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**ZONING BYLAW AMENDMENT and/or OCP AMENDMENT APPLICATION CHECK LIST**

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**All of the information listed below must be included with an application to amend Zoning Bylaw No. 630, 2020 and/or Official Community Plan Bylaw No, 623, 2020. This information is in addition to the requirements included on the application form.**

**Staff will not begin processing your application until all required information has been provided and the application complete.**

- A copy of the certificate of title;
- Identification of the text and/or schedule map requested for amendment, including a citation of all relevant sections of the bylaw;
- In the case of an amendment to the Zoning Bylaw, identification of supporting goals, objectives or policies of the Official Community Plan;
- A site plan and other supporting plans which contain the following minimum information about the subject property:
  - Location map including existing and proposed land uses and buildings on and adjacent to the subject property,
  - Significant physical features and topographic information including all existing watercourses and wetlands,
  - North arrow and drawing scales,
  - Dimensions for all elevations and site plans,
  - Residential unit or building layout and/or a comprehensive plan illustrating unit distribution,
  - Existing and proposed roads,
  - Open space;
- A completed “site profile” for the subject property if required under Section 40 of the Environmental Management Act.