

This checklist outlines the requirements for submitting an application for one or two residential units. All items listed are valuable 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. Applications will be accepted by email or via regular mail. This checklist applies to the following types of applications:

- OCP and/or Zoning Amendments
- Development Variance 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 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	<b>NOTE: ALL ITEMS MUST BE SUBMITTED FOR THE APPLICATION TO BE DEEMED COMPLETE</b>
<input type="checkbox"/>	<input type="checkbox"/>	<b>Completed Application Form</b>
<input type="checkbox"/>	<input type="checkbox"/>	<b>Completed Application Checklist</b>
<input type="checkbox"/>	<input type="checkbox"/>	<b>Application Fee</b> - Confirmation of payment to Village of Lytton
<input type="checkbox"/>	<input type="checkbox"/>	<b>State of Title or Title Search</b> printed within the last 90 days
<input type="checkbox"/>	<input type="checkbox"/>	<b>Any Registered Non-Financial Charges</b> - Easements, Right-of-ways, and Covenants
<input type="checkbox"/>	<input type="checkbox"/>	<b>Owner's Authorization Form</b> if the applicant/agent is not the registered land owner
<input type="checkbox"/>	<input type="checkbox"/>	<b>Site Declaration</b> or Disclosure Statement in accordance with the <i>Environmental Management Act</i>
<input type="checkbox"/>	<input type="checkbox"/>	<b>Zoning Analysis Table</b> illustrating how the proposal meets or deviates from the requirement of the current and any proposed zone(s).
<input type="checkbox"/>	<input type="checkbox"/>	<b>Colour Photographs</b> of the site and surrounding context
<input type="checkbox"/>	<input type="checkbox"/>	<b>Project Description</b> including rationale explaining the project details and conformity with relevant policies.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Consultant Reports</b> (for example: Geotechnical Report if applicable)

## PLAN SET REQUIREMENTS

Office Use Only	Checked by Applicant	Required Items
<b>Site Plan (Minimum 1:200 Scale)</b>		
<b>Adjacent to Property:</b>		
<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 if applicable)
<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)
<b>Subject Property:</b>		
<input type="checkbox"/>	<input type="checkbox"/>	Property lines (dimensioned and labeled as existing and proposed)
<input type="checkbox"/>	<input type="checkbox"/>	Lot area (m <sup>2</sup> )
<input type="checkbox"/>	<input type="checkbox"/>	Easements, right-of-ways, covenant areas (dimensions, 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 and/or any other utility tanks (if applicable)
<input type="checkbox"/>	<input type="checkbox"/>	Location of any structures or significant landscaping
<b>Setbacks:</b>		
<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
<b>Site and Building Coverage:</b>		
<input type="checkbox"/>	<input type="checkbox"/>	Area of each building (m <sup>2</sup> )
<input type="checkbox"/>	<input type="checkbox"/>	Total site coverage (m <sup>2</sup> )
<b>Buildings:</b>		
<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.)
<b>Driveway and Parking Areas:</b>		
<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)

### NUMBER OF COPIES REQUIRED

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

### 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