

- Fees** Consult Planning Department
- Submittal Requirements** Change of Use applications shall include the following documents.  
Please note: The application may not be accepted if any of the documents below are not included in your submittal package.
- a. Complete the application form online via OPS
  - b. Attach the following documents:
    - a. Site Plan
    - b. Floor Plan
    - c. Elevation Plan
    - a. Land Register and Registry Map Extract, both less than 60 days old.

- Sheet Requirements** All plan sheets shall have the following:
- A title block in the lower right corner that includes the following information:
- a. Sheet Name (i.e., Site Plan, Floor Plans);
  - b. Block & Parcel;
  - c. Applicant Name/Project name;
  - d. Agent name & contact information;
  - e. Full Name of person who prepared the drawings;
  - f. Date of drawing; and,
  - g. The number of sheets (Sheet \_\_\_ of \_\_\_).

**Site Plan Requirements** The site plan shall show at a minimum, the following information. A checklist is provided on page 3

- a. North Arrow & Scale (e.g., 1"=20', 1'= 1/4").The following statement signed by the applicant or agent: Include contact information;
- b. Parcel boundary with dimensions. The boundary line shall be the most prominent line on the site plan;
- c. Existing and proposed site levels;
- d. Dimensioned site setbacks;
- e. Building footprints of proposed and existing structures that will remain. Provide the area, in square feet, of the existing building footprints and the number of storeys. Any existing structures, walls, fences or improvements on the property that are to be removed should not be shown on the plan. Any existing improvements that are to remain and be incorporated into the site plan should be shown and labeled as "existing";
- f. Existing and proposed easements;
- g. On the site plan, label in table form or within the footprint of each unit/building, the area (in square feet) of the building footprint and the building's gross floor area;
- h. Parking lot layout. Dimension drive aisle widths and curve return radii. Provide the area, in square feet, of the paved surface;
- i. Provide parking calculations. Specify the number of spaces required and provided per building use (for multi-use developments);
- j. Show the building footprints of any adjacent, existing developments. Label the current use of all adjacent properties;

- k. The full extent of the adjacent road. Dimension the road width and label the street name;
- l. Existing spot grades of the fronting road and adjacent properties.
- m. Proposed finished grades for the proposed site.
- n. Location of the proposed water supply and sanitary systems. Sanitary systems shall be labeled as follows: “Wastewater Treatment & Disposal per Water Authority Specifications.” Note: Septic tanks shall be at least 5-feet from any buildings;
- o. Location and type of trash containers;
- p. Provide locations of existing and proposed CUC poles, water meters, exterior A/C units, cisterns, septic tanks;
- q. Location of truck loading areas and proposed container storage, if necessary. Illustrate how delivery and semi-trucks will manoeuvre on the site;
- r. On the floor plans, provide the area (in square feet) for each major room and label the rooms' uses; and,
- s. Show location of any existing water bodies, beach ridges, rock walls or other significant natural features.

## **Elevation Plan Requirements**

The elevation drawings shall show at a minimum, the following information.

- a. Building elevations for each building side;
- b. Full cross-section of site, illustrating the existing site topography and proposed finished site grade. Include existing site grade of adjacent properties.
- c. Any existing or proposed perimeter walls/fences, retaining walls and seawalls.
- d. Indicate scale of drawing

## **Additional Planning Documents**

Planning Department staff may require additional information from the applicant as deemed necessary to conduct a complete review.

## **Plan Revisions**

Once the plans have been approved by the Central Planning Authority, any subsequent revisions to the plan may require a new application.