

# Preliminary Planning Application

Development Planning Department: 604-990-2480, [planning@dnv.org](mailto:planning@dnv.org)

**COMPLETION:** To ensure legibility, please complete (type) online then print.  
Sign the printed copy and submit to the department and address indicated above.  
Please note that incomplete applications cannot be accepted.

<b>Location of work</b>		PRE
Address		
Legal Description	Lot	Block
	Plan	PID
<b>Proposal</b>		
Brief description of proposal (attach additional information if necessary)		
<b>Owner(s)</b> Note: corporate ownership requires accompanying proof of signing authority		
Registered owner including Corporation/Partnership		
Name of Authorized Signatory for Corporation/Partnership		
Mailing Address	City	Postal Code
Email	Phone	Cell
<b>Applicant if authorized below by the Owner(s)</b>		
Name of individual		
Business name (if applicable)	Business licence number	
Mailing Address	City	Postal Code
Email	Phone	Cell
Applicant's Signature	Date	
<b>Owner's Responsibilities</b>		
I authorize the above named Applicant, if provided, to act on my behalf in all matters related to this application including related permits and acknowledge that the Applicant will be the sole contact with the District during the application process. Applicants are advised that information contained on the applications, permits, licences and other discretionary benefits granted by the District of North Vancouver are considered public information.		
Signature Owner/Signatory	Date	
Witness Signature	Date	
Witness Name	Witness Address	

Document Number: 3453367

### Submission Requirements

Planning applications are submitted in person and by appointment only. Please contact the Development Planning Department to schedule an appointment with a staff member prior to submitting your application.

**Incomplete applications cannot be accepted.**

- Completed Application Form
- Payment of Application Fees (Refer to Fees & Charges Bylaw)
- Owner signature or written authorization for an agent to act on owner behalf (must provide completed 'Authorization to Represent Owner' form)
- Current Land Title search for each parcel dated within 14 days of submission. Alternatively, this can be obtained from the Development Planning Department for an additional fee.
- BC Company Summary (Corporate Search) for Corporate Ownership dated within 14 days of submission (if applicable). Alternatively, this can be obtained from the Development Planning Department for an additional fee.
- Written outline of the proposed development, including a description of the current and intended use of the site. Outline should indicate the rationale for the project and indicate the impacts and benefit to the community (10 copies)
- For subdivisions, context photos of the site and adjacent properties
- Site plan and other supporting plans submitted at 11"x17" (10 copies) plus two (2) copies of reduced plans at 8½" x 11". These plans must be readable at this scale for distribution to neighbours. The site plan should indicate any existing buildings, trees, and natural features that might affect the proposal, including areas of steep slope or watercourses.  
*Detailed architectural or landscape plans are **not** necessary at the preliminary application stage.*
- For projects located within a town or village centre or fronting on an arterial or collector road (other than single-family uses) include at a minimum a statistics sheet, proposed density, number of storeys, parking access location, precedent images, and a preliminary construction strategy indicating the way in which the project is proposed to be built (truck access, staging locations, co-ordination with other area projects, construction schedule, etc.)
- For projects requiring a rezoning that would result in the demolition of a building or combination of buildings containing five or more rental dwelling units, include a summary of the number of existing residential rental units and copies of any communication materials that have been provided to existing tenants.  
*For more information, please review the [Residential Tenant Relocation Assistance Policy](#).*
- Site profile (required for properties where commercial/industrial activity may have occurred)
- Electronic submission of **all** plans and reports in PDF format (either USB or CD).  
Note: This does not eliminate the need for paper copies.

### FOR DISTRICT USE ONLY

Date Submitted:		Planner:		File Number: 08.3060.10/	
DPAs		<input type="checkbox"/> Creek Hazard	<input type="checkbox"/> Streamside	<input type="checkbox"/> Form & Character	
		<input type="checkbox"/> Slope Hazard	<input type="checkbox"/> Natural Env.	<input type="checkbox"/> Energy & Water Conservation and GHG Reduction	
<b>Fee Details (check all that apply)</b>					
Title Search	<input type="checkbox"/> Qty: _____.	Proforma Evaluation		<input type="checkbox"/>	
Corporate Search	<input type="checkbox"/> Qty: _____.	Early Input Meeting		<input type="checkbox"/>	
Additional Fees Required:	Fee Amount \$	Description:			

<b>Total Amount Due at Application \$</b>		

The personal information collected on this form is done so pursuant to the Community Charter and/or the Local Government Act and in accordance with the Freedom of Information and Protection of Privacy Act. The personal information collected herein will be used only for the purpose of processing this application or request and for no other purpose unless its release is authorized by its owner, the information is part of a record series commonly available to the public, or is compelled by a Court or an agent duly authorized under another Act. Further information may be obtained by speaking with The District of North Vancouver's Manager of Administrative Services at 604-990-2207 or at 355 West Queens Road, North Vancouver.