

Certified Professional Program

Development Permit Confirmation of Changes Letter

Name of CP: _____

Date: _____

Project Address: _____

Building Permit No.: _____

I, _____ (CRP/Architect of Record), hereby confirm that the drawings submitted for this stage of construction under the above noted Building Permit do not comply with the Development Permit drawings.

NOTE: All changes must be noted in the Table on Page 2. Particular attention should be paid to the following:

1. Permitted use(s).
2. Building exterior (e.g. doors, windows, siding, rooftop units, venting, change in overall building form including height).
3. Floor area(s) (e.g. additional floors, enclosed balconies, mezzanines, lofts, storage rooms).
4. On-site parking (e.g. add or delete parking stalls, layout changes) and loading and bicycles (e.g. configuration, dimensions, and vertical clearances).
5. Landscape.
6. Number of dwelling units or tenancies.

Plans and details must be submitted to illustrate the listed changes.

Further, I understand that it will be determined by staff at the District of West Vancouver whether an amendment to the Development Permit is required as a result of these changes.

I also confirm that I understand this project may be audited by District staff for compliance with the Development Permit as issued.

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NOTE: Submit plans and details that illustrate the listed changes. Cloud changes on the drawings to reference the list.

DRAWING NO.	CHANGE DESCRIPTION Attach a separate sheet if required	REVISION NO.

Signed by: _____
CRP/Architect of Record

Date: _____

Company Name: _____

Professional Seal:



Submitted by: _____
Certified Professional

Date: _____

Company Name: _____

CP Stamp:

