

Civic Address: _____

The items stated below are minimum submission requirements for all retaining wall applications. Additional requirements may be identified during the subsequent application & plan reviews.

INCOMPLETE SUBMISSIONS WILL NOT BE ACCEPTED

- Completed Application Form and Fees** - Applications will not proceed into the permit queue until application fees have been paid in full.
- Completed Letter of Authorization** - Each owner of the property must sign this form.
- Title Search (*retrieved within the last 30 days*)** for each property involved must be submitted with this application. A **\$25 fee for document retrieval** will be required if the application does not include this document at time of submission.
- Hard copy if all covenants, easements, and right-of-ways** registered on the subject property as a charge or listed as a legal notation and modification to those. A **\$25 fee for document retrieval** will be required per document if the application does not include these at time of submission.
- Identification of Contaminated Sites Form** (*\$100 processing fee applicable where submission to Ministry of Environment and Climate Change Strategy required*)
- 3 Complete Sets of Drawings** to an appropriate scale (*the maximum drawing size accepted is A1 or 24"x36"*):
 - Site Plan showing all existing and proposed structure(s)
 - Elevations
 - Cross Section
- 2 Original Sealed Shoring and Excavation Plans by the Geotechnical Engineer** required if the excavation is within the mapped Steep Slopes Development Permit (SSDP) Area. To determine if your project is within the SSDP Area, please review on the City's [WebMap](#).