

## Fees

Consult Planning Department

## Submittal Requirements

Change of Use applications shall include the following documents.

Please note: The application may not be accepted if any of the documents below are not included in your submittal package.

- a. A signed Major Application form & fees (Applications must be completely filled out);
- b. A cover letter explaining the purpose for the change of use request;
- c. Land Register & Registry Extract Map, both less than 60 days old. These must be separate sheets, not copies onto the plan sheets;
- d. Proof of notifications\*: Includes copies of all notification letters\*\*, Certificate of Postings, LIS Buffer Map & LIS listing of property owners;

\* *Notifications may be received under separate cover, but must be posted no more than 3 days prior or 3 days after the date of submittal.*

\*\* *Notification letters shall have a specific description of the proposed development (e.g. 5,000 sf 2-storey retail building, 22 2-storey apartments and pool) and include a copy of the site plan.*

- e. Proof of newspaper advertisements, if required;
- f. One (1) copy of a High Water Mark Survey for waterfront developments (must be less than 12 months old);
- g. Three (3) site plans folded to 8.5"x11"; and,
- h. Five (5) full sets of plans folded to 8.5"x11". The title block (see Sheet Requirements) must be visible. Plan sheets must be drawn to scale (e.g. 1"=40', 1'=1/4").

A full set of plans include the following (in order):

1. Site plan;
2. Floor plans; and,
3. Building elevations (if changes are proposed).

## Sheet Requirements

All plan sheets shall have the following:

A title block in the lower right corner that includes the following information:

- a. Sheet Name (i.e., Site Plan, Floor Plans);
- b. Block & Parcel;
- c. Applicant Name/Project name;
- d. Agent name & contact information;
- e. Full Name of person who prepared the drawings;
- f. Date of drawing; and,
- g. The number of sheets (Sheet \_\_\_ of \_\_\_).

## Site Plan Requirements

The site plan shall show at a minimum, the following information.

- a. North Arrow & Scale (e.g., 1"=20', 1'= 1/4").The following statement signed by the applicant or agent: "I hereby certify that all the dimensions shown on this plan are correct";
- b. Parcel boundary with dimensions. The boundary line shall be the most prominent line on the site plan;

- c. Dimensioned site setbacks;
- d. Building footprints of proposed and existing structures that will remain. Provide the area, in square feet, of the existing building footprints and the number of storeys. Any existing structures, walls, fences or improvements on the property that are to be removed should not be shown on the plan. Any existing improvements that are to remain and be incorporated into the site plan should be shown and labeled as "existing";
- e. Existing and proposed easements;
- f. On the site plan, label in table form or within the footprint of each unit/building, the area (in square feet) of the building footprint and the building's gross floor area;
- g. Parking lot layout. Dimension drive aisle widths and curve return radii. Provide the area, in square feet, of the paved surface;
- h. Provide parking calculations. Specify the number of spaces required and provided per building use (for multi-use developments);
- i. Show the building footprints of any adjacent, existing developments. Label the current use of all adjacent properties;
- j. The full extent of the adjacent road. Dimension the road width and label the street name;
- k. Location of the proposed water supply and sanitary systems. Sanitary systems shall be labeled as follows: "Wastewater Treatment & Disposal per Water Authority Specifications." Note: Septic tanks shall be at least 5-feet from any buildings;
- l. Location and type of trash containers;
- m. Provide locations of existing and proposed CUC poles, water meters, exterior A/C units, cisterns, septic tanks;
- n. Location of truck loading areas and proposed container storage, if necessary. Illustrate how delivery and semi-trucks will manoeuvre on the site;
- o. On the floor plans, provide the area (in square feet) for each major room and label the rooms' uses; and,
- p. Show location of any existing water bodies, beach ridges, rock walls or other significant natural features.

## **Additional Planning Documents**

Planning Department staff may require additional information from the applicant as deemed necessary to conduct a complete review.

## **Plan Revisions**

Once the plans have been approved by the Central Planning Authority, any subsequent revisions to the plan may require a new application.

All structures or improvements constructed under the previous development plan must be shown and clearly labeled as existing. Proposed changes and/or additions must also be clearly shown and labeled and must be graphically distinct from the existing structures or improvements.