



Department of Planning – Policies and Procedures

Date: February 12 2019

RE: REMINDERS FOR APPLICATION SUBMISSIONS

1. Projects
 - a. All High Water Mark Surveys must be signed by the Surveyor. The survey does not have to be authenticated for submission, however you must upload the receipt from Lands and Survey to show you have submitted the application for Authentication.
 - b. We are receiving a high volume of double payments for applications. Please consult with your clients and confirm who will be making the payment.
 - c. Please remember that all floor plans and elevation plans must have a scale of 1/4 or 1/8

2. Permit Applications
 - a. Please remember to address all planning conditions before submitting a permit application. If the planning approved drawings are not available to download, please check with your planner, as there may be outstanding conditions of approval.
 - b. A Permit Checklist is required for all permit applications
 - c. Ensure the block and parcel has been provided on all plans and documents
 - d. The manual j document must be submitted as an 8.5" x 11" report and not pasted onto a 24"x36" sheet

3. Re-Reviews/Modifications
 - a. Please note we will not accept informational reviews without written consent from the plans examiner. Please upload the consent letter/email to OPS with your application
 - b. Please remember to bubble all changes on the plans and clearly describe the changes on the OPS form or upload a letter with details of the changes
 - c. The full set of drawings must be uploaded for re-reviews.
 - d. Upload each discipline under its applicable review. EG. Mechanical drawings under Mechanical – Re-review

4. Third Party Reviews
 - a. A Letter of Intent must be signed by the Deputy Director of Planning, John England, before the application can be accepted
 - b. The stamped planning approved drawings must be stamped with the Third Party Review stamp before submission
 - c. A Permit Checklist shall be submitted with third party review applications