

BUILDING ADDITION SUPPORTING DOCUMENTS

Meeting with staff before making a formal submittal is highly recommended. The following checklist for supporting documents applies to all building additions to existing Multi-Unit Residential, Commercial, Industrial and Institutional Developments. This list may be tailored for each unique project by staff. *This is determined at a meeting with staff.

General Advice:

- PDF files are to be submitted providing all identified information listed. Paper copies may also be submitted. Minimum sheet size is 8.5 X 11 inches, 8.5 X 14 inches or 11 X 17 inches for all graphic sheets.
- Applications and authorization forms must be the original documents, not copies.
- Minimum font size should not be less than 1/10th of an inch for legibility:
eg. No: too small (8 font size)
Yes: OKAY (10 font size)
- Please use varying line weights to show different line types for easier reading of graphic information.
- Please use a key or legend for all line types, shading and symbols used to ensure plans are interpreted correctly.
- Graphic information is to be provided in both Imperial and Metric measurements.
- *City staff are authorized to request reasonable additional information to ensure an application is complete and clearly understood.*
- *The request may trigger obligation to have deficiencies at site being resolved (eg. parking landscaping).*

Graphic plans submitted need to be to a professional drafting standard (rough sketches are not acceptable) to ensure that your application is processed accurately and in a timely manner. Please retain qualified professional assistance.

Office	Submission Requirements	
	Drawings	
<input type="checkbox"/>	<input type="checkbox"/>	1. Drawing Sets (electronic files must also be submitted in .pdf format)
<input type="checkbox"/>	<input type="checkbox"/>	2. Site Plans – All Drawings should be fully to scale and dimensioned showing:
		<input type="checkbox"/> North Arrow, Bar Scale, and Legend
		<input type="checkbox"/> Zoning (e.g. property development standards and setbacks from property lines)
		<input type="checkbox"/> Legal Description (Lot, Block, Plan Number)
		<input type="checkbox"/> Municipal Address
		<input type="checkbox"/> Site Data Schedule (Showing Zoning Requirements/Proposed)
		<input type="checkbox"/> Site Area
		<input type="checkbox"/> Dwelling Density Analysis (Dwelling Units/Ha)
		<input type="checkbox"/> Existing and Proposed Building Floor Area (all floors)
		<input type="checkbox"/> Building Height
		<input type="checkbox"/> Parking Analysis (parking calculation per Section 3.22 of the Zoning Bylaw)
		<input type="checkbox"/> Loading Space Requirements
		<input type="checkbox"/> Property Lines and Property Dimensions shown and labelled (Heaviest Line Type)
		<input type="checkbox"/> Easements, Utility Rights-of-way shown and labelled (width and use)
		<input type="checkbox"/> Outline of all Existing and Proposed Buildings and/or Structures on the Site



		<input type="checkbox"/> Building Entrances and Exits, Outside Accessory Structures, Covered Areas <input type="checkbox"/> Signage (If Accompanied by Sign Permit) <input type="checkbox"/> All Property Setbacks from Proposed Buildings and/or Structures on Site <input type="checkbox"/> Curb Cuts/Site Access (Dimensioned from Property Line) with Adjacent Streets Labelled <input type="checkbox"/> Parking Layout (with Dimensions including Vehicles Aisles) <input type="checkbox"/> Parking Spaces (Depth, Width, Angle and Number of Spaces) <input type="checkbox"/> Location of any Drive-Through, Queuing Spaces for Vehicles, Turning Radii, etc. <input type="checkbox"/> Location of Proposed Wheel Stops <input type="checkbox"/> Walkways shown and labelled with identified widths <input type="checkbox"/> Surface Treatment for all Areas (Parking, Walkways, Open Space, etc.) <input type="checkbox"/> Above Ground Utilities (Transformers, Utility Poles, etc.) <input type="checkbox"/> Fencing and Retaining Walls (location of all existing and proposed) <input type="checkbox"/> Garbage Collection Facilities (screening details showing location, dimensions, and materials)							
<input type="checkbox"/>	<input type="checkbox"/>	3. Landscape Plans - may be included on the site plan for small developments provided the drawings remain clear, uncluttered, with all relevant data provided. All drawings should be fully to scale and dimensioned showing: <input type="checkbox"/> North Arrow, Bar Scale, and Legend <input type="checkbox"/> Legal Description <input type="checkbox"/> Municipal Address <input type="checkbox"/> Site Data Schedule (Showing Zoning Requirements/Proposed) <table border="1" style="margin-left: 20px;"> <tr><td><input type="checkbox"/> Site Area</td></tr> <tr><td><input type="checkbox"/> Total Landscaped Area</td></tr> <tr><td><input type="checkbox"/> Trees, Shrubs, Flower Beds and Ground Cover</td></tr> <tr><td><input type="checkbox"/> Type (Deciduous/Coniferous)</td></tr> <tr><td><input type="checkbox"/> Species (Common and Botanical Name)</td></tr> <tr><td><input type="checkbox"/> Quantities</td></tr> <tr><td><input type="checkbox"/> Size (Calliper and Height)</td></tr> </table> <input type="checkbox"/> Trees, Shrubs, Flower Beds and Ground Cover (indicate what is to be added, retained and removed) <input type="checkbox"/> Irrigation of Landscaped Areas <input type="checkbox"/> Surface Treatment of all Hard Landscaped Areas (Decorative Pavers, Brick, Stamped Concrete, etc.) <input type="checkbox"/> Fencing and Retaining Walls (location of all existing and proposed)	<input type="checkbox"/> Site Area	<input type="checkbox"/> Total Landscaped Area	<input type="checkbox"/> Trees, Shrubs, Flower Beds and Ground Cover	<input type="checkbox"/> Type (Deciduous/Coniferous)	<input type="checkbox"/> Species (Common and Botanical Name)	<input type="checkbox"/> Quantities	<input type="checkbox"/> Size (Calliper and Height)
<input type="checkbox"/> Site Area									
<input type="checkbox"/> Total Landscaped Area									
<input type="checkbox"/> Trees, Shrubs, Flower Beds and Ground Cover									
<input type="checkbox"/> Type (Deciduous/Coniferous)									
<input type="checkbox"/> Species (Common and Botanical Name)									
<input type="checkbox"/> Quantities									
<input type="checkbox"/> Size (Calliper and Height)									
<input type="checkbox"/>	<input type="checkbox"/>	4. Floor Plans - All drawings should be fully to scale and dimensioned showing: <input type="checkbox"/> Dimensions of Building (Interior and Exterior) <input type="checkbox"/> Total Floor Area (including all floors) <input type="checkbox"/> Layout of All Interior and Exterior Walls <input type="checkbox"/> All Doors, Stairs and Window Locations <input type="checkbox"/> Identification of all Proposed/Existing Room Uses on all Floors including Mezzanine (retail space, office space, seating areas, kitchen, mechanical rooms, etc.) <input type="checkbox"/> Use and Floor Area of Each of the Individual Tenants							



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Planning & Growth Development
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E-mail: plng@swiftcurrent.ca

Applicant's Signature is confirmation that all required information is provided and is correct. If there is more than one land owner, both property owners must sign the application or authorize the request being done on their behalf.

Applicant's Signature

Date

Please Print Name

Phone

Applicant's Signature

Date

Please Print Name

Phone

Office Use Only:	
Checklist reviewed by: _____	_____
	Date
Please Print Name: _____	_____
	Project No.