

## 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:

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

Office Use

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

Office Use

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3. Shows dimensions in metric and identifies:

|                                                                                                                                         |                          |
|-----------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| the subject parcel lines dimensioned in accordance with the registered plan                                                             | <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"/> |
| 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"/> |

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#### Floor Plans

Shows dimensions in metric and identifies:

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|-----------------------------------------------------------------|--------------------------|
| the layout of each floor including all door and window openings | <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"/> |
| 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"/> |
| the façade finish materials and colour                                                                                     | <input type="checkbox"/> |

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#### Privacy Notice:

The personal information collected on the form is authorized by sections 4(a) and 4(c) of the Protection of Privacy Act. Please be aware that some or all of the information you provide on this form may be made public. If you have questions about the collection, or management of personal information, you can contact the City of Lethbridge Privacy Officer at APO@lethbridge.ca, or by phoning 311, or 403-320-3111 (if outside of Lethbridge).