

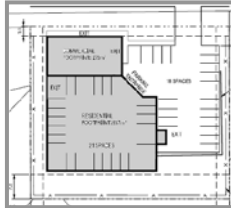
# List of Required Documents for a Development Application

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## Letter of Intent

Reason for the application, background info, nature of the request, number of employees, hours of operation, floor area, expected visitors, parking, and any information that supports your application, etc.



## Site Plan

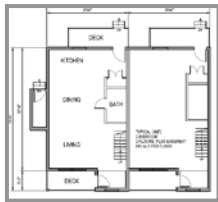
Detailed plan of the building's footprint, setbacks from property lines, parking, landscaped area, access, servicing, and other important features of the proposal shown with accurate scale and dimensions.



## Building Elevations & Renderings

Detailed elevations showing the building's exterior dimensions and design.

\* *Renderings may be required by Staff* →



## Floor Plans

Detailed interior floor plans, showing gross or net floor areas, the use of the space, and adherence to the fire code.

\* *May be required by Staff.*



## Plan of Subdivision

Tentative plan showing the proposed lot creation, consolidation or modification of a property's boundary line done by a licensed surveyor.

\* *Required only if applying for a subdivision*



## Interdepartmental Meetings

Meetings with other municipal departments may be required prior to submitting the final versions of the items on this list and may indicate in advance what terms and conditions will be applied to an approval.



## Landowner's Authorization

A signed letter, fax or email from the landowner acknowledging the nature of the application and his/her approval (*required only if the applicant is not the property owner*).



## Other

Consultation with your Councillor, with neighbours of adjacent properties or with the pertinent provincial authorities, may be required.



## Application Form *(taken in person by a City Planner)*



## Payment of Fees

The payment of fees can be done once the required documents have been submitted, thus officially entering the development application process.