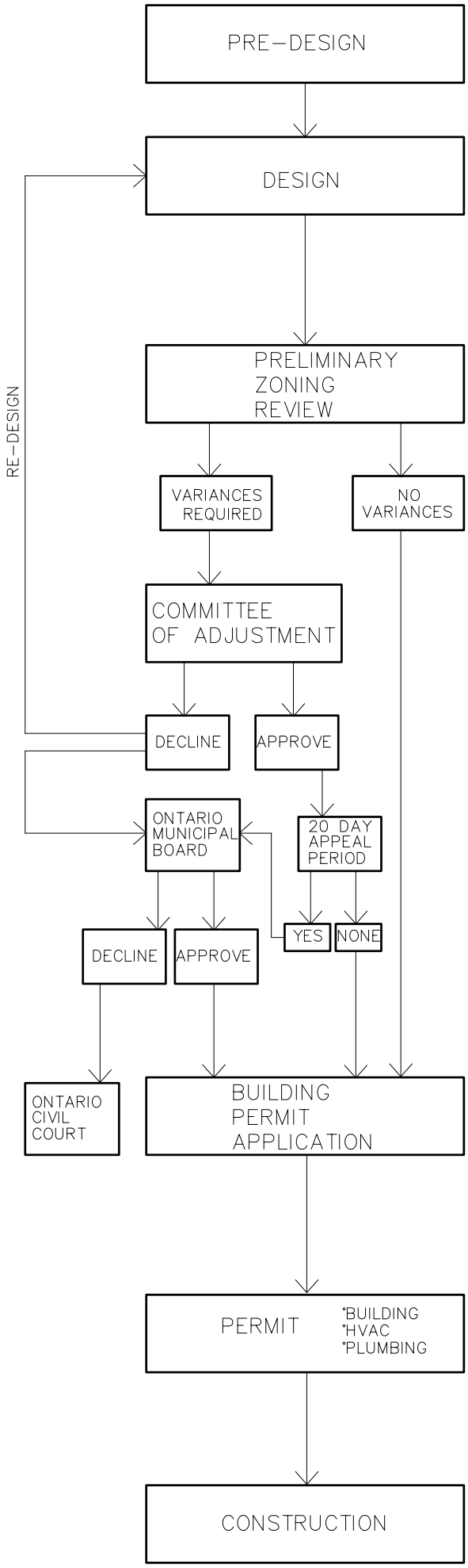

- INITIAL SITE VISIT
- SCOPE OF WORK DISCUSSED
- PROPOSAL AND CONTRACT PREPARED
- CONTRACT APPROVED AND RETAINER GIVEN

- SITE VISIT / DATA COLLECTION (FIELD MEASUREMENTS, PHOTOS)
- CLIENT BUILDING PROGRAM REQUIREMENTS
- SURVEY OF PROPERTY (GEODETIC ELEVATIONS MAY BE REQURED)
- DESIGNER TO CONTACT ZONING DEPARTMENT OBTAIN GENERAL ZONING DESIGN GUIDELINES
- PREPARATION OF CONCEPTUAL DESIGN SCHEMES FOR CLIENT APPROVAL

- ZONING ANALYSIS/ REVIEW BY THE PLANNING DEPARTMENT TO IDENTIFY POSSIBLE ZONING VIOLATIONS (VARIANCES) OR ADDITIONAL APPROVALS REQUIRED (eg. METRO CONSERVATION AUTHORITY) THE VARIANCES MUST BE MINOR IN NATURE.

- IF NO VARIANCES ARE NEEDED, PROCEED TO BUILDING PERMIT APPLICATION

- NEIGHBOURS WITHIN 200 FT. RADIUS CIRCLE AT EACH CORNER OF PROPERTY WILL BE NOTIFIED BY MAIL AND INVITED TO COMMENT ON THE PROPOSED APPLICATION IN WRITTING OR IN PERSON AT THE HEARING
- THE PLANNING DEPARTMENT WILL BE GIVEN A COPY OF THE APPLICATION AND ASKED TO COMMENT ON THE PROPOSAL
- THE COMMITTEE MEMBERS WILL MAKE A DECISION AFTER THE CASE HAS BEEN PRESENTED AND ALL THOSE OPPOSED HAVE MADE THEIR COMMENTS. THE DECISION IS BASED ON EVIDENCE PROVIDED AND ALSO GENERAL PLANNING CRITERIA (MINOR, WITHIN ZONING BYLAWS AND MASTER PLAN)
- ANY APPEAL APPLICATION DURING THE 20 DAY PERIOD WILL SEND THIS PROJECT TO THE ONTARIO MUNICIPAL BOARD

- ARCHITECTURAL, STRUCTURAL AND MECHANICAL DRAWINGS WILL BE SUBMITTED TO THE BUILDING DEPARTMENT
- FOR NEW HOUSES, ADDITIONAL APPLICATIONS WILL BE REQUIRED FOR DISCONNECTION OF OLD SERVICES AND FOR NEW SEWERS, WATER LINES, HYDRO ALONG WITH DEVELOPMENTAL CHARGES

- DRAWINGS HAVE CLEARED ALL DEPARTMENTS AND A PERMIT HAS BEEN ISSUED
- NO WORK CAN COMMENCE ON SITE WITHOUT A PERMIT
- DEMOLITION PERMITS ARE ISSUED WITH THE BUILDING PERMIT

- A CONTRACTOR WILL BE SELECTED A CONSTRUCTION CONTRACT WILL BE DRAFTED AND APPROVED
- CONSTRUCTION MAY NOW PROCEED