

CHANGE OF USE SUPPORTING DOCUMENTS

Meeting with staff before making a formal submittal is highly recommended. The following checklist for supporting documents applies to all changes of land use in any Zoning District. This list may be tailored for each unique project by staff. *This is determined at a meeting with staff.

General Advice:

- PDF files are to be submitted to provide all identified information sheets listed. Paper copies may also be submitted. Minimum sheet size is 8.5 X 11 inches, 8.5 X 14 inches or 11 X 17 inches for all graphic sheets.
- Applications and authorization forms must be the original documents, not copies.
- Minimum font size should not be less than 1/10th of an inch for legibility:
eg. No: too small (8 font size)
Yes: OKAY (10 font size)
- Please use varying line weights to show different line types for easier reading of graphic information.
- Please use a key or legend for all line types, shading and symbols used to ensure plans are interpreted correctly.
- Graphic information is to be provided in both Imperial and Metric measurements.
- *City staff are authorized to request reasonable additional information to ensure an application is complete and clearly understood.*
- *The request may trigger obligation to have deficiencies at site being resolved (eg. parking landscaping).*

Why talking to staff is good:

- Issues may trigger the need for a Development Permit, a Building Permit and Fire Code Review.
- Business Licences can also be impacted.

Graphic plans submitted need to be to a professional drafting standard (rough sketches are not acceptable) to ensure that your application is processed accurately and in a timely manner. Please retain qualified professional assistance.

Office	Submission Requirements	
	Drawings	
<input type="checkbox"/>	<input type="checkbox"/>	1. Drawing Sets (electronic files must also be submitted in .pdf format)
<input type="checkbox"/>	<input type="checkbox"/>	2. Site Plans – All Drawings should be fully to scale and dimensioned showing:
	<input type="checkbox"/>	<input type="checkbox"/> North Arrow, Bar Scale, and Legend
	<input type="checkbox"/>	<input type="checkbox"/> Zoning (e.g. setbacks of structures to property lines, property development standards)
	<input type="checkbox"/>	<input type="checkbox"/> Legal Description (Lot, Block, Plan Number)
	<input type="checkbox"/>	<input type="checkbox"/> Municipal Address
	<input type="checkbox"/>	<input type="checkbox"/> Property Lines and Property Dimensions shown and labelled (Heaviest Line Type)
	<input type="checkbox"/>	<input type="checkbox"/> Outline of all Existing and Proposed Buildings and/or Structures on the Site
	<input type="checkbox"/>	<input type="checkbox"/> Signage (If Accompanied by Sign Permit)
	<input type="checkbox"/>	<input type="checkbox"/> Parking Layout (Dimensioned) and Parking Analysis (Required/Provided Parking Per Sec. 3.22 of Zoning Bylaw)
	<input type="checkbox"/>	<input type="checkbox"/> Loading Spaces (Location and Dimensions)
	<input type="checkbox"/>	<input type="checkbox"/> Location of any Drive Thru, queuing spaces for vehicles, turning radii, etc.
	<input type="checkbox"/>	<input type="checkbox"/> Use of Site Areas Outside of Buildings and Parking if other than Landscaping



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		<input type="checkbox"/> Garbage Collection Facilities (screening details showing location, dimensions, and materials)
<input type="checkbox"/>	<input type="checkbox"/>	3. Floor Plans - All drawings should be fully to scale and dimensioned showing existing and proposed:
		<input type="checkbox"/> Dimensions of Building (Interior and Exterior)
		<input type="checkbox"/> Total Floor Area (including all floors)
		<input type="checkbox"/> Layout of All Interior and Exterior Walls
		<input type="checkbox"/> All Doors, Stairs and Window Locations
		<input type="checkbox"/> Identification of all Proposed/Existing Room Uses on all Floors including Mezzanine (retail space, office space, seating areas, kitchen, mechanical rooms, etc.)
		<input type="checkbox"/> Use and Floor Area of Each of the Individual Tenants Sec. 3.22 of Zoning Bylaw
<input type="checkbox"/>	<input type="checkbox"/>	4. Proof of Business Licence
		<input type="checkbox"/> New Business
		<input type="checkbox"/> Change of Use

Applicant's Signature is confirmation that all required information is provided and is correct. If there is more than one land owner, both property owners must sign the application or authorize the request being done on their behalf.

Applicant's Signature

Date

Please Print Name

Phone

Applicant's Signature

Date

Please Print Name

Phone

Office Use Only:	
Checklist reviewed by: _____	_____
	Date
Please Print Name: _____	_____
	Project No.