

Development Permit Requirements Checklist

RESIDENTIAL ACCESSORY BUILDINGS – (e.g., Detached Garages, Sheds)

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 – Residential Accessory Buildings 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
- 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;
 - the residence and any other accessory buildings with dimensions of foundation/walls and any projections and/or cantilevers;
 - the perpendicular distance measured from adjacent front, rear, and side property lines to each corner of the foundation/walls and eaves of the proposed an any existing buildings;
 - location of access and egress points to the site;
 - location of off-street vehicular parking and loading areas; and
 - location of any registered utility rights-of-way (including Plan Number).
- 2 copies of **buildings plans** showing the following:
 - floor plan(s) of the building, including any living space;
 - building elevation plans which indicate front, rear, and side elevations; wall height (finished grade to eaves); roofing material; and roof pitch; and
 - building cross-section drawings.

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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 Geotechnical Report evaluating slope and/or soils stability; 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.