



# CHECKLIST

## SERVICES REQUESTED

- Lot Development Plan  
*please check one*  
 municipal sewer     private on-site septic
- Private on-site septic design
- Stormwater Management Analysis (is the new dwelling footprint > 500sq.m.?)

## PLEASE PROVIDE PRIOR TO PROJECT START-UP

- Site Address (*including municipality*) \_\_\_\_\_
- Billing details \_\_\_\_\_
- Legal survey (*dimensions of the lot*) \_\_\_\_\_
- Building plans (full set of pdfs including square footage calculations and CAD footprint)
- Septic Design (*if completed by others*)
- Site plan (*or any special siting instructions*) \_\_\_\_\_
- Is the site subject to a permit by NVCA / LSRCA / NEC / ORM ? (*please circle applicable*)
- Special Circumstances? \_\_\_\_\_

## FOR SEPTICS

- T-Time (soil percolation test)
- Historical high groundwater?
- Neighbours wells within 100'? Dug or drilled well(s)?

## IF APPLICABLE

- Topographical survey
- Minor variance decision
- Landscape plan
- Existing septic permit/design

## ADDITIONAL SERVICES OFFERED

- Septic system certification
- Lot grading certification