

DEVELOPMENT SERVICES - Processing Centre - Development

IMPORTANT NOTE: This checklist applies to patio seating on private property. For patios on City property, please contact the Engineering Department at 604-873-7148.

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

Project Address:	Development Application:
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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.

Document	Copies Required	Details	Notes	Staff Use Only	
				Copies Attached	Accepted
Site Plan	5	Site plans should include the following: <ul style="list-style-type: none"> ▪ Address ▪ Legal description (found on tax notice) ▪ Street names/lanes ▪ Dimensions of site ▪ Building sizes and yard setbacks ▪ Location of patio seating with any related guards or fences ▪ Indicate North arrow 	Clearly indicating patio seating within property boundaries.		
Floor Plans	5	Floor plans should include the following: <ul style="list-style-type: none"> ▪ Indicate the use of all interior room uses and areas ▪ Indicate all door sizes and locations ▪ Indicate location and type of all washrooms ▪ Indicate seating layout (both interior and exterior) ▪ Indicate location of patio, related guards, fences and seating layout 			
Elevation Plans	5	Elevation plans should include the following: <ul style="list-style-type: none"> ▪ Exterior cladding ▪ Indicate all door and window openings adjacent to patio ▪ Indicate guard/fence details (height of guard, material and colour, etc.) 	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"> ▪ All landscape elements and details and details that are being altered due to this change 			

Additional Information (where applicable)

- A letter describing the business, including the hours of operation, number of patrons, name of operation
- The above noted list of requirements is not limited in its content. Further review of the application documents may reveal additional requirements