

## **Schedule 'G' - Site Plan & Floor Plan Checklist + Sample plans**

Applicant(s) are to review the checklist below and ensure that plans being submitted for the proposed short-term rental include all the required information for both site and floor plans. Sample site and floor plans attached to this schedule may be used as a reference for your own drawings.

### **SITE PLAN:**

#### **Property and Buildings:**

- Measurements of the length and width of the property
- The distance the house is set back on the property from the street
- Location of all building (s) on the property with the setback of each boundary (front, back and each side yard)

#### **Parking Area (s)/ Driveway:**

- The location of driveway access from the road to the parking area (s)
- Driveway and/or parking area (s) measurements including width and depth
- Clearly identify what type of material the parking area (s)/ driveway consists of (e.g. concrete, interlock brick, asphalt, crushed stone or other hard surfaces or dustless materials)

#### **Parking Area (s)/ Driveway Requirements for Residential Zones:**

- Parking areas must be graded and graveled or consist of hard-surfaced materials such as concrete, interlock brick, asphalt, crushed stone or other hard surfaces or dustless materials.

#### **Other:**

- The location and dimensions of outdoor amenity area (s), if applicable. This would include but is not limited to; pools, decks, docks, patios, gazebos, outdoor saunas, outdoor fire burning pits etc. Please be aware that a [Burning Permit](#) is required for recreational open fires.
- Waste storage details (garbage & recycling). This requirement is only applicable if waste is being stored outdoors.
- The location of any fencing, significant landscaping or other buffering.

#### **Please include photos of the following to supplement your drawings:**

- Front Yard
- Rear Yard
- Side Yards
- Proposed parking area/driveway
- Proposed Waste Storage area (if applicable)

## SEPTIC SYSTEM DETAILS (IF APPLICABLE)

**Note:** This section is only applicable for properties not on municipal services.

- Approximate location of septic system on property
- Please contact the [North Bay-Mattawa Conservation Authority \(NBMCA\)](#) to obtain a valid permit of record for the septic system.

## FLOOR PLANS (TO INCLUDE EVERY STOREY)

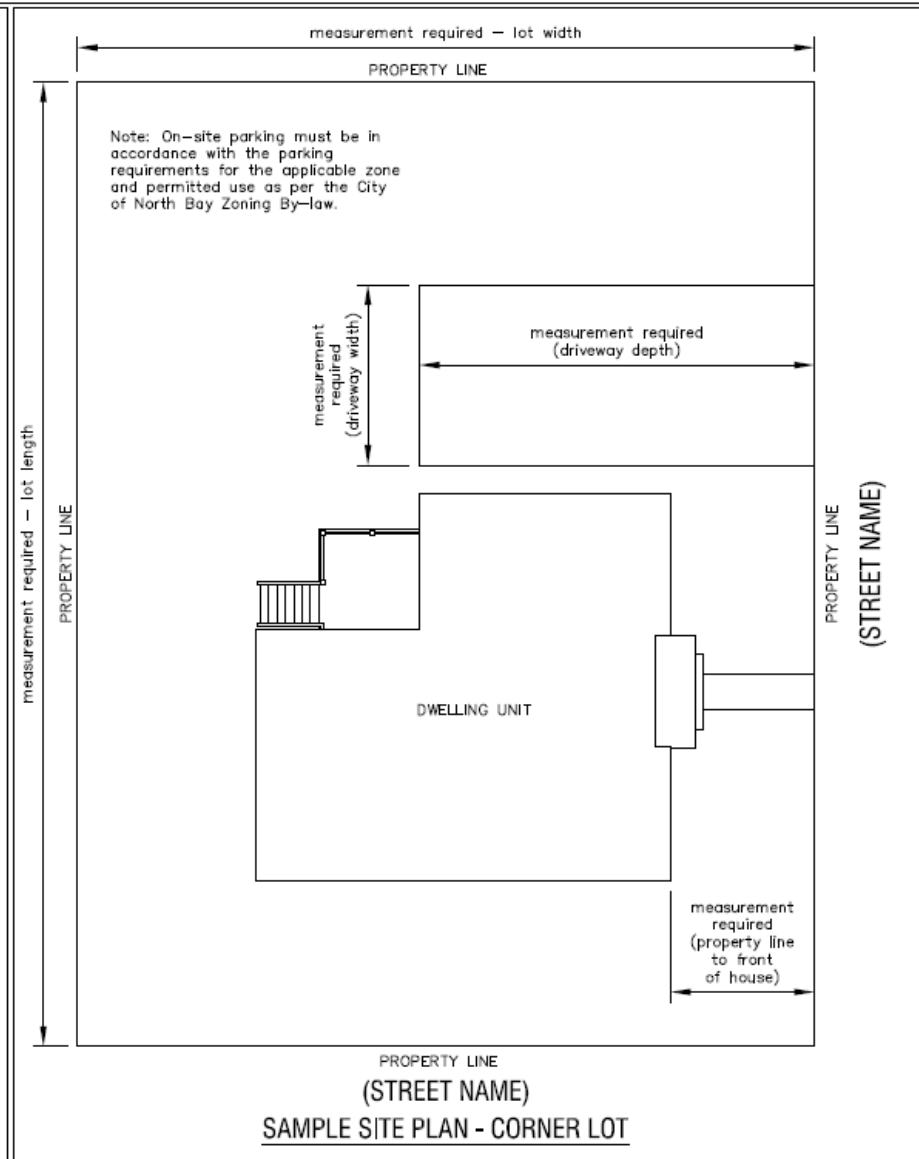
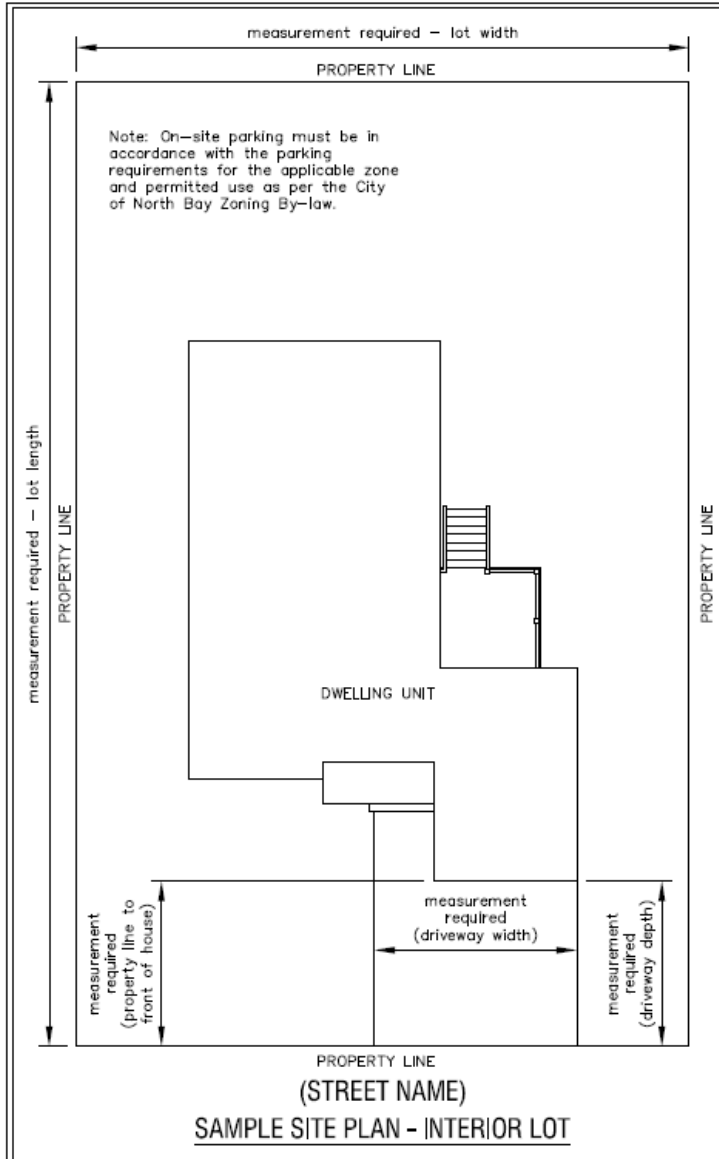
- Guest rooms and spaces to be clearly named /identified
- Room measurements to include the length and width

## WINDOWS AND DOORS

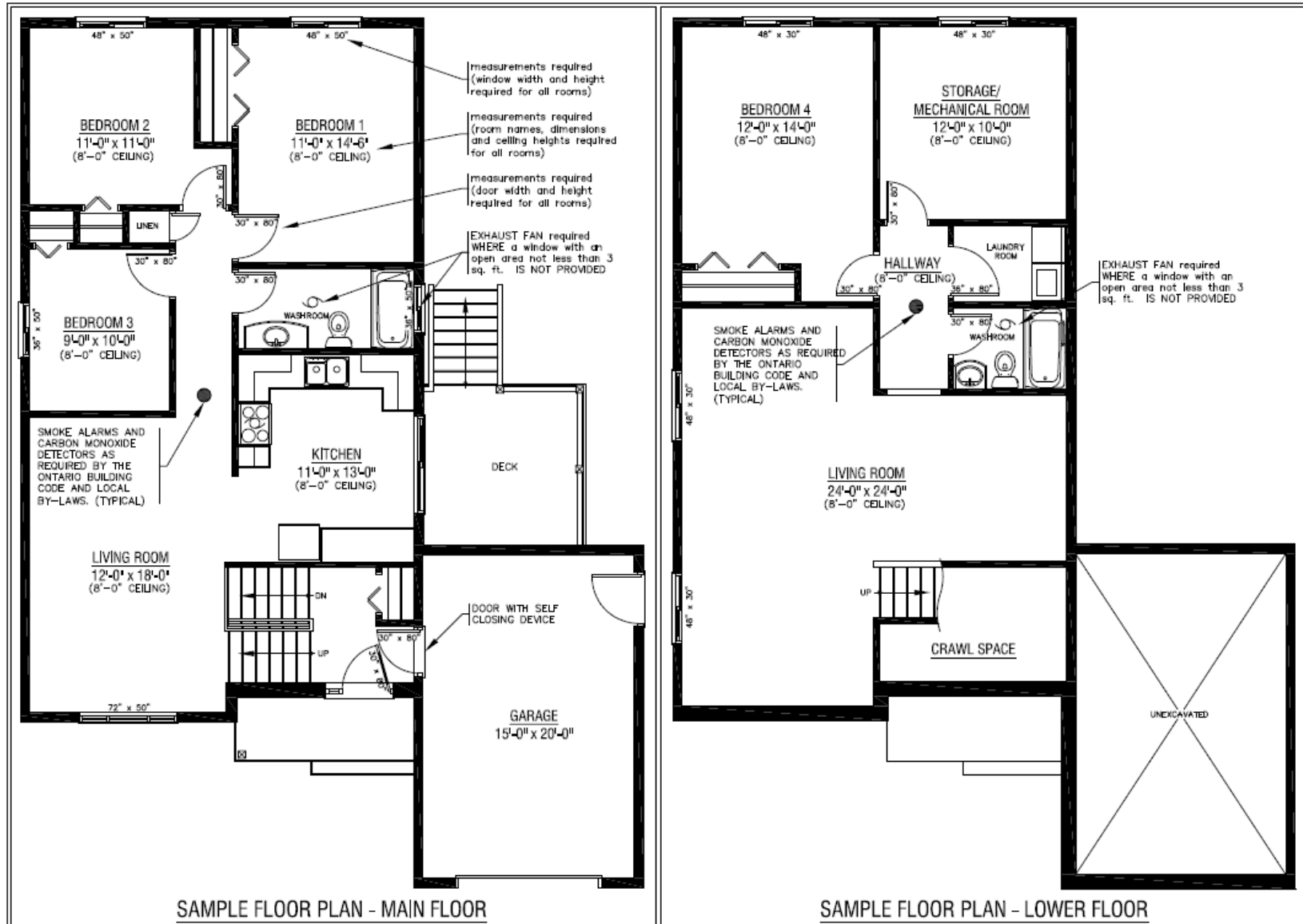
- Window locations and sizes to include width and height
- Door locations and sizes to include length and width

## FIRE AND OTHER SAFETY REQUIREMENTS

- Ceiling heights
- Smoke alarm locations
- Carbon monoxide detector locations
- Exhaust fans locations



PLEASE NOTE: THESE PLANS ARE SAMPLES AND ARE TO BE USED FOR REFERENCE ONLY. THEY ARE NOT TO BE USED AND WILL NOT BE ACCEPTED TO FORM PART OF AN APPLICATION FOR LICENSE UNDER THE CITY OF NORTH BAY'S SHORT-TERM RENTAL BY-LAW.



**NOTES**  
 NUMBER OF APPROVED GUESTROOMS : \_\_\_\_\_  
 NUMBER OF APPROVED OCCUPANTS : \_\_\_\_\_  
 (EXCLUDING CHILDREN UNDER THE AGE OF 10)

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SAMPLE FLOOR PLANS  
 SHORT-TERM RENTAL  
 LICENCING APPLICATION