

This checklist outlines the requirements for submitting an application for greater than two residential units, commercial, industrial or institutional development. All items listed are necessary to evaluate and provide a timely decision on your application. When submitting your application you may wish to include other appropriate materials relevant to the scale, visual impact, land use context, or other items in support of your proposal. Application will be accepted by email or via regular mail. This checklist applies to the following types of applications:

- Official Community Plan Amendments
- Development Permits (Council)
- Zoning Bylaw Amendments
- Development Permits (Technical or Delegated)
- Development Variance Permits
- Temporary Use Permits

Applications will not be processed until complete

Applications and materials submitted must be clear, legible, and precise. Plans submitted should be to a professional drafting standard. All measurements to be provided in metric. Digital copies of plans and drawings should be in PDF format.

All plans for Multi-family Residential, Commercial, Industrial, and Institutional applications, must be completed by a Registered Professional Architect, Engineer, or Landscape Architect.

All Development Application Plans must:

- ⇒ **Contain a title block with the following information:**
 - Address and legal description of the property
 - Project name, applicant name, and contact information
 - Labeled with the scale, a north arrow, drawing number, and revision date
- ⇒ **Be contained on a single page** (one plan shall not span two pages)
- ⇒ **Be clear of any previous approval stamps / notations.**

Please note further submission materials may be required during the application process to properly evaluate the proposed development.

NOTE: *This application does not relieve the owner or the owner's authorized agent from full compliance with the requirements of any federal, provincial, or other municipal legislation, or the terms and conditions of any easement, covenant, building scheme or agreement affecting the building or land.*

APPLICATION REQUIREMENTS

Office Use Only	Checked by Applicant	NOTE: ONCE CONFIRMED ALL ITEMS MUST BE SUBMITTED FOR THE APPLICATION TO BE DEEMED COMPLETE
<input type="checkbox"/>	<input type="checkbox"/>	Completed Application Form
<input type="checkbox"/>	<input type="checkbox"/>	Pre-Application Checklist - Consultation with the Planning Team required
<input type="checkbox"/>	<input type="checkbox"/>	Application Fee - Confirmation of payment to Village of Lytton
<input type="checkbox"/>	<input type="checkbox"/>	State of Title or Title Search printed within the last 90 days
<input type="checkbox"/>	<input type="checkbox"/>	Any Registered Non-Financial Charges - Easements, Right-of-ways, and Covenants
<input type="checkbox"/>	<input type="checkbox"/>	Owner's Authorization Form if the applicant/agent is not the registered land owner
<input type="checkbox"/>	<input type="checkbox"/>	Site Declaration or Disclosure Statement in accordance with the <i>Environmental Management Act</i>
<input type="checkbox"/>	<input type="checkbox"/>	Zoning Analysis Table illustrating how the proposal meets or deviates from the requirement sof the current and any proposed zone(s).
<input type="checkbox"/>	<input type="checkbox"/>	Colour Photographs of the site and surrounding context
<input type="checkbox"/>	<input type="checkbox"/>	Project Description including rationale explaining the project's conformity with relevant policies; applicable guidelines with respect to form, materials, context, design philosophy, relationship to adjacent properties, how accessibility and CPTED (Crime Prevention Through Environmental Design) considerations will be addressed (if applicable).

PLAN SET REQUIREMENTS

Office Use Only	Checked by Applicant	Required Items
Site Plan (Minimum 1:200 Scale)		
Adjacent to Property:		
<input type="checkbox"/>	<input type="checkbox"/>	Village streets (labelled with name)
<input type="checkbox"/>	<input type="checkbox"/>	Sidewalks, paths, crosswalks, bus shelters (width and labeled)
<input type="checkbox"/>	<input type="checkbox"/>	Light standards, utility poles, street signage (labeled)
<input type="checkbox"/>	<input type="checkbox"/>	Back of sidewalk and curb, lip of gutter (width and dimension to property lines)
<input type="checkbox"/>	<input type="checkbox"/>	Curb cuts (labeled existing or proposed)
<input type="checkbox"/>	<input type="checkbox"/>	Public Trees [adjacent to private property with overhanging branches and/or roots]
Subject Property:		
<input type="checkbox"/>	<input type="checkbox"/>	Property lines (dimensioned and labeled as existing and proposed)
<input type="checkbox"/>	<input type="checkbox"/>	Lot area (m ²)
<input type="checkbox"/>	<input type="checkbox"/>	Easements, right-of-ways, covenant areas (dimensions, and labeled by type and number)
<input type="checkbox"/>	<input type="checkbox"/>	Utilities on and adjoining the lot(deep, shallow, and overhead)
<input type="checkbox"/>	<input type="checkbox"/>	Location of septic tank and field
<input type="checkbox"/>	<input type="checkbox"/>	Location and area of private open space (also labelled on corresponding Landscape Plan)
<input type="checkbox"/>	<input type="checkbox"/>	Site lighting plan (include type and location of fixtures)
Setbacks:		
<input type="checkbox"/>	<input type="checkbox"/>	Front, rear, and side setbacks from the property lines to all buildings
<input type="checkbox"/>	<input type="checkbox"/>	Distance to constructed road
Site and Building Coverage:		
<input type="checkbox"/>	<input type="checkbox"/>	Area of each building (m ²)
<input type="checkbox"/>	<input type="checkbox"/>	Total site coverage (m ²)
Buildings:		
<input type="checkbox"/>	<input type="checkbox"/>	Outline and dimensions of all buildings
<input type="checkbox"/>	<input type="checkbox"/>	Outline eaves (dimension of eave depth)
<input type="checkbox"/>	<input type="checkbox"/>	Projections and structures (labeled - bay windows, cantilevers, window wells, decks, etc.)
<input type="checkbox"/>	<input type="checkbox"/>	Mechanical equipment (labeled - air conditioners, etc.)
<input type="checkbox"/>	<input type="checkbox"/>	Location of all openings (labeled - windows, doors, overhead doors, etc.)
Driveway and Parking Areas:		
<input type="checkbox"/>	<input type="checkbox"/>	Driveway setback to property line (dimension - length from back of curb or sidewalk)
<input type="checkbox"/>	<input type="checkbox"/>	Driveway width at property line
<input type="checkbox"/>	<input type="checkbox"/>	Driveway surface material
<input type="checkbox"/>	<input type="checkbox"/>	Parking spaces (dimensions of stalls, setback distance from property line)
For Commercial, Industrial, Institutional, and Multi-Family Residential Applications also include:		
<input type="checkbox"/>	<input type="checkbox"/>	Location, dimensions, and number of accessible parking stalls
<input type="checkbox"/>	<input type="checkbox"/>	Location, dimensions, and number of bicycle, scooter, and motorcycle parking
<input type="checkbox"/>	<input type="checkbox"/>	Provision for universal access
<input type="checkbox"/>	<input type="checkbox"/>	Location and dimensions of any loading areas
<input type="checkbox"/>	<input type="checkbox"/>	Sign Plan showing location of existing and proposed signage
<input type="checkbox"/>	<input type="checkbox"/>	Location of refuse, recycling bins, and enclosures
<input type="checkbox"/>	<input type="checkbox"/>	Private Open Space Calculations
<input type="checkbox"/>	<input type="checkbox"/>	Expanded Data Table to include Parking and Private Open Space Calculations

PLAN SET REQUIREMENTS CONTINUED

Office Use Only	Checked by Applicant	Required Items
Floor Plan - For Each Floor Including Basement or Crawlspace (Minimum 1:200 Scale)		
<input type="checkbox"/>	<input type="checkbox"/>	Layout of all exterior and interior walls (dimensioned)
<input type="checkbox"/>	<input type="checkbox"/>	Location of all doors and windows (dimensioned)
<input type="checkbox"/>	<input type="checkbox"/>	Use of each room (labelled - bedroom, bathroom, etc.)
<input type="checkbox"/>	<input type="checkbox"/>	All room dimensions
<input type="checkbox"/>	<input type="checkbox"/>	Roof plan
Elevation Drawings of Buildings, Fences, and Retaining Walls (Minimum 1:200 Scale)		
<input type="checkbox"/>	<input type="checkbox"/>	Exterior of all buildings and structures with elevations and directions labelled
<input type="checkbox"/>	<input type="checkbox"/>	Doors, Windows, Overhead Doors (dimensioned)
<input type="checkbox"/>	<input type="checkbox"/>	Projections and decorative elements
<input type="checkbox"/>	<input type="checkbox"/>	Screening
<input type="checkbox"/>	<input type="checkbox"/>	Roof Slope (labelled)
<input type="checkbox"/>	<input type="checkbox"/>	Finishing materials on all exposed surfaces including roof, vents, chimneys, trim, façade, etc. (type and colour)
<input type="checkbox"/>	<input type="checkbox"/>	Existing average site grade and grade of existing buildings/structures
<input type="checkbox"/>	<input type="checkbox"/>	Proposed average site grade and finished grade of proposed buildings/structures
<input type="checkbox"/>	<input type="checkbox"/>	Where existing grade is altered, indicate the finished grade at all property lines and streets
<input type="checkbox"/>	<input type="checkbox"/>	Vertical height of all buildings and structures from proposed grade (dimensioned)
For Commercial, Industrial, Institutional, and Multi-Unit Residential Applications also include:		
<input type="checkbox"/>	<input type="checkbox"/>	Drawings of street elevations with relationship to buildings on adjacent properties
<input type="checkbox"/>	<input type="checkbox"/>	Location of any existing and proposed signage
<input type="checkbox"/>	<input type="checkbox"/>	Materials and proposed colour details of windows, doors, trim, balconies, railings, etc.
<input type="checkbox"/>	<input type="checkbox"/>	Coloured rendering showing complete building elevations and proposed landscaping
Colour Board submitted in a form that can be replicated including:		
<input type="checkbox"/>	<input type="checkbox"/>	Roofing material and colour
<input type="checkbox"/>	<input type="checkbox"/>	Main exterior material(s) and colour(s)
<input type="checkbox"/>	<input type="checkbox"/>	Materials and proposed colour details of windows, doors, trim, balconies, railings, etc.
For Commercial, Industrial, Institutional, and Multi-Unit Residential Applications also include:		
<input type="checkbox"/>	<input type="checkbox"/>	One (1) Colour Board with samples of the actual materials proposed (including signage details)
Landscape Plan (Minimum 1:200 Scale)		
<input type="checkbox"/>	<input type="checkbox"/>	Outline of existing and proposed buildings/structures
<input type="checkbox"/>	<input type="checkbox"/>	Outline of existing trees and treed areas
<input type="checkbox"/>	<input type="checkbox"/>	Parking layout and surface treatment
<input type="checkbox"/>	<input type="checkbox"/>	Soft landscaping (trees, shrubs, hedges, planting beds, lawn, etc.) including vegetation within the public right-of-way
<input type="checkbox"/>	<input type="checkbox"/>	Hard landscaping (pre-cast pavers, brick, concrete, etc.) including materials within the public right-of-way
<input type="checkbox"/>	<input type="checkbox"/>	Landscaping structures (trellises, arbours, lighting, etc.)
<input type="checkbox"/>	<input type="checkbox"/>	Location and height of retaining walls and fences
<input type="checkbox"/>	<input type="checkbox"/>	Location and size of amenity areas, play areas, and private open space (if applicable)
For Commercial, Industrial, Institutional, and Multi-Unit Residential Applications also include:		
<input type="checkbox"/>	<input type="checkbox"/>	A plant list of trees, shrubs, perennials, and ground cover including quantities, botanical and common names, planting sizes and on-center spacing
<input type="checkbox"/>	<input type="checkbox"/>	Location, material, and height of refuse and recycling enclosures (accompanied by detailed elevation drawings)
<input type="checkbox"/>	<input type="checkbox"/>	Landscaping cost estimate including topsoil, mulch, vegetative materials, hard and soft landscaping, structures, fencing, play equipment, site furniture, etc.

PLAN SET REQUIREMENTS CONTINUED

Office Use Only	Checked by Applicant	Required Items
Landscape Plan Continued - For Commercial, Industrial, Institutional, and Multi-Family Residential Applications also include:		
<input type="checkbox"/>	<input type="checkbox"/>	Where a Landscape Plan is required as a condition of a Natural Environment Development Permit, the Plan must be stamped and sealed by a Qualified Professional
<input type="checkbox"/>	<input type="checkbox"/>	Preliminary grading information sufficient to determine special treatment or provisions to retaining elements that corresponds to the Grading Plan
<input type="checkbox"/>	<input type="checkbox"/>	Location and species of boulevard trees (if proposed) and preliminary construction drawings for landscape elements
Grading Plan (Minimum 1:200 Scale):		
<input type="checkbox"/>	<input type="checkbox"/>	Sections through proposed buildings and structures indicating the line of existing and proposed finished grade
Snow Management Plan (Minimum 1:200 Scale):		
<input type="checkbox"/>	<input type="checkbox"/>	Site Plan with an overlay
<input type="checkbox"/>	<input type="checkbox"/>	Description of the proposed activities and storage locations
Utilities Design Brief including:		
<input type="checkbox"/>	<input type="checkbox"/>	Conceptual Design Drawings with modeling and field check for water (including Fire Flow Calculations), sanitary and storm sewer services, as well as roads
<input type="checkbox"/>	<input type="checkbox"/>	Cost estimate
<input type="checkbox"/>	<input type="checkbox"/>	Traffic Impact Study
<input type="checkbox"/>	<input type="checkbox"/>	Stormwater Management Plan

ADDITIONAL INFORMATION

Additional information may be requested for Commercial, Industrial, Institutional, Mixed-Use, and Multi-Family Residential Development Applications including:

Office Use Only	Checked by Applicant	NOTE: ALL MEASUREMENTS ARE TO BE PROVIDED IN METRIC
<input type="checkbox"/>	<input type="checkbox"/>	Three dimensional (3D) drawings (Axonometric)
<input type="checkbox"/>	<input type="checkbox"/>	Three dimensional (3D) rendering including area context, streetscape, adjacent properties
<input type="checkbox"/>	<input type="checkbox"/>	Shadow Analysis
<input type="checkbox"/>	<input type="checkbox"/>	View Analysis
<input type="checkbox"/>	<input type="checkbox"/>	Massing Model
<input type="checkbox"/>	<input type="checkbox"/>	Description of sustainable design features

NUMBER OF COPIES REQUIRED

If submitting more than one type of application for a development (e.g., Zoning Amendment and a Development Permit), you are only required to submit one (1) full set of copies of the proposed plan set, and one digital version of the complete application package.

Full Size (A1)	11" x 17"	8.5" x 11"	USB Stick
<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 1	<input type="checkbox"/> 1

APPLICANT CONFIRMATION

I confirm that all the required information has been provided and is correct.

Applicant or Agent Signature: _____

Date day / month / year

Screened By: _____

Date day / month / year