



Checklist: Development Permit Application

Pursuant to Land Use Bylaw No. 24-007

Accessory Building / Structure Development (ie. Garage, Shed, Shop, Deck, Ground Mount Solar, etc.)

Required for ALL Accessory Building / Structure Applications

- Completed Form A: Development Permit Application
- Certificate of Title (within the last 30 days)
- Site Plan Indicating:
 - Location of proposed development
 - Existing structures
 - Location of anticipated future development
 - Septic field
 - Known utilities
 - Setback information to property lines and adjacent structures
- Construction Details, including
 - Elevation Drawings
 - Floor Plans indicating rooms and dimensions
 - For Solar, include Mounting details and spec sheet for panels
- Payment of Development Permit Application Fee – determined at time of application
- Architectural Controls sign-off (where applicable)
- Submit Municipal Address Application – *For lots with no existing address*
- 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*
- Additional Supporting Documentation – *where applicable, such as additional details regarding the proposed business and its operations)*