



Office Use Only
Submission #
Date Received:

Complete each section as required, use one form per building

03.12.25

B-1: Project Description
Project Name (if applicable):
Municipality:
Project Location (address):
Nearest Major Intersection:
Check that which applies:
<input type="checkbox"/> Floor Area ≤ 20 square metres (Small Works- accessory buildings and structures)
<input type="checkbox"/> Floor Area > 20 but ≤ 186 square metres (Standard Works – new, reconstruction, accessory)
<input type="checkbox"/> Floor Area > 187 but ≤ 450 square metres (Large Works – new, reconstruction, accessory)
<input type="checkbox"/> Floor Area > 450 square metres, multi-unit projects, floodplain reconstruction (Major Works)

B-2: Construction Details			
<input type="checkbox"/> Construct a new building or structure	<input type="checkbox"/> Demolish an existing structure		
<input type="checkbox"/> Construct an addition to an existing building or structure			
<input type="checkbox"/> Re-construct an existing building or structure – In Floodplain: Yes / No			
Proposed use of building/structure (i.e. dwelling, shed, garage, etc.):			
Length (m):	Width (m):	Height (m):	# of Storeys:
Actual proposed floor area (m ²):		Existing floor area (m ²):	
Foundation: No <input type="checkbox"/> Yes <input type="checkbox"/> Type:		Proposed Depth (m):	
Structure lowest opening elevation (m):		Ground elevation (m):	
Distance of works from watercourse <input type="checkbox"/> shoreline <input type="checkbox"/> wetland <input type="checkbox"/> (m):			
Distance from Regulatory Floodline (m):		Distance from Top of Stable Slope (m):	

Are Planning Act or Municipal approvals required? :	
<input type="checkbox"/> No	<input type="checkbox"/> Yes (check all that apply):
<input type="checkbox"/> Official Plan Amendment	<input type="checkbox"/> Land Severance/Consent
<input type="checkbox"/> Zoning	<input type="checkbox"/> Minor Variance
<input type="checkbox"/> Building Permit	<input type="checkbox"/> Other:
Proposed Start Date:	Anticipated Date of Completion:
Will fill placement/removal or site grading be required as part of the construction?	
No <input type="checkbox"/>	
Yes <input type="checkbox"/> - Also fill out Schedule C – Placement/Removal of Fill and Site Grading	



HAND DRAWN SITE PLAN (unless already attached):

Include the property boundary and the proposed location(s) of work(s); indicate location of and distances from any waterways, ponds, wetlands and shorelines either on or near the subject property.

Complete Application Requirements

This schedule must be accompanied by detailed plans for the proposed works. The detailed plans must include the following, where applicable:

1. Site Plan (if not drawn above).
2. Construction techniques and access.
3. Cross-section(s) of the proposed work(s) showing existing grade and final grade.
4. Complete engineering/architectural drawings of proposed work(s).
5. Drainage details before and after the development.

Other Technical Requirements May Include:

- | | |
|---|---|
| <input type="checkbox"/> Legal Survey | <input type="checkbox"/> Pre/Post metric geodetic elevations |
| <input type="checkbox"/> Geodetic elevations of the lowest opening(s) | <input type="checkbox"/> Structural elevations and construction details |
| <input type="checkbox"/> Erosion and Sediment Control Plans | <input type="checkbox"/> Grading Plans |
| <input type="checkbox"/> Landscaping/Site rehabilitation plan | <input type="checkbox"/> Geotechnical/Slope Stability Study |
| <input type="checkbox"/> Coastal Engineering Study | <input type="checkbox"/> Hydrogeological Assessment |
| <input type="checkbox"/> Floodline Delineation Study/Hydraulic Assessment | <input type="checkbox"/> Scoped or Full Environmental Impact Study |
| <input type="checkbox"/> Watercourse Meander/Erosion Analysis\ | |