

**Planning & Development Department
Regional Municipality of Wood Buffalo**

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What is Standard Information?

Standard Information is used to better understand and properly interpret the plan. Although the information may change between plans in an application, it should all be present in all plans. The Standard Information includes:

- Title of the Plan: for example, "Site Plan"
- Application Type: type of development being applied for, for example, "Accessory Structure Development Permit"
- Legal Land Description: the lot/block/plan of the property. The civic address translator can help you find your legal land description
- Civic Address: of the subject property
- Company or Owner Information: this should include your name, address, telephone numbers, fax, and email
- Legend: should identify and describe all the symbols used in the development of the plan
- Page Number: if a plan is being submitted as part of a package of plans, it should be properly numbered. For example, if a Site Plan and a Floor Plan are being submitted, they should be numbered 1 of 2 and 2 of 2
- North arrow: showing the orientation of your property to north
- Scale: can be indicated by using a ratio (i.e. 1:100) or using a scale bar
- Area: Site Plans should include the lot area and Building Plans should include the floor area

All of this information should be presented in a Title Block, as shown in the example below:



How should a plan be prepared?

Not all plans need to be prepared by a draftsman or architect, but if you are hand-drawing, there are a few pointers to make sure your drawing is clear and accepted as part of your application:

- Use a ruler!
- Draw a plan to scale
- Keep all measurements metric
- Ensure labels and measurements are clearly printed
- Use ink when drawing the plan to improve legibility when it is scanned
- Lot Areas can be found using the Municipal Map Viewer: <http://view.woodbuffalo.ab.ca/>



How do you draw a plan "to scale"?

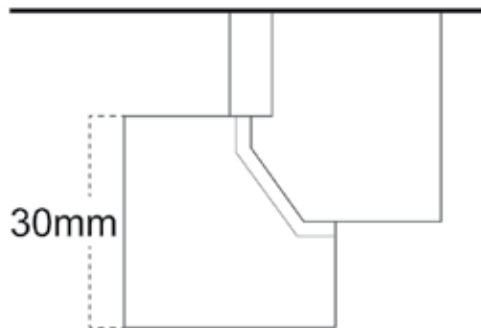
When drawing a plan to scale, the size of drawing is proportionate to its real size. That means, even if the dimensions of objects were not labeled, if a plan was drawn to scale and a person knows what the scale is, they can use a ruler to determine real dimensions. Scale can be expressed in several ways, including a ratio.

If a plan is drawn using a ratio such as 1:100, it means that 1 unit on the drawing is equal to 100 real units. The first number will always be 1 but the second number will change to reflect which scale is being used, which are typically whole numbers and multiples of 5 or 10. Since plans are expressed in metric, the unit is assumed to be in mm unless stated otherwise.

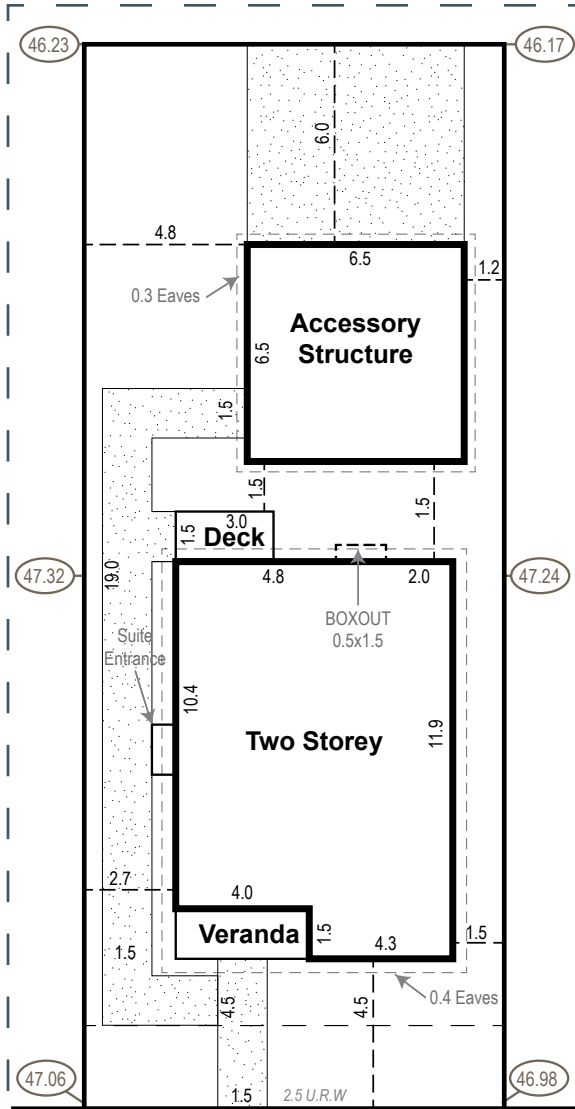
Real Deck



Drawn Deck



A scale of 1:100 means 1mm on the drawing is equal to 100 real mm in the photograph.



Site Plan Accessory Structure Development Permit			
 Scale: 1:200 Page 1 of 2	Legend Subdivision Design Grade: 47.05 Hard Surfaces: [Symbol] Eaves: [Symbol]	Property Information: Civic Address: 123 Street Drive Legal Address: Lot: 11 Block: 2 Plan: 234 6789	Contact Information: John Doe 456 Road Crescent h: 780-123-4567 f: 780-987-6543 john.doe@mail.ca
	Note: All measurements are expressed in metres.		
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Site Plan

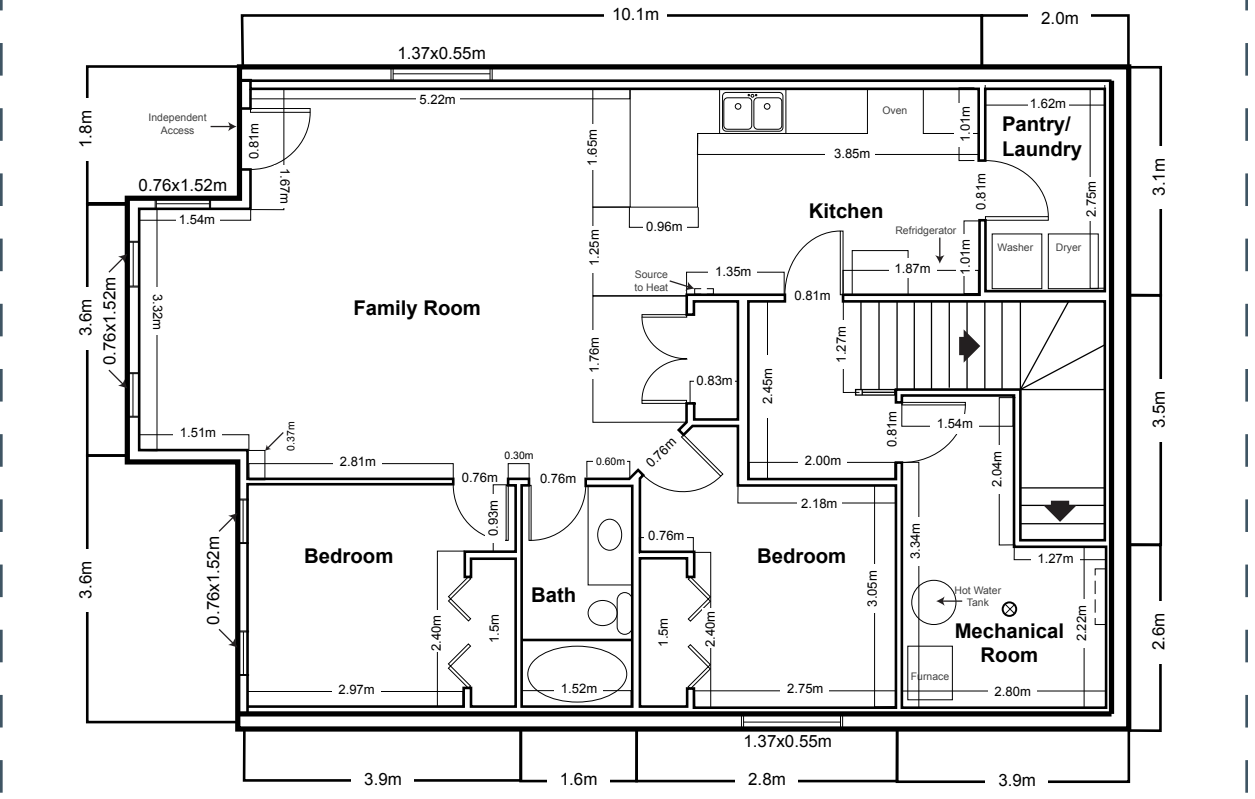
What is a Site Plan?

An aerial view of a property that shows information such as: the location of structures and buildings, property lines, and easements. Site plans are used to show where things are located, their size, and how far they are from other things.

Floor Plan

What is a Floor Plan?

Similar to a Site Plan, a Floor Plan is also an aerial view, but instead of showing the entire property it shows the floor of a building. Floor plans show the dimensions exterior wall space, the layout, use and dimensions of interior spaces, location and dimensions of windows and doors, etc.



Basement Floor Plan Secondary Suite Development Permit				
Note: All measurements are expressed in metres. Page 2 of 2	Scale: 1:75	 Legend Stairway Direction [Symbol] Window [Symbol]	Property Information: Civic Address: 123 Street Drive Legal Address: Lot: 11 Block: 2 Plan: 234 6789	
	Contact Information: John Doe 456 Road Crescent T9H 1W4 Fort McMurray, AB		h: 780-123-4567 f: 780-987-6543 john.doe@mail.ca	
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