

PLANNING DEPARTMENT SUBMISSION CHECKLIST (FOR APPLICANT)

Number of copies required	Check if confirmed	Required Submittals
1 copy	<input type="checkbox"/>	Registered owner's authorization letter
1 copy	<input type="checkbox"/>	Completed application form & planning department submission checklist
1 copy	<input type="checkbox"/>	Applicable fees paid:
1 copy	<input type="checkbox"/>	Title search(es) (dated within 30 days of submission)
1 copy	<input type="checkbox"/>	Registered easements, covenants or statutory rights-of-way (if applicable)
1 copy	<input type="checkbox"/>	A letter detailing the proposal including: <ul style="list-style-type: none"> • how the proposal meets policy directions in the OCP • outlining any variances requested, the rationale for the variance(s)the likely impact of the proposal, the potential site and community benefits, and why the proposal is preferable to a conforming situation.
1 copy	<input type="checkbox"/>	Development permit guideline response table
1 copy	<input type="checkbox"/>	Materials page with specifications and images
1 copy	<input type="checkbox"/>	Location and context plan showing proposal in relation to buildings, driveways, and natural features on adjacent properties, and established views
1 copy	<input type="checkbox"/>	Site and contextual photographs including photo montage
Topographical Survey Requirements: All surveys must include the minimum requirements listed below		
	<input type="checkbox"/>	Survey - minimum scale: 1:100 or 1/8"=1'-0" and survey includes original seal or stamp from registered BC Land Surveyor
	<input type="checkbox"/>	"Tabloid" size (not to scale) survey
	<input type="checkbox"/>	Survey includes reference geodetic datum points in meters (especially at corner of each existing and proposed structures)
	<input type="checkbox"/>	Lot dimensions and lot area(s)
	<input type="checkbox"/>	Topography and natural site features such as trees, rock outcrops and watercourses, waterfront boundaries, and accretions
	<input type="checkbox"/>	Roof peak height(s) of existing buildings and structures
	<input type="checkbox"/>	Outline of the proposed building(s) showing: outermost walls including basement walls and upper floor overhangs
	<input type="checkbox"/>	Outline of original building(s), adjacent roads/lane allowance, all other structures on adjoining boulevards, rights of way and all building(s) and structures on the foreshore (if applicable)
	<input type="checkbox"/>	Survey shows location of trees, DBH (diameter measured at 1.4 m above natural ground) and species of each identified tree on the site . Significant hedge rows must also be shown.
	<input type="checkbox"/>	Survey includes features adjacent to the site including: <ul style="list-style-type: none"> • trees and hedges on adjoining boulevards and rights of ways • the critical root zone of protected trees on neighbouring properties • above ground infrastructure such as driveways, edge of roadway, parking, telephone poles, hydro kiosks and street lamps.
Architectural Package Requirements: All architectural packages must include the minimum requirements listed below: A-F		
	<input type="checkbox"/>	"Arch D" size architectural package (including landscape plans)
	<input type="checkbox"/>	"Tabloid" size (Not to Scale) architectural package (including landscape plans)

(A) Site Plan:		
<input type="checkbox"/>		Site plan - minimum scale: 1:100 or 1/8"=1'-0"
<input type="checkbox"/>		Outline of the proposed building(s) and accessory building(s) showing the outermost walls including basement walls and upper floor overhangs
<input type="checkbox"/>		All building cantilevers, roof overhangs, deck outlines, fireplace projections, window wells, floor projections, exterior stairs parking spaces and loading areas with clearly indicated dimensions
<input type="checkbox"/>		Retaining walls and planters showing: setbacks to prop lines, distance from adjacent walls, and top-and bottom-of-wall elevations
<input type="checkbox"/>		Setbacks (in metric and imperial units) measured perpendicular from all property lines to all structures
<input type="checkbox"/>		Setbacks (in metric and imperial units) measured perpendicular from 5 metre and 15 metre top-of-bank of watercourse (show 5 m and 15 m riparian setback areas on site plan)
<input type="checkbox"/>		Natural and finished grade elevations at each building corner
<input type="checkbox"/>		Natural and finished grade calculations
<input type="checkbox"/>		North arrow, rights-of-way, easements, creeks and restrictive covenants shown on site plan
<input type="checkbox"/>		Proposed driveway location, slope and area of impermeable and permeable surfaces in the front yard only
<input type="checkbox"/>		Exterior garbage areas, kiosks and mailboxes (if any)
<input type="checkbox"/>		Cross section locations and directions are indicated. A cross section of the driveway must also be provided.
<input type="checkbox"/>		Indicate the permitted building envelope and the trees that are proposed to be cut in order to permit construction
<input type="checkbox"/>		Zoning summary referencing metric values as defined in <i>Zoning Bylaw</i> which must include:
<input type="checkbox"/>		<input type="checkbox"/> Lot or site area and lot width <input type="checkbox"/> Permitted and proposed site coverage, floor area (include calculations for basement/accessory structures exemptions), # of storeys, building height and setbacks <input type="checkbox"/> # of dwelling units and a breakdown of square footage between uses/by dwelling unit types <input type="checkbox"/> # and breakdown of parking spaces <input type="checkbox"/> All proposed variances clearly listed (note: additional fees required for each variance proposed)
(B) Floor Plans:		
<input type="checkbox"/>		Floor plans - minimum scale: 1:50 or 1/4"=1'-0"
<input type="checkbox"/>		Floor plans must be fully dimensioned and labeled (and include all floors including basement and roof level)
<input type="checkbox"/>		Floor plans indicate floor area above or below the floor level shown (i.e. overhead decks or underground areas)
(C) Elevations:		
<input type="checkbox"/>		Colour elevation drawings - minimum scale: 1:50 or 1/4"=1'-0"
<input type="checkbox"/>		"Highest building face" calculation must be shown
<input type="checkbox"/>		Elevation drawings for each side of all buildings
<input type="checkbox"/>		Proposed building height shown (measured from lesser of natural or finished grade)
<input type="checkbox"/>		Spatial separation calculation for all elevations
<input type="checkbox"/>		Roof slope ratio and eave overhang dimensions
<input type="checkbox"/>		Elevations of all finished floors, top plates, parapet walls, roof mean height and roof ridges
<input type="checkbox"/>		Finished grade line and detailed grade elevations around all proposed buildings
<input type="checkbox"/>		Windows and doors shown complete with dimensions and areas
<input type="checkbox"/>		Materials, finishes and colours must be displayed on each elevation
<input type="checkbox"/>		Signage

(D) Cross Sections		
	<input type="checkbox"/>	Cross sections - minimum scale: 1:50 or ¼"=1'-0"
	<input type="checkbox"/>	Section drawings should extend at least 10 feet beyond the lot line
	<input type="checkbox"/>	Floor to ceiling dimensions
	<input type="checkbox"/>	Proposed building height measured from lesser of natural or finished grade
	<input type="checkbox"/>	All roof, floor, wall and foundation assemblies and provide roof and deck venting information (where applicable)
	<input type="checkbox"/>	Details for any decks over living space
	<input type="checkbox"/>	Identification and dimensions of any crawlspace areas
	<input type="checkbox"/>	Show conformance and provide information for BCBC Sections 9.32 and 9.36
(E) Landscape Plan Requirements		
	<input type="checkbox"/>	Landscape plan - minimum scale: 1:100 or 1/8"=1'-0" (should match scale of site plan)
	<input type="checkbox"/>	Landscape plans to be submitted indicating: location and species of all trees, shrubs and plants that are to be retained or planted on the lot and proposed surface storm water management features. Retaining walls, walkways, driveways, paths, fences, planters and landscaping structures to be fully detailed. (Species list and cost estimate from a BCLSA or licensed landscape contractor not required upon submission but will be required later in the development process)
	<input type="checkbox"/>	Landscape plans show any/all work on DWV rights-of-way or lands on the adjacent boulevard and include applicable grading information
(F) Renderings		
	<input type="checkbox"/>	At least 4 renderings included within architectural drawing package
Miscellaneous (if applicable)		
	<input type="checkbox"/>	Evidence that the applicant has had preliminary discussions with adjacent neighbours about the proposed development (prior to application), the issues raised and how these are proposed to be addressed
	<input type="checkbox"/>	Transportation Impact Assessment
	<input type="checkbox"/>	"Conceptual" servicing plan (civil engineering plan)
	<input type="checkbox"/>	Stormwater management plan (civil engineering plan)
	<input type="checkbox"/>	Environmental assessment report & replanting/restoration plan: Required if any activity is proposed within 15 metres of top-of bank of watercourse, including construction activity within the area, landscaping, tree removal, or any other work required for the proposal, etc.
	<input type="checkbox"/>	Arborist report and tree removal and retention plan
	<input type="checkbox"/>	View corridors from neighbouring properties
	<input type="checkbox"/>	Geotechnical report (required at Building Permit)
	<input type="checkbox"/>	Community Amenity Contribution (CAC): A proforma analysis will be required to determine applicable CACs. This work will begin upon rezoning submission. We will prepare estimated fees for work, which are billed at cost plus administrative fees as per the Fees & Charges Bylaw, as well as a complete list of information required to assist with the analysis (e.g. servicing and infrastructure costs, estimated construction costs, materials, etc).
	<input type="checkbox"/>	Sustainable Buildings Policy: rezoning proposals are expected to achieve greater than the minimum requirement for the BC Energy Code specified in the <i>Building Bylaw</i> . Contact staff for further information on requirements.
	<input type="checkbox"/>	Site Disclosure Statement
	<input type="checkbox"/>	Variance(s) impact assessment and support rationale letter
1 copy	<input type="checkbox"/>	.pdf (no scans) of all submission requirements listed above. Maximum file size of 25 MB.
<p><i>Please note: this may not be a complete list. Further review of the application, drawings or documents may reveal additional requirements</i></p>		