



Department of Planning – Policies and Procedures

Date: November 26 2018

We are noticing a high volume of minor errors which is leading to a delay in processing your applications. Please note the following:

1. Double Payments

On several occasions we receive two payments for applications. One from the applicant and one from the agent. Please communicate with your client to determine who will be paying the fee

2. High Water Mark Survey

All applications which abut the ocean (Queens Bottom) require a high water mark survey. The survey must be signed by the surveyor and either authenticated or submitted with a receipt from lands and survey to show that it will be authenticated. If you believe you do not need a high water mark survey, you must submit a request through the Deputy Director of Planning, Ron Sanderson to the CPA to have the HWMS requirement waived. You must then submit the written decision with your application on OPS.

3. Labelling Plans – Block and Parcel

Several permit applications are being submitted without a block and parcel. Please ensure every document submitted has the correct block and parcel. If the block and parcel has changed since the original application, please complete the Rectification Form and submit along with the new land register and registry map. This will ensure the correct block and parcel is on the certificate of occupancy certificate

4. Missing Signatures

As a reminder, all architectural and subdivision plans must have the statement “I hereby certify all dimensions are correct” and a signature underneath. I have attached the planning application checklist as a reminder of the minimum requirements

5. Permit Checklist

Please remember to complete and upload the permit checklist with all permit applications. I have attached the forms for you. Please use the appropriate form depending on the code you are using.

6. Scale

As a reminder, Regulation 6(1)(c) and (d) state the floor plans and elevations must have a scale of $1/8$ inch = 1 foot or $1/4$ inch = 1 foot. Please note you can submit an additional plan at a different scale to show us the project on one sheet.