

Form A

Development Permit Application Requirements

A development permit application shall include the following unless exempt by the Development Officer.

- 1) Application Form A completed application form.
- 2) Site Plan Two copies of a proposed development site plan showing, with labels, the following existing and proposed information (as the case may be):
 - a) a scale and north arrow,
 - b) a legal description of the site,
 - c) mailing address of owner or owner's representative,
 - d) site lines,
 - e) bylaw site line setbacks,
 - f) front, rear, and side yard requirements,
 - g) site topography and special site conditions (which may require a contour map), including ponds, streams, other drainage runs, culverts, ditches, and any other drainage features,
 - h) the location of any buildings, structures, easements, and dimensioned to the site lines,
 - i) the location and size of trees and other vegetation, especially natural vegetation, street trees, and mature growth,
 - j) retaining walls,
 - k) proposed on-site and off-site services,
 - l) landscaping and other physical site features,
 - m) a dimensioned layout of parking areas, entrances, and exits,
 - n) abutting roads and streets, including service roads and alleys,
 - o) an outline, to scale, of adjacent buildings on adjoining sites,
 - p) the use of adjacent buildings and any windows overlooking the new proposal,
 - q) fencing or other suitable screening,
 - r) garbage and outdoor storage areas,
 - s) other, as required by the Development Officer or Council to effectively administer this Bylaw.

3) Building Plan

A plan showing, with labels, the safe building elevations, floor plan, and a perspective drawing of the proposed development.

4) Landscape Plan

A landscape plan showing, with labels, the following:

- a) the existing topography,
- b) the vegetation to be retained and/or removed,
- c) the type and layout of: i) hard (e.g., structures) and soft (e.g., vegetation) landscaping,
 - ii) the open space system, screening, berms, slopes,
 - iii) other, as required, to effectively administer this Bylaw,
- d) the types, sizes and numbers of vegetation materials;
- e) areas to be damaged or altered by construction activities and proposed methods of restoration;
- f) a schedule of site stripping and grading, construction, and site restoration, including methods to be employed to reduce or eliminate erosion by wind, water, or by other means; and
- g) clearance from the Heritage Conservation Branch for heritage resources. The Heritage Conservation Branch's Exempt Activities Checklist for Private Landowners or Developer's Online Screening Tool can be utilized.

6) Certificate of Title A copy of the Certificate of Title, indicating ownership and all encumbrances.

7) Copy of approved sewage permit

8) The permit needs to specify the site grade elevation before construction, as well as a condition of the permit is for the applicant to provide the final grade elevation after construction.