



## Development Permit Application Requirement List Change of Use

Please check off the following information which is required to facilitate a thorough evaluation and timely decision on your application. All information and material for this application must be complete, clear, legible and precise. The processing of your application will be put on hold status until the complete information is submitted.

Only complete applications will be accepted.

Applicant Use	Office Use	Required Documents and Information
<input type="radio"/>	<input type="radio"/>	1. Current copy of <b>Certificate of Title</b> ( <i>dated within last 3 months</i> )
<input type="radio"/>	<input type="radio"/>	2. Current copies of <b>Restrictive Covenants, Utility Rights-of-Way, Easements or other Town Caveats Registered on the Title(s)</b>
<input type="radio"/>	<input type="radio"/>	3. <b>Owner Authorization</b> ( <i>if the Applicant is not the Registered Owner</i> )
<input type="radio"/>	<input type="radio"/>	4. <b>Development Permit Application Fee</b>
<input type="radio"/>	<input type="radio"/>	5. <b>Off-Site Levies</b> ( <i>if applicable</i> )
<input type="radio"/>	<input type="radio"/>	6. <b>Complete Plan sets (2 copies) including the following drawings as outlined below:</b>
<input type="radio"/>	<input type="radio"/>	1. <b>Site Plan</b> ( <i>metric scale 1:200 recommended</i> ) to scale and dimensioned showing:
<input type="radio"/>	<input type="radio"/>	a. North Arrow and Scale
<input type="radio"/>	<input type="radio"/>	b. Address
<input type="radio"/>	<input type="radio"/>	c. Legal Description ( <i>lot, block, plan</i> )
<input type="radio"/>	<input type="radio"/>	d. Property Lines ( <i>dimensioned</i> )
<input type="radio"/>	<input type="radio"/>	e. Lot Area, Site Width, and Site Depth
<input type="radio"/>	<input type="radio"/>	f. Utility Rights-of-Way and Easements ( <i>dimensioned</i> )
<input type="radio"/>	<input type="radio"/>	g. Outline of all buildings including any accessory building(s) ( <i>dimensioned</i> )
<input type="radio"/>	<input type="radio"/>	h. Building Setbacks from each property line ( <i>dimensioned</i> )
<input type="radio"/>	<input type="radio"/>	i. Lot Grades/Site Drainage Information
<input type="radio"/>	<input type="radio"/>	j. Adjoining streets, sidewalks, curbs, back of walk, proposed and existing curb cuts
<input type="radio"/>	<input type="radio"/>	k. Location of existing Service Lines, Electric and Gas meters, Utility poles, Guy Wires, Hydrants, Utility Fixtures or Boxes, on or adjoining the site
<input type="radio"/>	<input type="radio"/>	l. Parking, Loading Areas, Drive Aisles, and Circulation Roads, include length and width of all stalls, driveways, flares etc.
<input type="radio"/>	<input type="radio"/>	m. Retaining walls, fencing ( <i>existing and proposed, dimensioned and include height</i> )
<input type="radio"/>	<input type="radio"/>	n. Garbage and Recycling collection, including vehicle maneuvering templates and enclosure details
<input type="radio"/>	<input type="radio"/>	o. Signage, location and details ( <i>if also applying for signage</i> )
<input type="radio"/>	<input type="radio"/>	p. Landscaping, Trees and Shrubs, show all new/removed/retained vegetation

Applicant Use	Office Use	Required Documents and Information
<input type="radio"/>	<input type="radio"/>	2. <b>Floor Plans</b> ( <i>metric scale 1:200 recommended</i> ) to scale and dimensioned showing:
<input type="radio"/>	<input type="radio"/>	a. Outline and dimensions of all buildings including any projections, door and windows ( <i>dimensioned</i> )
<input type="radio"/>	<input type="radio"/>	b. Location of all interior walls & label all rooms ( <i>e.g. showroom, bathroom, etc.</i> )
<input type="radio"/>	<input type="radio"/>	c. Location of services, mechanical rooms ( <i>eg. gas meters</i> )
<input type="radio"/>	<input type="radio"/>	d. If an Eating or Drinking Establishment or a Church use, include seating plan indicating public areas ( <i>indoor &amp; outdoor</i> )

**Applicant's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

(Confirming that all required information has been provided, is correct and complete)