

**DEVELOPMENT SERVICES - Processing Centre - Development**

This checklist **MUST** be completed and submitted with your request for a minor amendment. If you have any questions regarding the information requested on this form, please call the Enquiry Centre at 604-873-7611.

<b>Project Address:</b>	<b>Related DE:</b>
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Drawings Required - Required scale 1/4" = 1'0" (1:50) unless otherwise specified in Notes, or if plans exceed standard A2 paper (2'x3') at the above-noted scale, then plans at 1/8" = 1'0" (1:100) scale may be acceptable.				Staff Use Only	
Document	Copies Required	Details	Notes	Copies Attached	Accepted
Application	1	Yellow M/A form and/or letter describing all proposed changes			
Consent Letter	1	Letter of consent from original applicant/owner			
Site Plan	5	Site plans should include the following: <ul style="list-style-type: none"> <li>▪ Address</li> <li>▪ Legal description (found on tax notice)</li> <li>▪ Street names/lanes</li> <li>▪ Dimensions of site</li> <li>▪ Building sizes and yard setbacks</li> <li>▪ North arrow</li> <li>▪ Parking, loading and garbage storage areas</li> </ul>	All changes to be clearly indicated where applicable.		
Site Coverage Plan	5	Site Coverage Plans should include the following: <ul style="list-style-type: none"> <li>▪ All property dimensions</li> <li>▪ All outside building dimensions including accessory buildings</li> </ul>			
Impermeable Material Site Coverage Plan	5	Impermeable Material Site Coverage Plans should include the following: <ul style="list-style-type: none"> <li>▪ Dimensions for areas covered by impermeable material to be clearly shown</li> </ul>			
Floor Plans	5	Floor plans should include the following: <ul style="list-style-type: none"> <li>▪ Indicate the use of all room uses and areas</li> <li>▪ Indicate all doors</li> <li>▪ Indicate the locations of all exits, means of egress, signs, emergency lighting, fire alarm and smoke alarm devices</li> <li>▪ Indicate location of all washrooms</li> </ul>	All changes to be clearly indicated where applicable.		
Elevation Plans	5	Elevation plans should include the following: <ul style="list-style-type: none"> <li>▪ Exterior cladding</li> <li>▪ Indicate all door and window openings</li> </ul>	Sufficient number of elevations to clearly represent the proposed alterations.		
Landscape Plans	5	Landscape Plans should include the following: <ul style="list-style-type: none"> <li>▪ All landscape elements and details</li> </ul>	All changes to be clearly indicated where applicable.		
Cross Sections	5	Cross Section plans should include the following: <ul style="list-style-type: none"> <li>▪ Floor levels with design elevations</li> <li>▪ Stair details</li> <li>▪ Height/details of crawl spaces</li> <li>▪ Height of half storeys/dormers</li> </ul>	All changes to be clearly indicated where applicable.		
The above noted list of requirements is not limited in its content. Further review of the application documents may reveal additional requirements.					