



Development Permit Application Checklist

Please submit the following items as part of the application submission package:

*** Review the Official Community Plan (OCP) Building Design Guidelines for the subject Development Permit Area as found under Schedule 'R' of the OCP.**

- Completed application form
- Application fee
- Current certificate of title (available at Government Agent)
- Written authorization to act on the owners behalf (if necessary)
- Written narrative description / scope of work including the reasons for the application
- Legal property survey
- Photographs of existing site / building(s)
- Proposed site plan, including parking spaces, snow storage areas, outdoor screening areas, etc. (with dimensions)
- Proposed landscape plan, including species list, quantity of species, size at planting and size at maturity
- Proposed building elevations (colour)
- Building material samples / material board
- Specification sheets for new windows, doors, door hardware, and light fixtures
- Manufacturer paint colour chips
- Roofing material sample
- Easement agreement for encroachments (if necessary)