

Application Submission Information	Pre-App	Bylaw & Resolution		Land Use Permit						Subdivision & Stratification		Other		
		Pre-Application Review	OCP/Secondary Land Use Plan Amendment	Rezoning	DP - Form and Character	DP - Hazard Lands	DP - Sensitive Ecosystems	DP - Farm Protection	Development Variance Permit	Temporary Use Permit	Subdivision	Phased Strata	Heritage Revitalization Agreement / Heritage Alteration Permit	Liquor/Gaming/Cannabis
<p>Review the application submission requirements based on your application type. All items listed as required must be submitted before an application can be accepted.</p> <p>✓ = Required TBC = To be confirmed by staff ■ = Not required</p> <p>This checklist is for your information only. A pre-application review with the project planner should be held to determine specific application requirements. Additional documents and items may be requested throughout the application process.</p> <p>Any items noted with an asterisk (*) indicates documents that may be requested later in the review process. If you have any questions about application requirements, contact the project planner.</p>														
Forms, Fees, and Administrative Documents														
Completed Application Form		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Lobbyist Registration Form		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Application Fees		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Site Disclosure Statement		✓	✓	✓	✓	✓	✓	✓	✓	✓		✓		✓
Data Sheets		✓	✓	✓				✓	✓	✓		✓		✓
Title Search & Company Search		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Copy of all Charges on Title	TBC	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓	✓	✓
Step Code Design Attestation Letter				✓										
Sustainable Development Checklist		✓	✓	✓						✓				
Application Plans, Reports, and Studies														
Proposed Subdivision Layout	✓									✓				
Certified Survey Plan (Topographic Survey)	TBC			✓	✓	✓	✓	TBC	TBC	✓		✓	TBC	✓
Arborist Report	✓			✓	✓	✓	✓	TBC	TBC	✓		✓	TBC	✓
Architectural Drawings or Site Plan	✓			✓	✓	✓	✓	✓	✓			✓	✓	✓
Landscape Plan	TBC			TBC			✓	TBC	TBC	TBC		TBC		TBC
Preliminary Engineering Servicing Concept	TBC			✓					TBC	✓		TBC		TBC
Preliminary Lot Grading Plan	TBC			✓						✓		TBC		
Proposed Sign Plan*				TBC				TBC						
Ecosystem Development Plan (EDP)						✓		TBC						
Stream and Wetland Assessment	✓								TBC					

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QEP Sign-off Form						✓		TBC						
Geotechnical Report	TBC				✓	TBC		TBC						TBC
Transportation Impact Assessment*				TBC										
Site Profile				TBC	TBC	TBC	TBC	TBC	TBC	TBC		TBC		TBC
Form P & Phased Strata Plan(s)											✓			
Written justification for proposal if contrary to plans	✓	✓		✓	✓	✓	✓		✓	✓		✓	TBC	✓
Written justification for any proposed variances	✓							✓				✓		
Written responses to pre-application staff comments		TBC	TBC	✓								TBC		