

- Fees**
- \$0.25 per square foot (ancillary to a house)
  - \$0.30 per square foot (ancillary to a duplex)
  - \$0.40 per square foot (ancillary to apartments)
  - \$0.50 per square foot (ancillary to a commercial use)
- Submittal Requirements**
- Cabana 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.
    - e. 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;
- 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. Dimensioned site setbacks;
  - d. Existing and proposed site levels;
  - e. Building footprints of proposed and existing structures; Location of proposed cabanas; and,
  - f. Existing and proposed driveways.
  - g. See below checklist for full requirements

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 cabana 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 & electrical plans by Building Control are required prior to issuance of a Permit.