

## Development Permit Requirements Checklist Commercial/Industrial/ Institutional Development

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All of the following information for a Development Permit is necessary to ensure that an application is reviewed completely and efficiently. This checklist must be attached to all Development Permit Applications for commercial/industrial/institutional development. All boxes should be checked, and the information indicated attached to the application. **Incomplete applications will not be accepted by the Village Administration and will be returned to the Applicant. All boxes must either have a  or N/A (not applicable).**

### Required Information

- Completed **Development Permit Application Form**;
- Letter of Authorization** signed by landowner (if application is submitted by a person other than the registered landowner);
- Application fee**, payable to the Village of Carbon;
- Current **Certificate of Title** of subject lands (no older than 30 days); and
- If the proposed use involves a Billiard Parlor, Restaurant, or Tavern, a **Letter of Intent** that states provincial license intentions (i.e., will minors be allowed; will the facility have a liquor license; and/or will the facility include VLT's);
  
- 2 copies of **site plan** showing the following:
  - the legal description and municipal address of the site;
  - the scale and a North arrow;
  - dimensions of the parcel, including total parcel area;
  - all buildings with dimensions of foundation/walls and any projections and/or cantilevers, including tenant location within the buildings;
  - the perpendicular distance measured from adjacent front, rear, and side property lines to each corner of the foundation/walls and eaves of the proposed and any existing buildings;
  - location of access and egress points to the site;
  - location of off-street vehicular loading and garbage collection areas;
  - width of sidewalks adjacent to buildings;
  - Location and layout of all off-street vehicular parking areas showing dimensioned depth and width of parking and handicapped stalls, aisle dimensions, angle of parking stalls, and total number of stalls;
  - location of any registered utility rights-of-way (including plan number);

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- road dimensions of any on-site circulation roads (indicate one-way direction, where applicable);
  - surface treatment for all areas, including parking and loading areas;
  - existing and proposed sign locations, showing distances to existing and proposed buildings on the site; back of sidewalks and/or curbs; utility poles and guy wires; all freestanding signs within 30 metres;
  - location of any drive-through facilities, stacking spaces for vehicles, location of drive-through signage (e.g., entrance, exit, customer courtesy, and menu boards);
  - location of any proposed wheel stops or speed bumps;
  - location of all existing and proposed fencing; cross-referenced to a fence elevation, if more than one fence elevation is to be used;
  - details on any overhead clearance requirements where applicable (e.g., parkade entrance, power lines; and
  - location of any outdoor storage areas and method of screening.
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- 2 copies of **floor plans** showing the following:
    - scale and dimensions of exterior walls and interior rooms (identify mechanical rooms, stairways, elevators, corridors, lobbies, washrooms, internal garbage collection areas, and internal parking areas);
    - total gross floor area of all buildings, and gross floor area of the individual tenant;
    - location of interior and exterior doors and windows; and
    - if a restaurant or drinking establishment is proposed, a detailed layout of the seating plan which clearly indicates the area in which the public will have access for the consumption of food and/or beverages.
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- 2 copies of **elevation plans** showing the following:
    - exterior of all sides of proposed building(s) including all windows, doors, loading bay, projections, fascia trim, decorative elements, signs, and lighting;
    - all finishing materials, indicating exterior materials and colour (e.g., brick, stucco, stone, vinyl siding, metal siding, etc.); roof material (e.g., asphalt shingle, concrete tile, metal); and fascia, soffit, and trim;
    - front, rear, and side all heights; and
    - building cross-section drawings.

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- 1 copy of **landscaping plans** showing the following:
  - existing and proposed grades, contours, and any special topographical features or site conditions;
  - total landscaped area (square metres);
  - trees and significant vegetation; indicate what is to be added, removed, or retained;
  - the number and location of all trees required under the relevant section of the Land Use Bylaw, specifying type (deciduous, coniferous, or ornamental); and size (caliper for deciduous, height for coniferous);
  - surface treatment of all soft landscaped areas (e.g., grass, shrubs);
  - surface treatment of all hard-landscaped areas (e.g., decorative pavers, brick, stamped concrete);
  - proposed berming on site, if applicable;
  - method of irrigation for all soft landscaped areas; and
  - location of parking stalls and material (gravel, asphalt, concrete, etc.) Note: parking stalls are to be dimensioned.

### **Additional Information**

The Development Officer may require an applicant for a development permit to submit, in addition to the information noted above, any or all of the following addition information:

- The location of municipal water, sanitary sewer, or storm sewer lines, and public utilities (e.g., gas, telephone, cable, power) to be utilized in servicing the site;
- A Traffic Impact Assessment and/or Parking Demand Assessment evaluating potential traffic impacts and on-site parking implications;
- A Geotechnical Report evaluating slope and/or soils stability;
- A Phase I Environmental Site Assessment evaluating potential soil contamination;
- A Wind Impact Statement and/or Study;
- A Sun/Shadow Study;
- Information on how on-site stormwater management will be provided; and
- When the applicant is aware that the proposed development does not meet a standard of the Land Use Bylaw (e.g., building setback, parking), any deficiencies must be identified, and a written account of planning rationale provided in a support of such deficiencies.