



New Construction: Project Guide

Applicable to: new construction & addition/ alterations/ repairs

The following items must be included in your application package:

Site Plan – drawing to include:

- ☐ Property lines
- ☐ Dimensions & location of proposed construction with
 - ☐ Windows location and sizes
 - ☐ Door's location and sizes
 - ☐ Direction of roof trusses
- ☐ Show north direction arrow
- ☐ Roads and any drainage/irrigation ditches
- ☐ Placement of current home and other buildings on property

Due to the irregular size and shapes of lots within the Organized Hamlet of Crystal Lake, the lot shall be legally surveyed and staked to guarantee the required setbacks. In accordance with the Municipal Zoning Bylaw, all residential buildings shall be set back from the property line as follows:

- Front Yard (street side): 3 m
- Back Yard (lakeside): 3 m
- Side yard: 1.5 m (restrictions may apply)

Windowsills, eaves, gutters, chimneys, decks etc may encroach 1.5 m into a setback however will not be permitted within 1 m of the lot line.

- ☐ Copy of the Certificate of Title
- ☐ Building Drawings

Other requirements that may need to be included in your application package:

- ☐ Engineered drawings (stamped drawings)
 - Required when design is outside Part 9 of the National Building Code (referred to as NBC throughout document).
- ☐ Structural commitment letter for field review
 - Required for a structural design completed by an engineer.
- ☐ Energy Efficiency Compliance Form
 - Required for accessory buildings constructed as amenity spaces.