

# CONTAINERS & STORAGE BUILDINGS

## Application Information

- Fees** \$0.25-\$0.40 per square foot for residential purposes  
\$0.50 per square foot for commercial or industrial purposes
- Submittal Requirements** Submittals 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
    - d. Land Register and Registry Map Extract, both less than 60 days old.
    - a. a High Water Mark Survey for any waterfront developments (must be less than 6 months old). The HWM survey must be authenticated by the Department of Lands & Survey;
- \* Photographs may be acceptable. Elevations are not required for applications for shipping containers;

### 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 minimum, the following information.

- a. North Arrow & Scale (e.g., 1"=20', 1'= 1/4");
- b. The following statement signed by the applicant or agent:  
*"I hereby certify that all the dimensions shown on this plan are correct."* Include contact information.
- c. Parcel boundary with dimensions. The boundary line shall be the most prominent line on the site plan;
- d. Existing and proposed site levels;
- e. Dimensioned site setbacks;
- f. Building footprints of proposed and existing structures, labelled appropriately;
- g. Proposed locations of containers and/or storage buildings;
- h. Existing and proposed driveways; and,
- i. The full extent of the adjacent road. dimension the road width and label the street name.

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

### Plan Review Process

Once a complete submittal package is received by the Planning Department, the application is assigned to a Current Planner. If the application is an ancillary structure for a house or duplex and meets all Development and Planning Regulations, the application may be Administratively Approved by the Director of Planning or designate.

If the application requires a variance from the Regulations, or is proposed for commercial purposes, the application must be reviewed by the Central Planning Authority (CPA). The Authority may approve, adjourn or refuse the request.

Construction plans are not required at the application stage. However, approval of the construction plans by the Building Control are required prior to issuance of a Building Permit.