Package pre-check: 1 item missing, fixed before submission

Checked against the City's Complete Application Requirement List for a development permit, multi-residential / mixed-use (example version of the list), plus the agent's own consistency checks across the drawings and the form.

8 / 9	1	12 / 13
required items complete	missing: applicant signature signed 2026-09-21	consistency checks passed first time; 1 fixed (the same signature)

Required items (Complete Application Requirement List)

#	ITEM	WHERE	STATUS
1	Site plan	A-100	✓ COMPLETE
2	Floor plans	A-200 to A-204	✓ COMPLETE
3	Elevations	A-300, A-301	✓ COMPLETE
4	Sections	A-400	✓ COMPLETE
5	Landscape plan	L-100 (landscape architect)	✓ COMPLETE
6	Shadow study	A-500	✓ COMPLETE
7	Building classification	A-001	✓ COMPLETE
8	Parking and bike stalls	A-000, A-100, A-200	✓ COMPLETE
9	Applicant signature	Application form	MISSING → FIXED

Why this matters: an incomplete application is flagged at prescreen and the applicant gets 30 days to supply what is missing. A missing signature costs the same as a missing drawing.

Consistency checks across the set and the form

CHECK	RESULT	
Drawing list on A-000 matches the sheets in the set	13 of 13 sheets	✓
Title block: project, address, date and issue identical on every sheet	13 of 13	✓
North arrow and scale on every plan	A-100 to A-204, A-220	✓
Gross floor area on A-000 equals the sum of the level areas	6,556.8 m²	✓
FAR on A-000 equals GFA ÷ site area	6,556.8 ÷ 2,400.0 = 2.73	✓
Unit count: drawings = application form	68 = 68	✓
Parking: stalls on A-200 = project data on A-000	43 = 43	✓
Highest point dimensioned and below the height limit	21.90 m < 22.00 m	✓
Setbacks dimensioned on the site plan	Front, rear, both sides	✓
Shadow study covers the required dates and times	Mar 21, Jun 21, Sep 21 · 10:00, 13:00, 16:00	✓
Every sheet carries the applicant (firm) name	13 of 13	✓
Application form: unit count, GFA and parking match the drawings	Form section 4	✓
Application form signed by the applicant	Signature line empty	FIXED

Flags for the architect (not blocking)

SHEET	NOTE
A-001	Confirm the area limit for 6 storeys, sprinklered, against the 1,107.7 m² floor area (code consultant).
A-001	Spatial separation for the east and west faces is not calculated yet; expect a comment.
A-100	The arborist report for the five boulevard trees is not in the package; Parks usually asks for it.
A-200	Example-district parking rates used. On a real file the agent quotes the bylaw section for each rate.

Checked by
Alpha Seed agent · 2026-09-21 14:10

Reviewed and submitted by
Architect of Record · 2026-09-22