

- Fees** \$0.15 per square foot for residential purposes
\$0.20 per square foot for commercial purposes
- Submittal Requirements** Tent 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 Ancillary and Temporary Building 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. Notifications to adjacent, affected property owners (not required if application is related to a house or duplex);
 - d. Three (3) site plans folded to 8.5"x11"*;
 - e. Three (3) sets of elevations folded to 8.5"x11" * Photographs may be acceptable; and,
 - f. One (1) copy of a High Water Mark Survey for any waterfront developments (must be less than 12 months old).

* The title block must be visible (see Sheet Requirements).
Plan sheets must be drawn to scale (e.g. 1"=40', 1'= 1/4")

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.
North Arrow & Scale (e.g., 1"=20', 1'= 1/4")

- a. 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. Location of proposed tents;
- e. Building footprints of proposed and existing structures;
- f. Existing and proposed driveways; and,
- g. The full extent of the adjacent road. Dimension the road width and label the street name.

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 tent application is an ancillary structure for a house or duplex and meets all 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, or is proposed for commercial purposes, the application must be reviewed by the Central Planning Authority (CPA). The Authority may approve, adjourn or refuse the request.