

APPLICATION CHECKLIST FOR A DEVELOPMENT PERMIT APPLICATION (DP)

Please ensure that all of the information listed below is included in your application. Should you have any questions regarding submission requirements, please contact the Planning Department. **Staff will not begin processing your application until all required information has been provided.**

Land Title:

- recent **certificate of title** (within 90 days of receipt of application) for the subject property
- all **covenants, building schemes and easements** registered on title

Application Form:

- completed application form
- written authorization of **all** owners on the certificate of title

Site Plan (2 copies) showing:

- all uses**, existing and proposed, on the property, including buildings and structures
- dimensions and floor areas** of all existing and proposed buildings and structures
- heights** of existing and proposed buildings and structures
- setbacks** of existing and proposed buildings and structures on the property to property lines and the natural boundaries of the sea, lakes, wetlands and watercourses
- setbacks** of existing or proposed septic fields to natural boundaries of the sea, lakes, wetlands and watercourses and to wells that are on or within 50 metres of the property
- locations and dimensions** of parking areas, including stalls, driveways
- locations and dimensions** of all legal easements, covenant areas, and utility corridors
- north arrow, street names**

Village Revitalization, Village Periphery and Tourist Commercial (Accommodation) Development Permit Areas:

- 2 copies of a **landscape plan** showing existing and proposed landscaping on the property.
- 2 copies of a **parking plan** showing parking stalls, maneuvering aisles, accesses and exits
- 2 copies of **elevation** drawing(s), noting all proposed alterations to building elevations
- 2 copies of proposed building **materials and colour scheme**
- 2 copies of existing and proposed **signs**, incl. locations, dimensions, materials and colour scheme

Watershed and Stream and Cape Roger Curtis Development Permit Areas:

- Report from an environmental consultant – see development permit guidelines for details.