PLOT PLAN REQUIREMENTS
(Revised December 2013)

Each application for a building permit must be accompanied by a scaled plot plan in the municipality’s standard format. The below information would deem an application complete. Incomplete applications or non-standard formats will not be accepted. Electronic copies of the plot plan form are available on the City Website or through the Engineering Department.

Engineering Department Requirements for Plot Plans

The plot plan is required to show:

☐ All items noted in the legend (as applicable).
☐ Address and street name (lot and registered plan number for new house construction).
☐ Building footprint (including decks).
☐ Sight triangles (if applicable on corner lots).
☐ All above ground and at grade utilities or “street furniture” adjacent to the lot.
☐ All public services between the curb and the property line such as sidewalks, bus stops and/or bus pads
☐ Driveway clearances to the above ground utilities. The minimum clearance to street furniture is 0.5 m and 1.0 m to fire hydrants. The minimum clearance to pedestrian links between the road and sidewalk is 1.0 m.
☐ Entrances including driveway gradient.
☐ Lot grades as shown on the approved lot grading plan
   ☐ All swales and gradients (including intermediate) and drainage arrows indicating the direction of surface runoff.
   ☐ Walkout elevations.
☐ Building grade elevations (all elevations are to be to geodetic datum)
   ☐ underside of footing elevation.
   ☐ top of foundation wall elevations.
   ☐ finished garage floor elevation (if applicable).
   ☐ elevation of existing lot services (storm & sanitary) where available.
   ☐ minimum basement elevation (if applicable).
☐ Municipal and/or private easements within the property and any adjacent roofline projection.
☐ Municipal or private culverts and ditches.
☐ Retaining walls,
☐ All other special features within the lot as shown on the lot grading and engineering plans (noise barriers, privacy fences, erosion control measures etc.)

Building Department Requirements for Plot Plans

☐ Building setbacks to all lot lines.
☐ Lot coverage (Proposed and Permitted).
☐ Lot dimensions.
☐ Building entrances and number of risers to grade.
☐ Proposed private service connections.
☐ Zoning and applicable By-Law number

"Alternate formats available upon request"