

Residential Checklist

Why is a checklist needed?

- The checklist informs you of all the pieces of information needed to properly review your application.
- The checklist improves the quality of applications submitted for single detached dwellings and semi detached dwellings.

How do I meet the checklist standard to ensure my application is considered complete?

- Review the checklist and ensure that you have included *everything*. There will be no exceptions.
- Refer to the drawing examples to ensure you haven't missed anything.
- Check off items on the checklist that are applicable to your application.
e.g. If retaining walls will not be needed for your project, please mark "NA" next to that box or leave it blank.
- Provide written justification for any request that does not comply with the Land Use Bylaw. Relaxations will not be granted without appropriate written justification.

How does this benefit me?

- Submitting a complete application decreases the amount of time required to review your application by the Development Officer.
- Submitting a complete application allows the Development Officer to thoroughly review the grades for your project to prevent grading problems.

What happens if my application isn't complete?

- You will be contacted to come in and pick up your application, gather the missing data identified, and resubmit a **complete** application.
- Processing time will be delayed.

My application is complete so why did the Development Officer need more information or changes?

- The checklist is the starting point. This is the minimum information required to thoroughly review your application.
- The checklist does not check for accuracy of the information provided as it is a review for completeness of information.

Grading Requirements for Site Plans (see example on city website).

- Approved lot grades at the property line must be shown.
- Grades must be shown at all exterior corners of the building and garage.
- The garage slab elevation must be shown.
- Side yard grade points (at the property lines) corresponding to the corners of the building and garage must be shown.

Grading Requirements for Elevations Drawings (see example on city website).

- All grades that are required to be shown on the site plan must also be shown on the elevation drawings.
- Side yard grade points (at the property lines) corresponding to the building grade points must be shown on side elevation drawings.
- The elevation drawings must show the ground line extended to the property lines and end property line grade points.
- The slope of the grade line must be accurately drawn on all elevations.
- If the application is to also build a detached garage:
 - Grades must be shown for the garage including the corresponding side yard grade points (at the property line);
 - Front and rear elevations for the house and garage can be shown separately; and
 - The detached garage must be shown on the same side elevation drawings as the house except when the lot is pie-shaped. When the lot is pie-shaped, the garage can then be shown

separately but will need to still include garage grade points at the building corners and property line.

Other Requirements

- Chimney flues, furnace vents, and exterior finishing materials must be shown on all 4 elevation drawings.
- The height of the structure to the top of the roof must be shown on all 4 elevation drawings. If the grade changes from one side of the house to the other side, then the height must be shown on both sides of the house on the elevation drawing.
- The grading information provided must be the same between the site plan and elevation drawings.
- Minimum scale for elevation drawings and floor plans is 1:100. The scales for the floor plans and the elevation drawings must be the same and remain consistent throughout.
- Font sizes must be clearly legible on all drawings. Avoid placing text in a way that overlaps lines or textured backgrounds. If this cannot be helped, ensure the font is of adequate size and boldness so that it can be read easily.
- All changes to the drawings must be done digitally. Hand written corrections are not accepted.

Drawing examples can be viewed on the City Website

www.medicinehat.ca

Go to “City Government”

Choose “Departments”

Click on “Planning and Building, Development Services”

Then click “Development Permits”