



APPLICATION SUBMISSION INFORMATION		OC Amendment	Rezoning/Zoning Text Amendment				Agricultural	Subdivision	DP Application	Development Application			Heritage		Temporary Use Permit
Item	Forms and Documents	Official Community Plan Amendment	Single Detached Housing	Duplex/Triplex/Townhouse	Apartment/Mixed Use	Commercial/Industrial	Application to Agricultural Land Commission (ALC)	Subdivision Application	Development Permit Application	Development Variance	Strata Title Conversion	Environmentally Sensitive Area (ESA) DP	Heritage Alteration Permit	Heritage Revitalization Agreement	Temporary Use Permit
Below outlines the minimum submission requirements for various types of land use and development applications. All required information must be provided at the time of application. Applications will not be considered complete until all required documents are received. Other studies/plans may be required on a case-by-case basis. ✓ = Required TBD = To be Determined by Staff (not required at the time of submission) Blank = Not Required * = two sets of drawings For explanations and details on the items below, please refer to the Bulletin DEVAPPS-15 - Submission Requirements															
1	Application Form	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
2	Submission Checklist & USB Flash Drive Containing All Required Documents	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
3	Letter of Authorization	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
4	Application Fees	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
5	Land Title Search	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
6	Ministry of Environment and Climate Change Strategy Site Disclosure Statement	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
7	Legal Topographical Survey*	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
8	Arborist Report	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
9	Letter Outlining Proposal	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
10	Site Plan*	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
11	Comprehensive Drawing Package*	✓	✓	✓	✓	✓	TBD	✓	✓	TBD	✓	TBD	✓	✓	TBD
12	Coloured Elevations*	✓	TBD	✓	✓	✓	TBD	✓	✓	TBD	✓	✓	✓	✓	TBD
13	Landscape Plans & Overlays*	✓	TBD	TBD	TBD	TBD	TBD	✓	✓	TBD	✓	✓	✓	✓	✓
14	Three Dimensional Drawings*	✓	✓	✓	✓	✓	✓	✓	✓	TBD	✓	✓	✓	✓	✓
15	Shadow Analysis*	✓	✓	✓	✓	✓	✓	✓	✓	TBD	✓	✓	TBD	✓	✓
16	Parking Plan*	✓	✓	✓	✓	✓	TBD	✓	✓	TBD	✓	TBD	✓	✓	✓
17	Fire Access And Response Plan*	✓	✓	✓	✓	✓	TBD	✓	✓	✓	✓	TBD	✓	✓	TBD
18	Waste Management and Operations Plan*	✓	✓	✓	✓	✓	TBD	✓	✓	✓	TBD	✓	✓	✓	TBD
19	Traffic Impact Assessment	✓	✓	TBD	TBD	TBD	TBD	✓	✓	✓	✓	TBD	TBD	TBD	TBD
20	Environmentally Sensitive Assessment Report	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
21	Draft Strata Plan*	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
22	Strata Title Conversion Tenant Surveys/Summary of Results	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
23	Building Conditions Report	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	TBD	TBD	✓
24	Building Code Compliance Report	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	TBD	TBD	✓
25	Building Energy Step Code Compliance Memo	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓