

The information listed below may be required for all applications under this guide:

- (a) Application Form provided by the District.
- (b) State of Title Certificate - including complete copies of all relevant registered non- financial charges and must be dated within thirty (30) days prior to making application.
- (c) Owner's Authorization - where the applicant is not the registered Owner(s) of the land subject to the application.
- (d) Site Profile or Site Profile Waiver - in accordance with the *Environmental Management Act* and Section 946.2 of the *Local Government Act*.
- (e) Zoning Analysis Table - illustrating how the proposal meets or deviates from the requirements of the current and any proposed zone(s).
- (f) Project Rationale - explaining the project's conformity with relevant policies of the Official Community Plan, including (where applicable) Development Permit Guidelines.
- (g) Photographs - of the Site and surrounding context (neighbouring properties, on Site structures, important features) in colour and at a size which is legible to the reader.
- (h) Sustainability Principles - describing if/how the proposal addresses any sustainability principles.
- (i) Site Plan - (1:200 scale recommended) in metric units with north arrow, including:
 - ▶ Civic address and legal description
 - ▶ Property line and setbacks (accurately measured and dimensioned)
 - ▶ Easements, rights-of-way, covenant areas
 - ▶ Outline of existing and proposed building(s) (accurately measured and dimensioned)
 - ▶ Parking layout (dimensioned with setbacks to property line, depth, and width of stalls and driving aisles. If required by Zoning Bylaw, include accessible parking stalls)
 - ▶ Site lighting
 - ▶ Location and area of private open space
 - ▶ Proposed civil works including storm, sewer, water, and other services

For Commercial, Industrial, and Multi-family application, also include:

- Location and number of bicycle parking stalls and parking stalls for persons with disabilities
- Provision for universal access
- Location of any existing or proposed freestanding signage
- Location of recycling or garbage enclosures

- (j) Floor Plans - for each floor including basement (1:200 scale recommended) in metric units with north arrow, including:
- Layout of all exterior and interior walls (dimensioned)
 - Location of doors and windows
 - Use of each room (e.g. bedroom, bathroom, etc.)
 - Dimensions of each room

- (k) Elevation Drawings - (1:200 scale recommended) in metric units, including:

- Exterior of subject building(s) (all elevations – direction labeled)
- Dimensioned height from grade on all elevations
- Materials and proposed colour details (e.g. roof, trim, façade)

For Commercial, Industrial, and Multi-family application, also include:

- Drawings of street elevation with relationship to buildings on adjacent properties
- Any proposed signage (size and location)
- Daylight standards
- Coloured rendering (complete building elevations and landscape plan)

- (l) Colour Board (if applicable) - that can be duplicated (no physical samples) including:

- Roofing material and colour
- Main exterior material and colour
- Second exterior colour (accent colour) and material (if applicable)
- Window, door, and trim colour and material
- Additional material and colour details (e.g. balconies, railings)

For Commercial, Industrial, Multi-family & Institutional applications you may be required to include:

- (m) One (1) board with samples of actual materials used (including signage details)

- (n) Landscape Plan - (1:200 scale recommended) in metric units with north arrow, detailing:

- Outline of existing and proposed building(s) with existing trees or treed areas
- Parking layout and surface treatment
- Soft landscaping (trees, hedges, planting beds, vines, lawn, bioswales, rain gardens, garden plots, etc.), including vegetation within public road right-of-way
- A preliminary plant list of trees, shrubs, perennials and ground covers including quantities, botanical and common names, planting sizes, on centre spacing
- Hard landscaping (precise pavers, brick, concrete, etc.) including materials within public road right-of-way
- Landscape structures (fences, trellis, arbours, retaining walls, lighting, etc.)
- Location and size of amenity areas, play areas, and private open space, if applicable
- Where a Landscape Plan is required as a condition of an environmental Development Permit, the Plan will be stamped and sealed by a Qualified Professional.