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)
  - Elevations (existing conditions and proposed)
  - Sections
- An existing and proposed street elevation including neighbouring buildings.
- A method to illustrate massing and context. A 3-D axonometric, perspective or shade and shadow drawings may be required. A model depending on the nature of the site and the complexity of the project may be required.
- Photographs of the site, of all the façades of the existing buildings and of the adjoining properties.
- Material palette.
- Specification of windows & doors.
  (See window and doors submittal requirements)
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.

☐ Detailed calculations of floor area of extension.

*All applications 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.