Fees

\$0.00 relating to any wall along a road frontage 4 feet or less \$250.00 relating to a detached house (greater than 4 feet) or along a shoreline \$400.00 relating to any use other than a house (greater than 4 feet) or along a shoreline

Submittal Requirements

Walls and fence 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.

- a. Complete the application form online via OPS
- b. Attach the following documents:
 - Site Plan
 - Wall Elevation and Sections
 - Land Register and Registry Map Extract, both less than 60 days old.
 - 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;
- c. Notifications to adjacent, effected property owners not required if application is related to a house or duplex;

Sheet Requirements

All plan sheets shall have the following:

A <u>title block</u> 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 <u>at minimum</u>, the following information. North Arrow & Scale (e.g., 1''=20', $1'=\frac{1}{4}$ ")

- a. 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;
- b. Parcel boundary with dimensions. The boundary line shall be the most prominent line on the site plan;
- c. Location and description of proposed fences and walls;
- d. Building footprints of proposed and existing structures; and,
- e. Existing or proposed driveways.
- f. Existing spot grades of the fronting road and adjacent properties.



g. Proposed site grade of the subject property.

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 for a house or duplex and meets all Development Planning Law 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.

