

# Site Plan Requirements

## Information Required

When applying for a building permit to construct or demolish structures on your property, you must supply specific information for the application to be deemed complete by the Building Services Division. **If you do not submit all of the information, your application is deemed incomplete and cannot be processed.**

A site plan is a requirement that must accompany building permit applications to show the proposed construction and / or demolition on the property. The plan must be drawn to an appropriate scale. A copy of your location survey plan may be used as a basis to prepare a site sketch, however, only the surveyor may alter the registered copy of the survey for submission with your application. If you are not capable of preparing an accurate site plan, you may hire someone to prepare it for you.

If you require clarification on the zoning requirements (permitted uses, setbacks, etc.) for your property prior to the design phase of your proposed construction, refer to the Building page on the City of Peterborough's website at [www.peterborough.ca](http://www.peterborough.ca) and select the Zoning By-law. You may also contact the Building Services Division for clarification.

A site sketch should include the following information:

- The municipal address for the property
- The lot dimensions
- Existing and proposed building areas (square metres)
- Setbacks from all lot lines to the proposed structure including stairs and the height of proposed decks
- For detached structures, setbacks from existing and proposed structures
- Location and width of parking spaces
- Driveway location and width
- Fences, retaining walls and/or large landscape features (trees, patios, sharp grade change)
- For attached decks or additions, any existing basement windows covered by the construction
- Overhead hydro lines
- Gas meters, fuel oil fill pipe and/or exhaust and intake ducts
- Existing pool, pond or hot tub
- Extent of right-of-ways or easements
- Street name / location
- North arrow

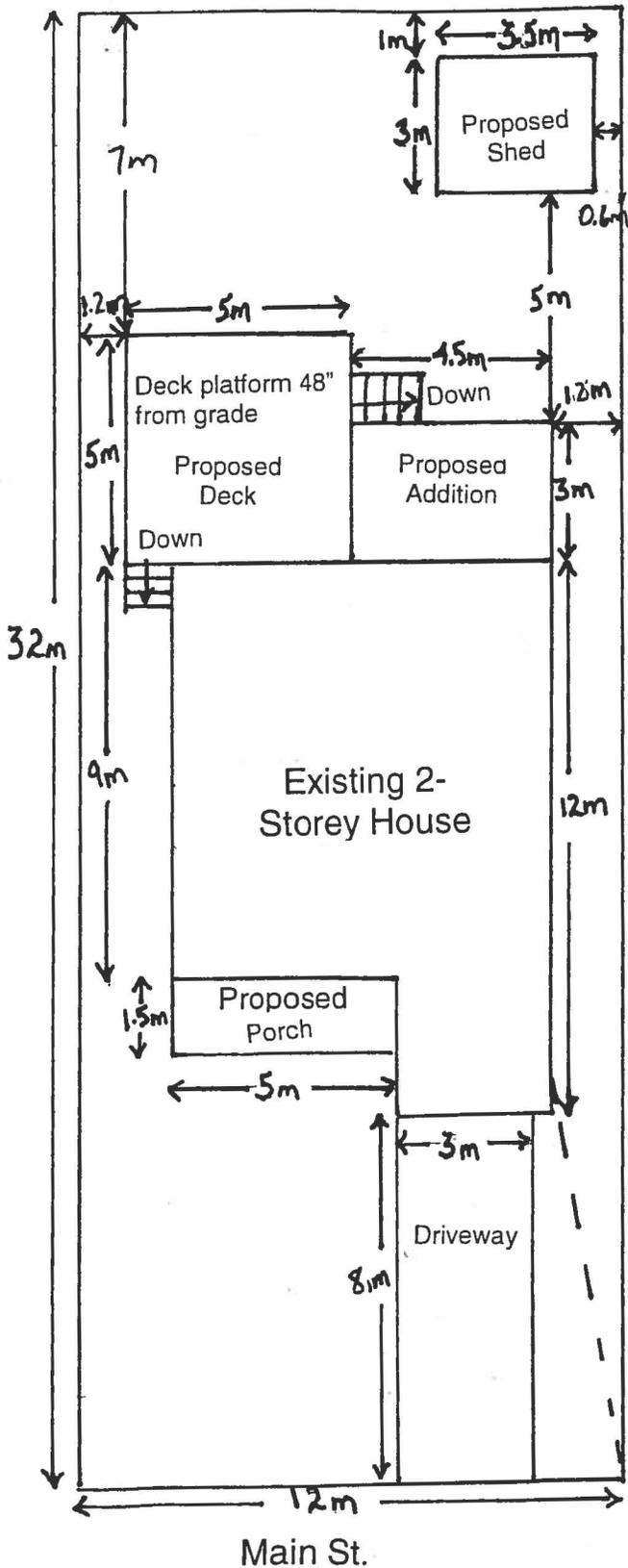
As the property owner, you are responsible for the accuracy of the information provided to the Building Services Division. If a location survey prepared by an Ontario Land Surveyor is not provided, you may be required to provide one showing the limits of your property, the structures and setbacks to the lot lines.

Please ensure that you have all the required information, application fee and plans to reduce delays in accepting or processing your application.

**NO CONSTRUCTION OR DEMOLITION IS TO COMMENCE BEFORE A PERMIT IS ISSUED**

Building Services Division  
Planning & Development Services Department  
City of Peterborough  
Phone: 705-742-7777 ext. 1892  
Fax: 705-742-1294  
Toll Free 1-855-738-3755

31 Main St.  
 January 1, 2016  
 Proposed Deck, Porch, Addition and Shed



**Site Statistics**

Zoning: R1  
 Site Area: 384 m<sup>2</sup>  
 Driveway Area: 24 m<sup>2</sup>

**Building Area**

Existing House Area: 147 m<sup>2</sup>  
 Existing House Footprint: 87 m<sup>2</sup>  
 Ex. Garage: Included above  
 Proposed  
 Front Addition: 17.5 m<sup>2</sup>  
 Rear Addition: 13.5 m<sup>2</sup>  
 Deck: 25 m<sup>2</sup>  
 Garden Shed: 10.5 m<sup>2</sup>  
 Total Lot Coverage: 153.5 m<sup>2</sup>

Overhead Hydro - - - -



**This is a sample drawing only.**  
 Measurements are not necessarily indicative of the requirements in the City of Peterborough Zoning By-law 1997-123AA or as prescribed by the Ontario Building Code. Specific requirements for the site sketch will depend on the scope of the project.