



PDE - 3030 - 11

Department of Planning, Development and Engineering

## MUNICIPAL PLAN AMENDMENT CHECKLIST

### DESCRIPTION

### SECTION 1

The following checklist outlines all of the information necessary to be provided with your Municipal Plan application. **Municipal Plan Amendment** means an amendment to the St. John's Municipal Plan. Prior to making application for a Municipal Plan Change, applicant is to contact and discuss proposal with City of St. John's Planning Staff. A separate application, fee(s), and drawings must be submitted for any development requiring a Building Permit.

### APPLICATION AND FEE

### SECTION 2

Completed  
By  
Applicant

Office  
Use  
Only

Application with property owner's signature and the proposed zone.

Application fee. Please see the following link for the fee schedule:

<http://www.stjohns.ca/living-st-johns/city-services/planning-and-development/fee-schedule>

### LEGAL SURVEY AND DESCRIPTION DEMONSTRATING PROPOSED SUBDIVIDE OF LOT(S)

### SECTION 3

*All work performed must conform to the following requirements as well as the standards set out within the current version of the ANLS "Manual of Practice".*

Preferred drawing size is legal size (215 mm wide x 315 mm long), but drawings as large as ISO A1 (594 mm wide x 841 mm long) are acceptable for larger developments.

Scale is 1:500 – 1:100. Please indicate a north arrow on drawing.

Plot each lot, lot number, and area in square metres.

Plot the length and bearing of each boundary line for the overall property, noting the property area in square metres.

Plot two boundary vertices, in opposite corners of the property boundary, indicating the NAD 83 northing and easting coordinates. The preference is a coordinate at the most northwestern vertex and a second coordinate at the most southeastern vertex of the property boundary.

Plot the length and bearing of each boundary line for all subdivisions, lots, streets, pedestrian ways, right-of-ways, and easements. The radius, central angle, length of arc, chord bearing and distance, point of curve, and point of tangency shall be given for each curved line.

Indicate the ROW and the width of each street.

Indicate the name and Registry of Deeds number of the owner of all abutting lands.

Plot any existing infrastructure, rivers, wetlands, floodplains, or buffers.

Plot any proposed buildings, structures, parking areas, roads, and access points to the existing City road network. Provide a table which summarizes the total area of each proposed item in square metres. Indicate building height and number of storeys, and the use planned for each building.

Newfoundland Land Surveyor certification stamp and signature.

Indicate two Newfoundland 3 degree Modified Transverse Mercator reference monuments and their coordinates.

Provide an electronic copy of the signed legal plan and description in PDF format.

Please mail completed form to:

Department of Planning, Development and Engineering  
City of St. John's, P.O. Box 908, St. John's, NL A1C 5M2

For more information, please call: 576-6192