the abutting road ROWs and the adjacent and opposite parcels and driveway entrances to the same	<input type="checkbox"/>	<input type="checkbox"/>
all easements, utility ROWs, and other applicable encumbrances	<input type="checkbox"/>	<input type="checkbox"/>
all the existing buildings on the subject parcel	<input type="checkbox"/>	<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"/>	<input type="checkbox"/>
all driveways, vehicle stacking distances, parking areas	<input type="checkbox"/>	<input type="checkbox"/>
the on-site and off-site connection sidewalks and pathways, centre-walks, curb ramps, crossing table, and identifying the slopes and cross-slopes of the same, and all pedestrian-crossing pavement markings, detectable warning surfaces, and pedestrian signage	<input type="checkbox"/>	<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"/>	<input type="checkbox"/>
the use of each area	<input type="checkbox"/>	<input type="checkbox"/>
a key plan of all units within the building indicating square footage of each unit and occupant	<input type="checkbox"/>	<input type="checkbox"/>