

# NATIONAL CAPITAL DISTRICT COMMISSION

## PHYSICAL PLANNING DIVISION

### APPLICATION FOR *DEEMED PERMISSION*

#### APPLICATION CHECK LIST

NOTE: Applicant to assess and complete checklist  
Prior to lodgment of the application

**APPLICATION WILL NOT BE ACCEPTED UNTIL CHECKLIST IS COMPLETE**

Completed by Applicant	Completed by Commission	Documentation	Notes Office Use Only
		. Completed Application Form in Triplicate.	
		. Three (3) Sets of Plans including the following: - Location Plan at a Scale of not less than 1:500 - Site Plan showing all site dimensions, siting of buildings, all building dimensions, front and side boundary setbacks, onsite car parking arrangements and access driveways at a Scale of 1:100 or 1:200.	
		. Building Floor Plans of all levels, Elevations & Cross Sections at a Scale of 1:50, 1:100 or 1:200.	
		. Evidence of land ownership (title copy) and letter of Consent from owner of land if an agent is making the application or letter of notification notifying the owner of the application made.	
		. Evidence of correct Planning Fees paid (copy of receipt).	
		. Copy of receipt of Payment – NCDC Land Tax	

**Key: A – Applicable      N/A – Not Applicable      O/S – Outstanding**

Checked by: \_\_\_\_\_ Date: \_\_\_\_\_

Counter Signed: \_\_\_\_\_ Date: \_\_\_\_\_