

Date	Applicant Initials	Staff Initials	Requirements
			<ul style="list-style-type: none"> ○ Medians and/or breaks in medians on public streets adjacent to the site; ○ Existing pedestrian crosswalks adjacent to the site; ○ Corner cuts on corner sites; ○ Road dimensions of any on site circulation roads (indicate one ways). ○ Note that fire lanes are at least 6m wide with a minimum 12m center line radius. ○ Layout of parking areas showing: <ul style="list-style-type: none"> ○ Dimensioned depth, width, angle and number of parking stalls; ○ Barrier free parking stalls, access ramps, drop curbs for wheelchair accessibility and indication of how the stalls are to be marked; ○ Loading stalls with indication of how they will be marked; ○ Aisle dimensions; ○ Location of any proposed wheel stops and speed bumps; ○ Sidewalk width; ○ Geodetic grades of the parking area including any driveway grades and parkade access ramps; ○ Where the stall is between columns (parking structures). ○ Surface treatment for all areas including parking, sidewalks and landscaping. ○ Location, size and type of all exterior doors. ○ Location of bicycle racks and the number of bikes accommodated. ○ Location of any drive-thru facilities, stacking spaces for vehicles, location of drive-thru signage (e.g. entrance, exit, customer courtesy and menu board signs), if applicable. ○ Bus zones and bus shelters adjacent to the site. ○ Location and height of all existing and proposed fencing and retaining walls. ○ Location of garbage collection facilities and loading areas. <ul style="list-style-type: none"> ○ Provide elevation drawings of garbage collection facilities, indicating colors, materials and dimensions.
			<p>9. Three (3) paper copies and one (1) electronic / PDF copy of Utility Plans, Site Stormwater Management Plans and Site Grading Plans showing:</p> <ul style="list-style-type: none"> ○ <u>Utility Plan:</u> <ul style="list-style-type: none"> ○ Location of all proposed and/or existing shallow and deep utilities (e.g. water, sanitary sewer, storm sewer, gas, electrical, cable, telephone, either underground or overhead. ○ Provide the original utility locates with the submission. ○ Location of all lighting and light standards, catch basins, utility poles, hydrants and utility fixtures, on or adjacent to the site. ○ <u>Stormwater Management Plan:</u> <ul style="list-style-type: none"> ○ Plans must clearly show the location and details of sanitary sampling manholes and stormwater pre-treatment devices as required. ○ Site drainage calculations, including: <ul style="list-style-type: none"> ○ Allowable release rate; ○ Drainage areas and associated runoff coefficients; ○ Storage requirements; ○ Runoff control structure release calculations. <p style="text-align: center;">CONTINUED ON NEXT PAGE</p>

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			<ul style="list-style-type: none"> ○ <u>Grading Plan:</u> ○ Existing and proposed geodetic grades, contours and any special topographical features or on site conditions (e.g. escarpments, break-of-slope, and any unstable areas).
			<p>10. Three (3) paper copies and one (1) electronic / PDF copy of Landscaping Plans (all drawings should be fully dimensioned, accurately figured, explicit, and complete, metric scale not less than 1:100) showing:</p> <ul style="list-style-type: none"> ○ Trees, shrubs and significant vegetation and indication of what is to be added, removed and retained. ○ Please include the following information: <ul style="list-style-type: none"> ○ Number and location of all trees and / or shrubs; ○ Type (deciduous, coniferous or ornamental) and species (common and botanical name); ○ Size (caliper for deciduous, height for coniferous). ○ Surface treatment of all soft landscaped areas (e.g. grass, shrubs, mulch) and hard landscaped areas (e.g. decorative pavers, brick, stamped concrete), including boulevards. ○ Method of irrigation for all soft landscaped areas. ○ Total landscaped area (square meters). ○ Curb details to separate landscaping.
			<p>11. Three (3) paper copies and one (1) electronic / PDF copy of the floor plans (all drawings should be fully dimensioned, accurately figured, explicit and complete (metric scale not less than 1:100) showing:</p> <ul style="list-style-type: none"> ○ Layout of all exterior and interior walls, include the floor plan of the proposed building (identifying all spaces inside the building); ○ Total gross floor area, and gross floor area of each of the individual spaces; ○ Location of exterior and internal doors and windows; ○ Loading and internal garbage storage areas. ○ If an eating and / or drinking establishment is proposed, include a detailed layout of the floor plan. <ul style="list-style-type: none"> ○ Include a seating plan which clearly indicates the area in which the public will have access from the consumption of food and / or beverages.
			<p>12. 9.36 Project Summary Energy Information Sheet (Energy Design / Information Sheet) – *Building Permit Submission</p>

The Development Authority may require additional material considered necessary to properly evaluate the proposed development.

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Reviewed By:	Date:
Comments:	