



# Checklist: Development Permit Application

Pursuant to Land Use Bylaw No. 24-007

## Commercial / Industrial Development

### Required for ALL Commercial / Industrial Applications

- Completed Form A: Development Permit Application
- Completed Form A2: Commercial / Industrial Application
- Certificate of Title (within the last 30 days)
- Site Plan Indicating:
  - o Location of proposed development
  - o Existing structures
  - o Location of anticipated future development
  - o Existing and Proposed Parking Areas
  - o Septic System
  - o Known utilities
  - o Setback information to property lines and adjacent structures
  - o Existing and Proposed Outdoor Storage
- Construction Details, including
  - o Elevation Drawings
  - o Floor Plans indicating rooms and dimensions
- Payment of Development Permit Application Fee – determined at time of application
- Submit Municipal Address Application – *For lots with no existing address, or secondary suite/dwelling proposals*
- Submit Approach Application – *When a new approach is required*
- Waiver Request – *Where applicable, include a written explanation and rationale for the request as part of Form A: Development Permit Application*
- Grading and Drainage Plan – *Required for parcels in industrial parks, on parcels 2 acres or less in size, and where specified by the development authority*
- Landscaping Plan
  - o Include labelling of trees, shrubs, ground cover, fencing, etc.
- Additional Supporting Documentation as required, for example,
  - o Storm Water Management Plan
  - o Documentation from other Government authorities
  - o Proposed business operation, including hours