

Detailed Planning Application Submission Requirements

Development Planning Department: 604-990-2480, planning@dnv.org, fax: 604-984-9683

Most Planning Applications require that applicants submit a Preliminary Planning Application before proceeding to the Detailed Application Stage. Please check with a staff member for guidance on the application procedures.

Please review your Preliminary Application Summary Letter (if applicable) for specific project 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.

CHECKLIST

All Applications

- Completed Detailed Application Form
- Payment of Application fees (refer to Fees & Charges Bylaw)
- Owner signature(s) or written authorization for an agent to act on owner behalf
- Current title search for each parcel including all charges (covenants, right of ways, easements & applicable legal notices) dated within 14 days of application, or payment of title search fee
- BC Company Summary (Corporate Search) dated within 14 days of submission (if applicable) or payment of corporate search fee
- Where plans from different disciplines are required all must be coordinated and at the same scale, with a graphic scale included on each page
- Tree Survey, Arborist Report, and Tree Retention Plan, as advised by preliminary application summary letter (4 copies) **Not required for DVP applications*
- Written description of the proposal, providing:
 - Overall design and objectives of the proposal
 - Assessment of the impact on the area and adjacent properties
 - Indication of the community benefits of the proposal

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All Applications

- Project Summary Sheet with a summary of proposed development in relation to bylaw requirements, including lot area, site coverage, floor space ratio (FSR) and building heights.
**Not required for DVP applications*
- Context Photos of the existing site and adjacent properties, taken from the street and labelled to indicate direction of view
**Not required for DVP applications*
- All plans reduced to 11"x17". Ensure the reduced copies are legible at the reduced size. (6-12 copies, as advised by Planner)
**Not required for DVP applications*
- Itemized response to the preliminary application summary letter
**Not required for DVP applications*
- Any required studies or reports as per Preliminary Application Summary Letter (3 copies)
**Not required for DVP applications*
- Site Profile – Required for properties where commercial/industrial activity may have occurred
**Not required for DVP applications*
- Electronic submission in PDF format of all plans and reports (by means of CD or USB device with individual file size not to exceed 200mb).
Note: this does not eliminate the need for paper copies listed

ADDITIONAL REQUIREMENTS FOR SPECIFIC APPLICATION TYPES

Subdivision

- Fully dimensioned lot layout for each lot (6 copies)
- Site Plan showing potential "buildable area", potential building footprint, on-site parking for at least 3 vehicles per lot and driveway access
- Engineering site servicing plans indicating all existing and proposed on-site and off-site utility services for the development, and driveway locations, along with the relevant reports, calculations and cost estimates (6 copies)
- BCLS Topographic Survey with 1-metre contour intervals (4 copies of which at least one is signed and sealed)

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	<ul style="list-style-type: none"> <input type="radio"/> Reduced copy of all plans at 11"x17" (6 copies)
<p>Official Community Plan Amendment</p>	<ul style="list-style-type: none"> <input type="radio"/> Written rationale for requested policy change or change in land use designation, indicating proposed use of site and community benefits created by the proposed OCP amendment <input type="radio"/> Plans, reports, or drawings as may be relevant to the type of amendment being proposed – refer to your preliminary application letter for requirements
<p>Rezoning Applications</p>	<ul style="list-style-type: none"> <input type="radio"/> Written rationale for requested bylaw change or change in land use <input type="radio"/> Architectural Plans including site plan, parking plans, floor plans, and building elevations (4 copies) <input type="radio"/> Landscape plans (4 copies) <input type="radio"/> Engineering Site Servicing Plans indicating all existing and proposed on-site and off-site utility services for the development, and driveway locations, along with the relevant reports, calculations and cost estimates (4 copies) <input type="radio"/> Project data sheet showing all site and building calculations relative to bylaw requirements <input type="radio"/> Traffic Impact Assessment, as advised in preliminary application summary letter (4 copies) <input type="radio"/> BCLS Topographic Survey with 1-meter contour intervals (4 copies of which at least one is signed and sealed) <input type="radio"/> Reduced copy of all plans at 11"x17" (12 copies)
<p>Major Development Permit Form and Character</p>	<ul style="list-style-type: none"> <input type="radio"/> Architectural Plans including site plan, parking plans, floor plans, building elevations and colour and material specifications for external finishes (4 copies) <input type="radio"/> Floor area model and report (2 copies) <input type="radio"/> Detailed Landscape Plans including the tree retention plan, planting list and cost estimates (4 copies)

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<p>Major Development Permit</p> <p>Form and Character</p>	<ul style="list-style-type: none"> <input type="radio"/> Engineering Site Servicing Plans indicating all existing and proposed on-site and off-site utility services for the development, and driveway locations, along with the relevant reports, calculations and cost estimates (4 copies) <input type="radio"/> Renderings or model of proposed development <input type="radio"/> Written summary of the project for any requested variances from bylaw requirements (4 copies) <input type="radio"/> BCLS Topographic Survey with 1-metre contour intervals. (4 copies of which at least one is signed and sealed) <input type="radio"/> Reduced copy of all plans at 11"x17" (12 copies)
<p>Major Development Permit</p> <p>Environmental or Hazardous Conditions</p>	<ul style="list-style-type: none"> <input type="radio"/> BCLS Topographic Survey with 1.0 metre contour intervals indicating all natural features such as top of bank and 5 metre and 15 metre lines from top of bank (4 copies of which at least one is signed and sealed) <input type="radio"/> All relevant professional reports e.g. Environmental Impact Assessment or Geotechnical reports (3 copies) <input type="radio"/> Fully-dimensioned Site Plan indicating proposed development (4 copies) <input type="radio"/> Engineering Site Servicing Plans indicating all existing and proposed on-site and off-site utility services for the development, and driveway locations, along with the relevant reports, calculations and cost estimates (4 copies)
<p>Minor Development Permit</p>	<ul style="list-style-type: none"> <input type="radio"/> Detailed plans as relevant to the type of project (discuss with a planner) (4 copies) <input type="radio"/> Photos indicating existing site and building with proposed development superimposed over existing conditions <input type="radio"/> Fully-dimensioned Site Plan indicating proposed development (4 copies) <input type="radio"/> Design rationale for any extensive renovation or change of the façade (4 copies)
<p>Development Variance Permit</p>	<ul style="list-style-type: none"> <input type="radio"/> Written rationale for the proposed variances

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<p>Development Variance Permit</p>	<ul style="list-style-type: none"> <input type="radio"/> Completed Zoning Summary Check Sheet (form available from the Building Department) <input type="radio"/> BCLS Topographic Survey indicating the site development, with contour intervals of 1.0 metres, survey to indicate adjacent buildings (3 copies of which at least one is signed and sealed) <input type="radio"/> Tree Survey, Arborist Report, and Tree Retention Plan (3 copies) <input type="radio"/> Architectural Plans including: site plan, parking plans, floor plans, and building elevations <i>highlighting proposed new construction and requested variances</i> (3 copies) <input type="radio"/> Engineering site servicing plan indicating all existing and proposed on-site and off-site utility services for the development, and driveway locations, along with the relevant reports, calculations and cost estimates (3 copies) <input type="radio"/> Streetscape photos that show the subject site and adjacent properties, with the proposed construction superimposed on the image to illustrate the impact of the variances, images must fit on an 8 ½ "x 11" sheet (for single family DVP) <input type="radio"/> Reduced copies of all plans at 11"x17" (3 copies) <input type="radio"/> Optional - Neighbour Support Letters
<p>Temporary Use Permits</p>	<ul style="list-style-type: none"> <input type="radio"/> Written summary providing a description of the current and intended use of the site and a rationale for the temporary use including community impact and benefit. Summary must include an exit strategy detailing how the site will be returned to its original use within the term of the permit <input type="radio"/> Fully-dimensioned plans (1/8" or 1:100 metric scale) (10 copies) including: <ul style="list-style-type: none"> ▪ Site plan with the location of any building(s) and parking layout ▪ Site plan which indicates the natural site features, including any existing trees, watercourses, or areas of steep slope or change in contours ▪ Floor plans indicating uses and area calculations ▪ All building elevations <input type="radio"/> Photographs of the site and adjoining properties <input type="radio"/> Reduced copies of all plans at 11 x 17". (10 copies) <input type="radio"/> Streetscape photos that show the subject site and adjacent properties with the proposed construction superimposed on the image to illustrate the impact of the variances. Images must fit onto an 8.5"x11" paper <input type="radio"/> BCLS Topographic survey with 1-metre contour intervals (two copies, one

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Temporary Use Permits

of which must be signed and sealed)

- All relevant professional reports such as Environmental Impact Assessment or Geotechnical Reports (two copies)
- Project summary sheet with a statistical summary of proposed development in relation to bylaw requirements. This includes lot area, site coverage, floor space ratio (FSR), and building heights
- Detailed Landscape Plans including the tree retention plan, planting list and cost estimates (4 copies)
- A site servicing plan and landscape plan are required. The site servicing plan must indicate all existing and proposed utility services for the development. The site servicing plan must also indicate how the on-site storm water drainage will be managed. Additional Engineering requirements, Highway Use Permits and a Servicing Agreement may be required by the Development Engineering Department depending on the nature of the permit.