

CHECKLIST OF REQUIRED DOCUMENTS TO DEEM APPLICATION COMPLETE. PLEASE CHECK OFF THE DOCUMENTS BEING SUBMITTED AND UPLOAD THE CHECKLIST

Building - Residential Driveway/Approach

Plan Reviews: Building Review, Environmental Review, Planning Review, Public Works Review, Structural Review, Urban Forestry Group Review

Inspections: Building Final, Foundation, Notice Of Commencement - Certificate, Planning Final, Public Works Final

Drawings: 1 Set of Digitally or Electronically signed and sealed drawings - See [Online Permitting Resource Center](#) for instructions.

Drawings included:

- Signed & sealed topographic/boundary survey
- Site survey
- Landscape plan
- Tree Protection Plan
- Tree survey
- Site Plan (with setbacks- existing and proposed, property lines, lot dimensions, grade elevation as per survey).

Supporting Documents:

- Paving details
- Tree Disposition
- Approved Tree Permit (if applicable)
- Drainage Calculations Report (if applicable)
- Percolation Test Report (if applicable)
- Public Works Department – Right of Way Permit (if applicable)
- Construction Site Sediment and Erosion Control Affidavit (if applicable for land-disturbing activities)
- DRB, HPB, BOA recorded order or Determination of Architectural Significance (if applicable) scanned into plans after cover sheet.