



# HOUSE PLAN SUBMISSION FORM

## OWNER & LAND DETAILS

**Land Owner's Name** : \_\_\_\_\_

**Lot Number** : \_\_\_\_\_ **CT Number (If Available)** : \_\_\_\_\_

**Street Address** : \_\_\_\_\_

**Phone Number** : \_\_\_\_\_ **Mobile Phone Number** : \_\_\_\_\_

**Email Address** : \_\_\_\_\_

## AGENT'S DETAILS

**Company** : \_\_\_\_\_

**Agent's Name** : \_\_\_\_\_ **Role (Architect/ect.)** : \_\_\_\_\_

**Phone (Business)** : \_\_\_\_\_ **Mobile Phone Number** : \_\_\_\_\_

**Email Address** : \_\_\_\_\_

## ITEMS TO INCLUDE WITH THE FINAL PLAN SUBMISSION

Ensure that your Final House Plan Submission for Design Review includes the following items:

- |  |  |                          |
|--|--|--------------------------|
| <input type="checkbox"/> <b>1</b> Documentation, and Set of Plans (.PDF, A3).  | <input type="checkbox"/> <b>5</b> Building Plans (1:100 scale).  | <input type="checkbox"/> |
| <input type="checkbox"/> <b>2</b> Landscape / Site Plan (pref. 1:100 scale).   | <input type="checkbox"/> • Building plans, elevations showing roof slopes and building sections showing insulation details as listed in H1 calculations, finished floor levels, finished ground levels, and building heights from survey datum with existing levels and contours clearly marked. | <input type="checkbox"/> |
| <input type="checkbox"/> • The length and bearing of all boundaries, existing and proposed ground levels.  | <input type="checkbox"/> • Foundation/floor construction details with associated R-value.  | <input type="checkbox"/> |
| <input type="checkbox"/> • Utilities locations - existing and proposed.  | <input type="checkbox"/> • Provide details of foundations in proximity to downslope boundary retaining walls including a foundation cross-section showing how compliance with Covenant 4.6(c) is achieved.   | <input type="checkbox"/> |
| <input type="checkbox"/> • Garages and other accessory buildings, fences and walls, driveways, decks, patios and courtyards, swimming pools, greenhouses, playhouses, and awnings, along with vehicle manoeuvring diagram. | <input type="checkbox"/> • Window schedule elevations with associated R-values.  | <input type="checkbox"/> |
| <input type="checkbox"/> • Drainage for all impervious surfaces such as drives or parking, court yards & patios with catchpit and drain locations & sizes.   | <input type="checkbox"/> • Proposed site plan showing the position of building(s).   | <input type="checkbox"/> |
| <input type="checkbox"/> • Location, height, and style of fences, entrance gate(s), and letter box.  | <input type="checkbox"/> • List of external materials to be used.  | <input type="checkbox"/> |
| <input type="checkbox"/> • List of plants along with location of lawn area, plants, ground cover areas, shrubs, and trees with height at maturity and confirmation of compliance with covenants.                           | <input type="checkbox"/> • Colours and materials clearly identified on plans.  | <input type="checkbox"/> |
| <input type="checkbox"/> <b>3</b> Specifications and colours of roof and exterior wall materials and of any special features.  | <input type="checkbox"/> • Any rooftop equipment including antennae, satellite dishes, chimneys, and exterior lighting.  | <input type="checkbox"/> |
| <input type="checkbox"/> <b>4</b> H1 Calculations.   | <input type="checkbox"/> <b>6</b> Any other information that you think may be necessary / enhance design.  | <input type="checkbox"/> |
|  | <input type="checkbox"/> <b>7</b> This completed application form.   | <input type="checkbox"/> |