

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.

Project Address:	Related DE:
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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"> Address Legal description (found on tax notice) Street names/lanes Dimensions of site Building sizes and yard setbacks North arrow Parking, loading and garbage storage areas 	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"> All property dimensions All outside building dimensions including accessory buildings 			
Impermeable Material Site Coverage Plan	5	Impermeable Material Site Coverage Plans should include the following: <ul style="list-style-type: none"> Dimensions for areas covered by impermeable material to be clearly shown 			
Floor Plans	5	Floor plans should include the following: <ul style="list-style-type: none"> Indicate the use of all room uses and areas Indicate all doors Indicate the locations of all exits, means of egress, signs, emergency lighting, fire alarm and smoke alarm devices Indicate location of all washrooms 	All changes to be clearly indicated where applicable.		
Elevation Plans	5	Elevation plans should include the following: <ul style="list-style-type: none"> Exterior cladding Indicate all door and window openings 	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 	All changes to be clearly indicated where applicable.		
Cross Sections	5	Cross Section plans should include the following: <ul style="list-style-type: none"> Floor levels with design elevations Stair details Height/details of crawl spaces Height of half storeys/dormers 	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.					