

Required Documents

The following documents are required for a complete application. Missing documentation may result in delays in approval or a rejection of an application due to insufficient information. **All plans and documents listed below must be submitted electronically along with the signed and completed application form.**

- Application fee (**Note:** *you will be notified via email of outstanding fees with payment details*)
- Letter of authorization from the property owner authorizing an agent to act on their behalf for the proposed development (**Note:** *This is not required if the property owner is the applicant*).
- Description and/or photograph of the proposed enclosure, including dimensions and construction materials
- Site Plan (scaled in metric), including:
 - Property Address
 - Existing building(s), parking and loading areas, and garbage enclosure(s) on the property
 - Location and dimensions of the proposed enclosure for the cooking oil container