

Please use this checklist before submitting your application to confirm that the City has the information required to assess your project.

1. Application Form

All applicable sections of the Housing Development Concierge Program Application Form have been completed.

2. Concept Site Plan

A concept site plan has been provided showing, at a minimum:

- Property boundaries and municipal address
- Existing and proposed buildings
- Approximate building footprint and setbacks
- Vehicle access, parking and loading areas, where applicable
- Pedestrian access and principal entrances
- Outdoor amenity and significant landscaped areas, where applicable
- Approximate servicing connections, where known
- North arrow and scale

An engineered site plan is not required for the Concierge Program application.

3. Conceptual Architectural Drawings

Conceptual architectural drawings have been provided showing, at a minimum:

- Proposed building elevations
- Building height and number of storeys
- Principal entrances
- General architectural character and treatment
- Relationship of the building to the street, where applicable
- General location of windows and significant architectural features

3. Conceptual Architectural Drawings (continued)

A conceptual floor plan has been provided, where available, showing the general unit layout and proposed unit mix.

Applicants are encouraged to identify urban design, sustainability, accessibility and other features of the proposed development that may be relevant to the evaluation criteria.

Detailed architectural drawings are not required for the Concierge Program application.

4. Supporting Information

Any supporting information identified in the application has been provided, where applicable.

Any relevant technical studies or reports that have already been completed have been identified or provided.

Information regarding known servicing, infrastructure or other project constraints has been provided.

5. Before Submission

The application has been reviewed for completeness.

Required drawings are attached.

The Applicant Declaration has been completed and signed.

The application and supporting documents are ready for submission to the City.

Please note

Please note: The Concierge Program application is intended to support the City's eligibility and evaluation review. It does not replace the City's formal planning, engineering, Building Permit or other development application requirements. Additional information may be requested where necessary to complete the assessment.