

# Detailed Planning Application

Development Planning Department: 604-990-2480, [planning@dnv.org](mailto:planning@dnv.org), fax: 604-984-9683

**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.

Location of work		PLN
Address		
Legal Description	Lot	Block
	Plan	PID
Proposal		
Brief description of proposal (attach additional information if necessary)		
Owner(s) 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
Applicant if authorized below by the Owner(s)		
Name of individual		
Business name (if applicable)	Business licence number	
Mailing Address	City	Postal Code
Email	Phone	Cell
Applicant's Signature	Date	
Owner's Authorization		
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	

## Submission Requirements

Most Planning applications require that applicants submit a Preliminary Planning Application before proceeding to the Detailed Application stage. Please check with the Development Planning Department for guidance on application procedures.

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.**

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|---|---|
| <input type="checkbox"/> Completed Application Form   | <input type="checkbox"/> Project summary sheet with a statistical summary of proposed development in relation to bylaw requirements, including lot area, site coverage, floor space ratio (FSR), and building heights |
| <input type="checkbox"/> District of North Vancouver Business Licence   | <input type="checkbox"/> Tree survey, arborist report, and tree retention plan, as advised by preliminary application summary letter (4 copies)   |
| <input type="checkbox"/> Payment of Application Fees (Refer to Fees & Charges Bylaw)  | <input type="checkbox"/> Floor Area Model and Report (2 copies, if applicable)<br><i>Refer to the Floor Area Report Guide for further details</i>   |
| <input type="checkbox"/> 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.  | <input type="checkbox"/> Context photos of the existing site and adjacent properties, taken from the street and labeled to indicate direction of view   |
| <input type="checkbox"/> 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.    | <input type="checkbox"/> All plans reduced to 11"x17" (ensure reduced copies are legible)   |
| <input type="checkbox"/> Electronic submission of <b>all</b> plans and reports in PDF format (either USB or CD).<br>Note: This does not eliminate the need for paper copies.  | <input type="checkbox"/> Any required studies or reports (per preliminary summary letter) (3 copies each)   |
| <input type="checkbox"/> Written description of the proposal, providing the overall design and objectives of the proposal, assessment of the impact on the area and adjacent properties, and indication of the community benefits of the proposal | <input type="checkbox"/> Site Profile (required for properties where commercial/industrial activity may have occurred)  |
|   | <input type="checkbox"/> Itemized response to the Preliminary Application summary letter (if applicable)  |

**Additional submissions may be required.** Please refer to the Detailed Application Submission Requirements handout and your Preliminary Summary Letter (if applicable) for specific project submission requirements.

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.