

All Development Permits:

Note: Relevant documents and plans must be sealed by the appropriate professional

- Development Permit Application Form
- Application Fee(s)
- Certificate of Title (dated less than 30 days prior to submission)
- Appointment of Agent Form (if applicant is not the owner)
- Letter describing design rationale and variance rationale
- Site Profile Form (if required under the *Environmental Management Act*)
- One Set of Plan Reductions (8.5" x 11") & PDF files of all plans – see appropriate DPA section, below
- Sustainability Checklist

All Form & Character Development Permits:

(DPA-1 Multi-Family, DPA-2 Downtown, DPA-3 Highway 1 Corridor, DPA-4 Other Commercial Areas)

- Site Plan for the existing site
- Site Plan for the proposed development
- Building Elevations
- Landscape Plan
- One Set of Coloured Renderings
- Development Data
- Materials Board for applications involving exterior finishing of buildings

All Steep Slope Development Permits: (DPA-6 Hazard Lands)

- Slope Analysis
- Geotechnical Report
- Environmental Assessment
- Storm Water Management Plan

All Riparian Areas, Indigenous Species, Raptor Habitat, Aquifer Protection Development Permits:

(DPA-5 Natural Environment)

- Riparian Area Assessment (for all activities within a Riparian Area)
- Environmental Assessment

ADDITIONAL ITEMS – may be required

Note: a pre-application meeting with staff is required to determine additional application requirements

| Required: | Submitted: | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Traffic Impact Analysis |
| <input type="checkbox"/> | <input type="checkbox"/> | Parking Study |
| <input type="checkbox"/> | <input type="checkbox"/> | Shadow Study |
| <input type="checkbox"/> | <input type="checkbox"/> | View Analysis |
| <input type="checkbox"/> | <input type="checkbox"/> | Neighbourhood Context / Streetscape |
| <input type="checkbox"/> | <input type="checkbox"/> | Massing Model |
| <input type="checkbox"/> | <input type="checkbox"/> | Rain Water (Storm Water) Management Plan |
| <input type="checkbox"/> | <input type="checkbox"/> | Geotechnical Assessment |
| <input type="checkbox"/> | <input type="checkbox"/> | Archeological Assessment |
| <input type="checkbox"/> | <input type="checkbox"/> | Site Grading Plan |
| <input type="checkbox"/> | <input type="checkbox"/> | Tree Management Plan |
| <input type="checkbox"/> | <input type="checkbox"/> | Slope Analysis |
| <input type="checkbox"/> | <input type="checkbox"/> | Environmental Assessment |
| <input type="checkbox"/> | <input type="checkbox"/> | Riparian Area Assessment |

OFFICE USE ONLY:

Date Received:

File No.:

Descriptions of Development Information Items

Certificate of Title

Copy of the Certificate of Title for subject land(s), and a copy of all relevant covenants, no older than 30 days at the time of application.

Site Profile Form

Forms and Information available at www.env.gov.bc.ca/epd/

Site Plans

Legal data (survey) showing dimensions of all property lines, rights-of-way and easements, north arrow, scale and date of plan. Dimensions and setbacks of proposed and existing buildings. Location, numbering, and dimension of all off-street parking and loading spaces/docks. Existing and proposed access points to site, off-street parking and loading areas. All watercourses, including their natural boundary, wetland boundary (where applicable), top of bank (where applicable) and leave strip boundaries.

Landscape Plan

Including but not limited to, written landscape rationale, existing trees, proposed planting palette with legend, required perimeter landscape buffers, mitigation plans to retain trees, understory and significant site features, surface materials, specific grading information for retaining walls, berms and swales, kiosks, landscape structures, fencing, garbage enclosures, and lighting.

Design Rationale

Written explanation of project conformity to relevant guidelines and items such as form and character, surrounding context and building materials.

Variance Rationale

A written rationale for all proposed variances.

Development Data (to be provided on Site Plan)

This should be provided as a table on the site plan in order to summarize the proposed development: parking requirements, site area, site coverage, number of units, total floor area (gross and net), height of building based on average, natural or finished grade, floor area ratio, open space location and amenity area provided.

Slope Analysis

Consult the Steep Slope Development Permit Guidelines.

Geotechnical Report

To assess the suitability of the site if land stability problems are present.

Environmental Assessment

To include, but not limited to, watercourse, wildlife and bird habitat, discharges to air and water, land disturbance and clearing, and proposed mitigation.

Tree Management Plan

To show general location and type of vegetation, description of trees and tree groupings, listing species, size of trees, and identifying and significant trees.

Storm Water Management Plan

A report identifying how storm water will be dealt with. The objective is to manage flows at pre-development levels.

Riparian Area Assessment

As per the Provincial Riparian Area Regulations (RAR), this assessment must be completed for projects with proposed development within the riparian setback. Prior to issuance of the development permit, confirmation is required from the Ministry that they have received the report. The assessment must be completed by a Qualified Environmental Professional (QEP).

Appointment of Agent

Required if the applicant is not the registered owner of the subject property. Please note if company search is required.

Acoustic Study

A report identifying existing noise levels and methods of noise abatement.

Neighbourhood Context / Streetscape

A drawing or photomontage showing how the proposed development fits in with the existing streetscape and surrounding buildings.

Traffic Impact Analysis

To include, but not limited to, impacts to area traffic patterns (including pedestrian, cycling, transit and automobiles), additional loads on local and major intersections, proposed improvements to area street systems, and a rationale for vehicle access points.

Archeological Assessment

Please contact the British Columbia Association of Professional Archaeologists (www.bcapca.bc.ca)

Site Grading Plan

A plan showing the final grade of the property (1 meter contour interval).

BCLS Height Survey

The survey, which must be completed by a BCLS, must include the natural and finished grade for all outer points of a building or natural grade for any fence or retaining wall variance.