

<b>Fees</b>	\$0.25-\$0.40 per square foot for residential purposes \$0.50 per square foot for commercial purposes
<b>Submittal Requirements</b>	<p>Tent submittals shall include the following documents. <u>Please note:</u> The application may not be accepted if any of the documents below are not included in your submittal package.</p> <ol style="list-style-type: none"><li>a. Complete the application form online via OPS</li><li>b. Attach the following documents:<ul style="list-style-type: none"><li>• Site Plan</li><li>• Elevation Plan – Photographs may be acceptable</li><li>• Land Register and Registry Map Extract, both less than 60 days old.</li><li>• 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 &amp; Survey;</li></ul></li></ol>
<b>Sheet Requirements</b>	<p>All plan sheets shall have the following:</p> <p>A <u>title block</u> in the lower right corner that includes the following information:</p> <ol style="list-style-type: none"><li>a. Sheet Name (i.e., Site Plan, Floor Plans);</li><li>b. Block &amp; Parcel;</li><li>c. Applicant Name/Project name;</li><li>d. Agent name &amp; contact information;</li><li>e. Full Name of person who prepared the drawings;</li><li>f. Date of drawing; and,</li><li>g. The number of sheets (Sheet ____ of ____).</li></ol>
<b>Site Plan Requirements</b>	<p>The site plan shall show <u>at minimum</u>, the following information. North Arrow &amp; Scale (e.g., 1"=20', 1'= 1/4")</p> <ol style="list-style-type: none"><li>a. The following statement signed by the applicant or agent: <i>"I hereby certify that all the dimensions shown on this plan are correct."</i> Include contact information;</li><li>b. Parcel boundary with dimensions. The boundary line shall be the most prominent line on the site plan;</li><li>c. Existing and proposed site levels;</li><li>d. Dimensioned site setbacks;</li><li>e. Location of proposed tents;</li><li>f. Building footprints of proposed and existing structures;</li><li>g. Existing and proposed driveways; and,</li><li>h. The full extent of the adjacent road. Dimension the road width and label the street name.</li></ol> <p>Planning Department staff may require additional information from the applicant as deemed necessary to conduct a complete review.</p>
<b>Plan Review Process</b>	Once a complete submittal package is received by the Planning Department, the application is assigned to a Current Planner. If the tent

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.