SUBMITTAL REQUIREMENTS
DEMOLITION

At the preliminary approval stage.

An application must be submitted including the following documents and information:

☐ A recent certificate of location.

☐ Topographical survey showing existing and proposed land profile. Longitudinal and transverse sections through the site may also be required.

☐ Preliminary architectural drawings including the following:
  ☐ Site plan (showing setbacks, property lines, existing building, additions, retaining walls, steps, major trees and all mechanical and electrical equipment visible from the exterior)
  ☐ Floor plans (existing conditions and proposed)
  ☐ Roof plan (existing conditions and proposed showing areas to be demolished)
  ☐ Elevations (existing conditions and proposed showing the areas to be demolished)
  ☐ Sections

☐ Historic analysis:
  Documentation, including age, history, evolution and architectural evaluation of building to be demolished.

☐ Replacement program:
  ☐ Site plan (showing setbacks, property lines, new building, retaining walls, steps, major trees and all mechanical and electrical equipment visible from the exterior)
  ☐ Floor plans (proposed)
  ☐ Roof plan (proposed)
  ☐ Elevations (proposed)
  ☐ Sections

☐ Photographs of the site, of all the façades of the existing buildings and of the adjoining properties
Upon a favourable review, a completed application for demolition, signed by the owner or accompanied by a letter of authorization signed by the owner, will be required for presentation to the demolition committee and to the public.

Depending on the nature of the site and the complexity of the project, a model may be required.

**At the final approval stage**

A complete set of architectural, structural, mechanical and landscaping drawings; folded to 8-1/2” x 14” (one extra complete set of scaled drawings may be required) and samples of all materials proposed for the exterior.

*Application for plan review signed by the owner or accompanied by an original letter of authorization signed by the owner with the application fee and a letter describing the scope of the work.*