

DEVELOPMENT SERVICES - Processing Centre - Development

This checklist **MUST** be completed and submitted with your Development Permit Application. If you have any questions regarding the information requested on this form, please call the Enquiry Centre at 604-873-7611.

Project Address:	Development Application:
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Drawings Required - Required scale 1/4" = 1'0" (1:50) unless otherwise specified in Notes, or if plans exceed standard A2 paper (2'x3') at the above-noted scale, then plans at 1/8" = 1'0' (1:100) scale may be acceptable.				Staff Use Only	
Document	Copies Required	Details	Notes	Copies Attached	Accepted
Reduced Drawings	1	<ul style="list-style-type: none"> ▪ A complete set of reduced drawings on minimum 8½" x 11" paper (11" x 17" preferred) 			
Site Plan	8	<ul style="list-style-type: none"> ▪ Address ▪ Legal description (found on tax notice) ▪ Street names ▪ Dimension of site ▪ Building sizes (include house and accessory buildings) ▪ Access to parking, number and size of spaces provided ▪ Front yard, side yard and rear yard setbacks to be clearly shown ▪ Front yard of two adjacent sites on either side of lot (4 in total) - as well, show extent of existing porches on adjacent properties ▪ Existing and finished grade levels (where existing grade of site is substantially higher or lower than the base surface) ▪ All retaining walls, fences, and similar structures ▪ Existing and proposed grade elevations at four corners of the site ▪ Existing and proposed grade elevations around all corners and perimeter of proposed building ▪ Existing and proposed grade elevations along both sides of property lines where the front yard setback line and rear setback** line intersect ▪ Also: show extent of existing porches on adjacent properties 	1/16" = 1' 0" (1:200)		
Building Grades Plan	1	<ul style="list-style-type: none"> ▪ Building grades at all four corners of the site 	<p>Contact City Engineering Services at 604-873-7316 for application and/or a copy of Building Grades. (Note: it will take several weeks for building grades to be available and a fee will be required.)</p> <p>Submission for Development Application will not be accepted without Building Grades Plan.</p>		

DE Checklist - One and Two Family Dwellings (RS-1A, RS-1B, RS-2, RS-4) cont'd

Drawings Required - Required scale 1/4" = 1'0" (1:50) unless otherwise specified in Notes, or if plans exceed standard A2 paper (2'x3') at the above-noted scale, then plans at 1/8" = 1'0" (1:100) scale may be acceptable.				Staff Use Only	
Document	Copies Required	Details	Notes	Copies Attached	Accepted
Survey Plan	8	<ul style="list-style-type: none"> ▪ The PID (Property Identifier Number) ▪ Legal description (found on tax notice) ▪ Street address, street name(s) and location, as well as location and width of any lane(s) ▪ Dimensions of site and site area, including north arrow ▪ Location of lead plugs, iron pins and show corner angles, datum ▪ Location and dimensions of all existing buildings on the site for proposed additions ▪ Front yard setback of the two adjacent site on each side of the proposed building(s) ▪ Front, side and rear yard setbacks to each corner of the permitted building envelope, based on Zoning and Development By-law requirements ▪ Setbacks must be taken from the established building line (where applicable) ▪ Ultimate property line ▪ Lane dedications, registered easements, encroachments and right-of-ways must be indicated on the surveys ▪ Location of existing street crossings ▪ Existing grades at each of the four corners of the site ▪ Existing grades at each corner of the existing and/or proposed principle building envelope (based on Zoning and Development By-law requirements) ▪ Existing grade on the adjacent property, parallel to side property lines at regular intervals approximately 3 m (10'0") into the neighbouring sites ▪ Existing grade levels at the four corners of the proposed accessory building envelope ▪ Elevations along the centre line of the lane opposite to the centre line of the accessory building envelope (if lane paved, elevations must also be shown along the centre-line of the gutter) ▪ Location and elevations at the top and bottom of any existing retaining walls at regular intervals of approximately every 3 m (10'0") ▪ Location, height and diameter of all stumps 20 cm (8") caliper or greater ▪ Location of all existing trees (including adjacent property trees within 2 m (6.5") of the property line and trees on any City street or lane allowance adjacent to the site) that are 20 cm (8") in diameter or greater (and all multi-branching trees where the combined diameters of the three largest stems equal 20 cm (8") caliper or greater) when measured 1.4 m (4'6") above the ground ▪ Tree grades (existing tree base elevations) for those trees exceeding 20 (8") cm in diameter that are affected by development 	<p>2 original surveys and 3 copies are acceptable.</p> <p>Where rear yard compatibility is requested, existing rear yard setbacks of one adjacent building on each side of the site is to be provided.</p> <p>Where lane dedications are required, setbacks must be measured from dedication line.</p>		

DE Checklist - One and Two Family Dwellings (RS-1A, RS-1B, RS-2, RS-4) cont'd

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Survey Plan (cont'd)	8	<ul style="list-style-type: none"> ■ The drip line (crown of trees or extent of tree branches) and species or type of trees, exceeding 20 cm (8") in diameter measured 1.4 m (5') above the ground ■ Along the road and lane frontages including registered right-of-ways and extending to the opposite side of the street, lane and registered right-of-ways, to a point 3 m (10'0") beyond either side of the property lines, right-of-ways, locate the following: all utility manhole covers and their elevations, fire hydrants, street lights, utility kiosks, utility poles and their anchor rod locations, catch basins, any other street furniture, street(s), lane(s) and/or registered right-of-ways, as well as sidewalk(s), curb(s) and gutter(s) ■ For 3 m (10'0") adjacent to the property and extending to the opposite side of the street(s) or lane(s) and or registered right-of-ways at 3 m (10'0") increments, provide the centre line elevation of all street(s), lane(s) and/or registered right-of-ways, as well as sidewalk(s), curb(s) and gutter(s) at 3 m (10'0") increments <p>Note: For proposed driveways from a street, contact the Enquiry Centre for Zoning and Development By-law requirements. (A streetscape plan may be required.)</p>			
Subdivision Plan	1	<ul style="list-style-type: none"> ■ Where applicable 			
Floor Plans	8	<ul style="list-style-type: none"> ■ All outside floor dimensions including all areas with a ceiling height or 4' and above in a half-storey or dormer ■ Room uses and dimensions indicating finished and unfinished rooms ■ All door and window sizes ■ Show plumbing fixtures <p>*For additions and renovations, show existing and proposed walls (or separate retention drawings)</p>			
F.S.R. Compliance	1	<ul style="list-style-type: none"> ■ Proof of compliance with F.S.R. <p>May be submitted directly to the Project Coordinator, when assigned.</p> <p>Not required at time of application submission.</p>	Proof of compliance can take the form of colour-coded floor plans cross-referenced to data sheets. Verification using computer generated illustrations or other means acceptable to the Project Coordinator.		
FSR Exclusion	1	<ul style="list-style-type: none"> ■ Floor space Exclusion for additional wall thickness to control building envelope leaks 	<p>In order to assist staff in the processing of this exclusion, this information will be required for the review of the development application.</p> <p>Refer to bulletin at: www.vancouver.ca/commsvcs/BYLAWS/bulletin/a008.pdf</p>		

DE Checklist - One and Two Family Dwellings (RS-1A, RS-1B, RS-2, RS-4) cont'd

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Elevations (all sides of building) Scale not less than 1/4" to 1' (or 1:50)	8	<ul style="list-style-type: none"> ▪ New Buildings - 4 elevations (front, 2 sides, and rear) ▪ All building material, finishes, trim items, etc. must be clearly labelled on the front elevation of the building. Label changes of material on other elevations as necessary. ▪ Additions and exterior alterations - sufficient number of elevations to clearly represent the proposal ▪ Existing and proposed grades at the building corners ▪ Porch dimensions and clear height to underside of ceiling ▪ Door and Window sizes ▪ Chimney material ▪ All peak roof height elevations (in survey or building grade datum) ▪ The height of the building shall be measured as the vertical distance that the building extends above the base surface ▪ All interpolated elevation points relative to roof height elevations (in survey or building grade datum) ▪ Height indicated 			
Site Coverage Plan	8	<ul style="list-style-type: none"> ▪ All property dimensions ▪ All outside building dimensions including accessory buildings 	i.e., garages, carports, sheds.		
Impermeable Material Site Coverage Plan	8	<ul style="list-style-type: none"> ▪ Dimensions and areas covered by impermeable materials to be clearly shown (Materials considered impermeable include the projected area of the outside of the outermost walls of the buildings, carports covered porches and entries; asphalt, concrete, brick, stone, and wood - see Section 4.8 of District Schedule). 			
Cross-Section Scale not less than 1/4" to 1' (or 1:50)	8	<ul style="list-style-type: none"> ▪ Crawlspace details ▪ Floor levels indicated and height above and below finished grades (cellar and basement heights) ▪ Stair Detail ▪ Height of all crawlspaces; and ▪ Height of storey or half-storey or dormers where floor area has a minimum ceiling height of 4 feet ▪ Wall locations 	Floor plan for half-storey or dormer must indicate exact location where a minimum ceiling height of 4 feet occurs.		

DE Checklist - One and Two Family Dwellings (RS-1A, RS-1B, RS-2, RS-4) cont'd

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Landscape Drawings	8	<ul style="list-style-type: none"> ▪ Full Landscape Plan for conditional development applications (RS-6 Conditional) - provide a full Landscape Plan illustrating both common and botanical names, sizes and quantity of all proposed plant material. Proposed plant material, paving surfaces, other landscape elements and existing trees should be clearly illustrated on the Landscape Plan. ▪ Existing site contours, landscaping and material to be removed, include size, common name and placement ▪ All landscape elements and details, including new/existing surfaces to be retained, enclosures, site furniture and structures 	<p>Refer to Sections 7 & 8 of the guidelines (www.vancouver.ca/commsvcs/guidelines/R012.pdf)</p> <p>All landscaping details shown on the survey are to be transferred to the Landscape Plan. The applicant is responsible for the confirmation of all Landscape information.</p>		
Accessory Building (Garage)	8	<ul style="list-style-type: none"> ▪ Location to be shown on site plan ▪ Existing grades at the corners of proposed accessory building ▪ Floor plan with full dimensions ▪ Elevations showing height ▪ No roof gardens or sun decks permitted 	<p>See "Guide for Permit Application for Detached Garages and Carports".</p> <p>Refer to Section 11.1 for setbacks on corner flanking lots.</p>		
Context Plan	8	<ul style="list-style-type: none"> ▪ Drawings showing the relationship of the proposed buildings to surrounding development at front, rear and sides (in plan and elevation) ▪ Windows, uses and private open space in adjacent buildings, including secondary buildings and significant features must be indicated 	May be required.		
Context Photographs and Photos of Existing Buildings	1	<ul style="list-style-type: none"> ▪ A set of photos is required ▪ Photos showing relationship of the proposed building(s) to surrounding development at front, rear and sides ▪ Four sides of building ▪ Typical views of the property and streetscape ▪ Adjacent streetscape and houses 	May be required.		
Model	1	<ul style="list-style-type: none"> ▪ A model of the development and the surrounding buildings 	May be required.		
View Analysis	8	<ul style="list-style-type: none"> ▪ An analysis of the impact of the development on any existing view corridors or any view impacts on adjacent properties or nearby public open spaces and an analysis of any skyline impacts as seen from afar as they impact sea or mountain views or the crest of any hill 	May be required.		
Design Rationale	8	<ul style="list-style-type: none"> ▪ A written statement, with illustrations as needed, conveying the proposal's urban design and architectural concept and its response to the by-law and relevant sections of the applicable guidelines, including justification of request for any discretionary zoning provisions (relaxations, increases, etc.) 	May be required.		
Charge Summary	1	<ul style="list-style-type: none"> ▪ A complete Charge Summary prepared by a solicitor, summarizing "all" the charges listed on title for the subject property 	Not required for one and two family dwellings.		

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Document	Copies Required	Details	Notes	Copies Attached	Accepted
Material and Colour Sample Board	1	<ul style="list-style-type: none"> All material must be submitted with the Development Application, except the model which must be submitted one week before the scheduled review 	May be required.		
Proximity to BC Hydro Lines Checklist	1				
Development Data Summary					
Site	Dimension (Total Area)		Permitted/Required	Proposed	
FSR Total					
FSR Total above basement					
Front Yard					
Side Yard (n/s)					
Side Yard (e/w)					
Rear Yard					
Building Depth					
Site Coverage					
Impermeable Material Site Coverage					
Deck Area					
Covered Porch					
Other Requirements for Conditional Approval Uses (i.e., For Additional Above-Grade Floor Space Ratio)					
<ul style="list-style-type: none"> Photographs of existing streetscape for the whole block Drawings and documentation of the house on each side and others in the area are at the higher floor space ratio. Roof Plan - drawing to scale of roof with use indicated Drainage Plan, if applicable (may be shown on site plan) <p>NOTE 1: The Director of Planning may request additional plans and information in accordance with Section 4 of the Zoning and Development By-law.</p> <p>NOTE 2: Please contact the Enquiry Centre (Tel: 604-873-7611) for information required for Building Permit Applications.</p>					