

PRE-APPLICATION | Submission Requirement Checklist

For the Small-Scale Multi-Unit Housing Pre-Application Submission Requirement Checklist [click here.](#)

Documents

- [**Development Application Form**](#)
- Title Search and Charges on Title**
- [**Applicant Acknowledgment & Agent Authorization Form**](#)
- Proof of Signing Authority** (Director's Register or Notice of Articles if the property is owned by a company)
- OCP Amendment Planning Rationale** in accordance with the City's Plan Amendment Criteria in [Section 8.2.1 of the OCP](#) (if an OCP amendment is proposed)
- Heritage Assessment** if the site has been flagged as having heritage potential
- Preliminary Environmental Assessments / RAPR Reports** if the site is adjacent to a [watercourse](#)
- Certified Survey Plan** with spot elevations at regular intervals to at least 1m beyond property line (and to centerline of road for Housing Choices applications), with the driplines of trees, top and bottom of bank, and natural boundary of watercourse indicated, as applicable

Architectural Plans - Following items to be submitted as ONE document - All drawings are to be in METRIC Units

- Basic Site Statistics**, including approximate numbers for GFA, floor plate sizes, lot coverage, number of storeys, and unit counts (strata and rental)
- Sections** (at least one N/S and one E/W) showing proposed building and parkade massing and existing and proposed grades
- Site Plan** showing lot dimensions, road dedications and rights-of-way, building footprints, approximate setbacks and building separations, outdoor amenity spaces, and driveway
- Conceptual Floor Plan(s)** (e.g. 'bubble diagram' plans) showing general locations of lobbies, elevators and stairs, amenity areas, commercial spaces, and residential units
- Block Massing** (3D model / perspectives) of buildings, with floor levels and shadowing
- Conceptual Parking / Loading Details**, with loading spaces and garbage staging areas