

COMMERCIAL/INDUSTRIAL: CHANGE OF USE (DISCRETIONARY USE)

INFORMATION REQUIRED FOR A DEVELOPMENT PERMIT

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. SITE PLANS (2 sets) – to scale and dimensioned (min. scale 1:500) showing: <ul style="list-style-type: none"> • North Arrow • Municipal Address • Legal Description (Lot, Block, Plan) • Location of free standing signs • Location of building or bay on site that use will occupy • Location of parking stalls • Location of overhead doors and loading areas • Location of outdoor storage areas and method of screening • Location of drive thru and turning radii for drive thru (if applicable) • Turning radii for large vehicles (if applicable) • Location of garbage enclosures
<input type="checkbox"/>	<input type="checkbox"/>	5. FLOOR PLANS (2 sets) – to scale and dimensioned (min. scale 1:100) showing: <ul style="list-style-type: none"> • 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 • Dimensions of the building or bay
<input type="checkbox"/>	<input type="checkbox"/>	6. DETAILED DESCRIPTION OF THE TYPE OF USE PROPOSED <ul style="list-style-type: none"> • 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 (if any), number of staff, number of vehicles and types of vehicles (truck size and length) accessing or being stored at the site (see next page).
<input type="checkbox"/>	<input type="checkbox"/>	7. SIGNAGE

The Development Authority may require additional material, such as environmental studies, considered necessary to properly evaluate the proposed development. Normally an application will be complete if the material outlined above is provided.

Please provide detailed description of the proposed use. Attach a separate sheet if necessary.

Applicant's Signature _____ Date _____
(Confirming that all required information has been provided and is correct.)

Received and checked by: _____ Date: _____

Office Use Only

Reviewed by:	Date:
Comments:	