

Development Permit Areas 1, 2, 3, & 4: Minor changes to existing developments, such as new exterior finishes, may be exempt from DP requirements. Please refer to DP exemption policies in section 12.1 of the Official Community Plan and provide a detailed description of the proposed project to Development Services.

ALL DEVELOPMENT PERMITS

Please refer to the Guide to Development Permit Applications for other technical information and drawings required for your application. The City of Duncan reserves the right to reject or postpone the review of an incomplete application. The information in this application will only be used for the purpose for which it was obtained.

- Rationale Letter describing your project in detail. The letter must reference relevant policies within the Official Community Plan, the Development Permit Area Guidelines, the Zoning Bylaw and describe how your project meets these goals, policies, and regulations.
- Pre-Application Meeting with the Planning Department
- Authorization of Agent
- Current Certificate of Title (less than 30 days)
- Copies of all charges, covenants, easements, etc. on Title for property(s) concerned
- Site Disclosure Statement form (required under the *Environment Management Act*)
- One Set of Plan Reductions (8.5"x11") & PDF Files of all Plans and Reports – see appropriate DPA section below
- Sustainability Checklist
- Development Permit Area checklist for applicable DPA.

ALL FORM & CHARACTER DEVEL. PERMITS

(DPA-1 Multi-Family, DPA-2 Downtown, DPA-3 Hwy 1 Corridor & DPA 4 – Other Commercial)

- Site Plan for the Existing Site **and** Proposed Development
- Floor plans of new development
- Building Elevations
- Landscape Plan (including an individual list of hard and soft landscaping materials and a landscape cost estimate)
- One Set of Coloured Renderings
- Development Data
- Materials Board for Applications Involving Exterior Finishing of Buildings (digital versions preferred)

ALL HAZARD LANDS DEVELOPMENT PERMITS

(DPA-6 Hazards Lands, Steep Slopes and Floodplain)

See OCP map 3

- Slope Analysis (for steep slope areas)
- Environmental Assessment
- Geotechnical Report
- Storm Water Management Plan

NATURAL AREAS DEVELOPMENT PERMITS

(DPA-5 Natural Environment)

See OCP maps 2 and 3: Indigenous species areas, riparian areas, raptor habitats, aquifer protection area

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

ADDITIONAL ITEMS AS REQUIRED

- Traffic Impact Analysis
- Parking Study
- Tree Management Plan
- Shadow Study
- View Analysis
- Environmental Assessment
- Neighbourhood Context/Streetscape
- Massing Model
- Slope Analysis
- Rainwater (Storm Water) Management Plan
- Geotechnical Assessment
- Riparian Area Assessment
- Archeological Assessment
- Site Grading