

1.0 INTRODUCTION

The following information is being provided to assist building permit applicants in the preparation of site servicing plans. A site servicing plan is required where work will affect the building's use, servicing (sewer, water or storm drain) or vehicular access requirements.

A building permit application shall include a sufficiently detailed site servicing plan to the District in order to clearly identify the scope of the project. This will aid the District to identify potential conflicts in design, prior to the issuance of a building permit and resolve them before unnecessary delays and resulting expenses.

The site plan and the site servicing plan may be combined. The plan shall be 1:100 metric scale.

The applicant is responsible to verify the accuracy of any information provided by the District of West Vancouver.

1.1. ENGINEERING DRAWINGS

Engineering Drawings are to be submitted at the building permit stage in place of site servicing plans where there will be significant or complex off-site works and services required, as well as in all downtown core areas. All subdivisions require engineering drawings. The drawings shall be prepared and sealed by a licensed Professional Engineer registered in the Province of British Columbia and qualified in Civil Engineering. Please contact Land Development at landdevelopment@westvancouver.ca

1.2. TREE BYLAW PROTECTION

All construction activity associated with a building permit shall comply with the Tree Protection Bylaw No. 4892. A copy of this bylaw is available on our website.

2.0 SITE SERVICING PLAN INFORMATION

2.1. EXTENT OF PLAN

The plan shall include the entire site, as well as the street frontage(s) to at least the centerline and beyond to the furthest utility service, to which a site connection is to be made.

2.2. EXISTING DETAIL

The plan shall show all existing surface and underground infrastructure including but not limited to the following:

- sewer, drain and water services (sized)
- curbs, sidewalks, boulevards, driveway crossings with dimensions from property lines;
- trees, hydrants, boulevard services, utility poles, lamp standards, signs;
- sewer, drain, water mains, gas, hydro electric, telephone and fibre optic ducts, overhead wiring;
- manholes, hydro and telephone vaults, water valves, meter boxes, lateral connections, signposts, catch basins;
- transit facilities, loading and parking bays; and
- elevations:
 - at 5m intervals along the street boundary, back of sidewalk, top of curb, gutter, or edge of pavement and centerline.
 - in the middle of proposed driveway at the property line and street gutter.

2.3. PROPOSED WORKS AND SERVICES

The plan shall show all proposed buildings and services, fully dimensioned, including not limited to the following:

- water, sewer and drain services (sized);
- proposed and redundant driveway crossings, complete with dimensions to trees, hydrants, boulevard services, utility poles, lamp standards, signs;
- proposed on-site driveway grades;
- proposed curbs sidewalks and boulevards;
- landscaping (new trees, grass, irrigation systems, hard landscaping, etc.);
- on-site surface drains;
- hydro electric services (overhead or underground);
- gas service;
- telephone service (overhead or underground); and
- fibre optic ducts.

Notes:

- * Proposed underground municipal services shall include depths and elevations at street boundary;
- ** Distances between driveways and obstructions (e.g. trees, poles, etc.) shall be accurately shown.

The owner or applicant of all building permit applications is responsible to ensure that building elevations are compatible with proposed/existing underground service connection elevations/depths. The District assumes no responsibility in this regard. Final elevation/depths of proposed service connections at the property line may be affected by depths of existing services in the street and may therefore differ from requested elevations/depths. For these reasons, the District encourages applicants, at a minimum, to confirm servicing information from the District prior to establishing building elevations and preferably arrange for the District to install service connections prior to commencing onsite.

ATTENTION

2.4. ELEVATIONS

All elevations are to be shown in metric and related to Canadian Geodetic Datum. The source of the elevations shall be an Integrated Survey Monument and its number shall be shown on the plan.

MISCELLANEOUS INFORMATION

- On-site parking shall be designed in accordance with the Zoning Bylaw.
- Driveway crossings are to be designed in accordance to the regulations contained in the Driveway Crossing Bylaw.
- Works must also be in accordance with Building Bylaw, Zoning Bylaw, Tree Bylaw, Watercourse Protection Bylaw, Waterworks Regulation Bylaw, Sewerage and Drainage Regulation Bylaw, BC Building Code, and the BC Plumbing Code.
- All existing infrastructure (e.g. trees, boulevard services, and utility poles) that must be removed or relocated to accommodate the installation of new works and services shall be done at the applicant's expense. Trees and boulevard services shall be removed or relocated by District crews.
- Redundant water meters and driveways shall be removed and repairs performed by the applicant, at the applicant's expense.
- Plans shall be neat and legible.
- The owner is responsible and shall pay directly to the appropriate utility company the costs for providing new utility services and relocating existing utility services including utility poles.
- The owner is responsible for coordinating the installation of utility services with the construction of municipal works and services.
- Contact information (name, email and phone number) of the Engineer of Record must be on the plan. They will be contacted by the District prior to the start of construction.

Freedom of Information and Protection of Privacy Act Notice for applicants for this street occupancy request: By submitting this request, you are voluntarily consenting to the collection of your personal information by the District of West Vancouver through the requestor named above. This information is being collected by the District of West Vancouver pursuant to section 26 (c) and (e) of the *Freedom of Information and Protection of Privacy Act*. If you have any questions about the collection of this personal information, please contact the Privacy Officer between 8 a.m. and 4:30 p.m., Monday to Friday excluding statutory holidays, at 604-921-3497 (750 17th Street, West Vancouver BC V7V 3T3).