

COMMERCIAL / INDUSTRIAL: CHANGE OF USE

INFORMATION REQUIRED FOR A DEVELOPMENT PERMIT

All of the following information is necessary to facilitate a thorough evaluation and timely decision on your application. **Applicants are required to fill in the column, “Applicant” and sign the application form confirming that all of the required information has been provided.**

To expedite the evaluation, all materials submitted must be clear, legible and precise. Accurate and legible drawings are required (rough sketches are not acceptable) in order to ensure that your application is processed accurately and in a timely manner. To achieve this level of customer service, **staff are instructed to accept only complete applications which include plans/drawings prepared to professional drafting standards.**

If any of the required information is not provided, your application will not be accepted. If an application is accepted, and upon review found to be missing required information, you will be contacted. **The processing of your application will not proceed until the necessary information is submitted.**

Office	Applicant	Required Items
<input type="checkbox"/>	<input type="checkbox"/>	1. CURRENT COPY OF THE CERTIFICATE OF TITLE (No older than 3 months)
<input type="checkbox"/>	<input type="checkbox"/>	2. OWNER AUTHORIZATION (if the applicant is not the Owner)
<input type="checkbox"/>	<input type="checkbox"/>	3. APPLICATION FEE
<input type="checkbox"/>	<input type="checkbox"/>	4. OFF-SITE LEVY FEES (if applicable, see Off-site Levy Bylaw)
<input type="checkbox"/>	<input type="checkbox"/>	5. SITE PLANS (2 sets) – to scale and dimensioned (min. scale 1:500) showing:
<input type="checkbox"/>	<input type="checkbox"/>	• North Arrow
<input type="checkbox"/>	<input type="checkbox"/>	• Municipal Address
<input type="checkbox"/>	<input type="checkbox"/>	• Legal Description (Lot, Block, Plan)
<input type="checkbox"/>	<input type="checkbox"/>	• Location of free standing signs
<input type="checkbox"/>	<input type="checkbox"/>	• Location of building or bay on site that use will occupy
<input type="checkbox"/>	<input type="checkbox"/>	• Location of parking stalls
<input type="checkbox"/>	<input type="checkbox"/>	• Location of overhead doors and loading areas
<input type="checkbox"/>	<input type="checkbox"/>	• Location of outdoor storage areas and method of screening
<input type="checkbox"/>	<input type="checkbox"/>	• Location of drive thru and turning radii for drive thru (if applicable)
<input type="checkbox"/>	<input type="checkbox"/>	• Turning radii for large vehicles (if applicable)
<input type="checkbox"/>	<input type="checkbox"/>	• Location of garbage enclosures
<input type="checkbox"/>	<input type="checkbox"/>	6. FLOOR PLANS (2 sets) – to scale and dimensioned (min. scale 1:100) showing:
<input type="checkbox"/>	<input type="checkbox"/>	• Layout of interior and exterior walls and identifying all rooms (storage, retail space, offices, seating areas, kitchens, staff rooms, stairways, mechanical rooms, etc) on all floors, including mezzanine levels
<input type="checkbox"/>	<input type="checkbox"/>	• Dimensions of the building or bay
<input type="checkbox"/>	<input type="checkbox"/>	7. DETAILED DESCRIPTION OF THE TYPE OF USE PROPOSED
		• Please submit a detailed explanation of how the building and site will accommodate the Use. Describe what materials will be stored, whether there will be waste, noise, outdoor storage, level of retail (in any), number of staff, number of vehicles and types of vehicles (truck size and length) accessing or being stored

