

Fees

- \$0.15 per square foot for houses, duplexes and additions;
- \$0.15 per square foot for gazebos, sheds, garages, additions;
- \$100.00 for fences or walls (only required if height is over 3'-6");
- \$250.00 for docks or seawalls; and,
- \$75.00 for pools.

Submittal Requirements

All house or duplex submittals 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 application form & fees;
- b. One copy of the land register and registry extract map, both less than 60 days old. *These must be separate sheets, not copied onto the plan sheets;*
- c. One (1) site plan folded to 8.5"x11"*;
- d. Two (2) 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"= 20', 1/4"=1'); and,
- e. One (1) copy of a High Water Mark Survey for any waterfront developments (must be less than 12 months old)

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

- 1. Site plan;
- 2. Floor plans; and,
- 3. Building elevations (front, sides & rear).

* The title block must be visible (see Sheet Requirements).

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 minimum, the following information.

- a. North Arrow & Scale (e.g., 1"=20', 1/4"=1');
- b. The following statement signed by the applicant or agent: *"I hereby certify that all the dimensions shown on this plan are correct."*;
- c. Parcel boundary with dimensions. The boundary line shall be the most prominent line on the site plan;
- d. Dimensioned site setbacks;
- e. Building footprints of proposed and existing structures;
- f. Driveways. Dimension the driveway width and label the radii of the curve returns. Identify proposed parking spaces;

- g. Show the full extent of the adjacent road. Dimension the road width and label the street name;
- h. Show the building footprints of any adjacent, existing development. Label the current use of all adjacent properties;
- i. 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;
- j. Any existing structures or improvements on the property, that are to be removed, should not be shown on the plan. These should be shown on an additional plan sheet or separate exhibit;
- k. Any existing structures, walls or fences that are to remain and be incorporated into the site plan should be shown and labeled as "existing";
- l. Show any existing or proposed easements;
- m. Show any proposed walls or fences. Label the construction type and height;
- n. Provide locations of existing and proposed CUC poles, water meters, exterior A/C units, cisterns, and septic tanks; and,
- o. Show location of any existing water bodies, beach ridges, rock walls or other significant natural features.

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

Plan Review Process

Once a complete submittal package is received by the Planning Department, the application is assigned to a Current Planner. If the application meets all the requirements of the Development and Planning Regulations, the application may be Administratively Approved by the Director of Planning or designate.

If the application requires a variance from the Regulations, the application must be reviewed by the Central Planning Authority (CPA). The Authority may approve, adjourn or refuse the request.

Construction plans are not required at the application stage. However, approval of the construction, plumbing & electrical plans by the Building Control Unit are required prior to issuance of a Building Permit.

Plan Revisions

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

All structures or improvements constructed under the previous site 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.