

**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.

<b>Project Address:</b>	<b>Development Application:</b>
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<b>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.</b>				<b>Staff Use Only</b>	
Document	Copies Required	Details	Notes	Copies Attached	Accepted
Reduced Drawings	1	<ul style="list-style-type: none"> <li>■ A complete set of reduced drawings on minimum 8½" x 11" paper (11" x 17" preferred)</li> </ul>			
Site Plan	8	<ul style="list-style-type: none"> <li>■ Address</li> <li>■ Legal description (found on tax notice) and address</li> <li>■ Street names</li> <li>■ Dimensions of site</li> <li>■ Building sizes - this includes house and accessory buildings</li> <li>■ Access to parking and number of spaces provided</li> <li>■ Front yard, side yard and rear yard setbacks to be clearly shown</li> <li>■ Front yard of two adjacent sites on either side of lot (4 in total) - as well, show extent of existing porches on adjacent properties</li> <li>■ All retaining walls, fences, and similar structures</li> <li>■ All existing and proposed grades as per the Survey Plan</li> </ul>	Setbacks must be taken from the established Building Line (where applicable)		
Survey Plan (By BC Registered Surveyor)	8	<ul style="list-style-type: none"> <li>■ The PID (Property Identifier Number)</li> <li>■ Legal description (found on tax notice)</li> <li>■ Street address, street name(s) and location, as well as location and width of any lane(s)</li> <li>■ Dimensions of site and site area, including north arrow</li> <li>■ Location of lead plugs, iron pins and show corner angles, datum</li> <li>■ Location and dimensions of all existing buildings on the site for proposed additions</li> <li>■ Front yard setback of the two adjacent site on each side of the proposed building(s)</li> <li>■ Front, side and rear yard setbacks to each corner of the permitted building envelope, based on Zoning and Development By-law requirements</li> </ul>	2 original surveys and 6 copies are acceptable.		

DE Checklist - One Family Dwelling (RS-3, RS-3A, RS-5) Located on their own Individual Site cont'd

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Survey Plan (cont'd)	8	<ul style="list-style-type: none"> <li>■ Setbacks must be taken from the established building line (where applicable)</li> <li>■ Ultimate property line</li> <li>■ Lane dedications, registered easements, encroachments and right-of-ways must be indicated on the surveys</li> <li>■ Location of existing street crossings</li> <li>■ Existing grades at each of the four corners of the site</li> <li>■ Existing grades at each corner of the existing and/or proposed principle building envelope (based on Zoning and Development By-law requirements)</li> <li>■ Existing grade on the adjacent property, parallel to side property lines at regular intervals approximately 3 m (10'0") into the neighbouring sites</li> <li>■ Existing grade levels at the four corners of the proposed accessory building envelope</li> <li>■ 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)</li> <li>■ Location and elevations at the top and bottom of any existing retaining walls at regular intervals of approximately every 3 m (10'0")</li> <li>■ Location, height and diameter of all stumps 20 cm (8") caliper or greater</li> <li>■ 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</li> <li>■ Tree grades (existing tree base elevations) for those trees exceeding 20 (8") cm in diameter that are affected by development</li> <li>■ 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</li> <li>■ 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)</li> </ul>	Where lane dedications are required, setbacks must be measured from dedication line.		

DE Checklist - One Family Dwelling (RS-3, RS-3A, RS-5) Located on their own Individual Site cont'd

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Survey Plan (cont'd)		<ul style="list-style-type: none"> <li>■ 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</li> </ul> <p>Note: For proposed driveways from a street, contact the Enquiry Centre for Zoning and Development By-law requirements. (A Streetscape Plan and/or Building Grades Plan may be required.)</p>			
Subdivision Plan	1	<ul style="list-style-type: none"> <li>■ Subdivision plan where applicable</li> </ul>			
Floor Plans	8	<ul style="list-style-type: none"> <li>■ All outside floor dimensions</li> <li>■ Room uses and dimensions indicating finished and unfinished rooms</li> <li>■ All door and window sizes</li> <li>■ Show plumbing fixtures</li> </ul>	For additions and renovations, clearly indicate existing and proposed walls and areas (or separate retention plans).		
F.S.R. Compliance	1	<ul style="list-style-type: none"> <li>■ Proof of compliance with F.S.R.</li> </ul> <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.		
Elevations (all sides of building)	8	<ul style="list-style-type: none"> <li>■ New buildings - 4 elevations, front, 2 sides, and rear</li> <li>■ Additions and exterior alterations - sufficient number of elevations to represent the proposal</li> <li>■ All building material, finishes, trim items, including chimney material, must be clearly labelled on the front elevation of the building. Label changes of materials on other elevations as necessary.</li> <li>■ Door and window sizes</li> <li>■ Existing and proposed grades at the building corners and where relevant</li> <li>■ Porch dimensions and clear height to the underside of the ceiling</li> <li>■ Show peak elevation of house</li> <li>■ Height shall be measured from a hypothetical surface determined by interpolation of the existing grades at the intersections of the front and rear yard setback lines, and the side property lines.</li> <li>■ Roof height elevations relative to the interpolated grade at the relevant points on the ground are to be clearly shown on all elevations and cross-sections.</li> </ul>	Colour rendering for the front elevation showing details of finished materials must be included in at least one set of drawings.		

DE Checklist - One Family Dwelling (RS-3, RS-3A, RS-5) Located on their own Individual Site cont'd

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Document	Copies Required	Details	Notes	Copies Attached	Accepted
Site Coverage Plan	8	<ul style="list-style-type: none"> <li>■ All property dimensions</li> <li>■ All outside building dimensions including accessory buildings</li> </ul>	i.e., garages, carports, sheds.		
Impermeable Material Site Coverage Plan	8	<ul style="list-style-type: none"> <li>■ 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).</li> </ul>			
Cross-Section	8	<ul style="list-style-type: none"> <li>■ Floor levels indicated and height above and below finished grades (cellar and basement heights)</li> <li>■ Stair detail</li> <li>■ Height of all crawl spaces</li> <li>■ Height of half-storey or dormers where floor area has a minimum ceiling height of 1.2 m</li> <li>■ Crawlspace detail</li> </ul>	Floor plan for half-storey or dormer must indicate exact location where a minimum ceiling height of 1.2 m occurs.		
Landscape Drawings	8	<ul style="list-style-type: none"> <li>■ Full Landscape Plan for conditional development applications 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 (Refer to Landscape Design Guidelines for Conditional zoning).</li> <li>■ Existing site contours, landscaping and material to be removed, include size, common name and placement</li> <li>■ All landscape elements and details, including new/existing surfaces to be retained, enclosures, site furniture and structures</li> </ul>	<p>Refer to Sections 7 &amp; 8 of the guidelines (<a href="http://www.vancouver.ca/commsvcs/guidelines/R012.pdf">www.vancouver.ca/commsvcs/guidelines/R012.pdf</a>)</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"> <li>■ Location to be shown on site plan</li> <li>■ Existing grades at the corners of proposed accessory building</li> <li>■ Floor plan with full dimensions</li> <li>■ Elevations showing height</li> <li>■ No roof gardens or sun decks permitted</li> </ul> <p><b>Location of Accessory Building</b>                      - within 7.9 m of the ultimate rear property line                      - in no case less than 7.3 m from a corner flanking street</p>	<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>		

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Document	Copies Required	Details	Notes	Copies Attached	Accepted
Context Plan	8	<ul style="list-style-type: none"> <li>■ Drawings showing the relationship of the proposed buildings to surrounding development at front, rear and sides (in plan and elevation)</li> <li>■ Windows, uses and private open space in adjacent buildings, including secondary buildings and significant features must be indicated</li> </ul>			
Context Photographs and Photos of Existing Buildings	1	<ul style="list-style-type: none"> <li>■ A set of photos is required</li> <li>■ Photos showing relationship of the proposed building(s) to surrounding development at front, rear and sides</li> <li>■ Four sides of building</li> <li>■ Typical views of the property and streetscape</li> <li>■ Adjacent streetscape and houses</li> </ul>			
Model	1	<ul style="list-style-type: none"> <li>■ A model of the development and the surrounding buildings</li> </ul>	May be required.		
Design Rationale	8	<ul style="list-style-type: none"> <li>■ 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.)</li> </ul>			
Charge Summary	1	<ul style="list-style-type: none"> <li>■ A complete Charge Summary prepared by a solicitor, summarizing "all" the charges listed on title for the subject property</li> </ul>	Not required for one and two family dwellings.		
Material and Colour Sample Board	1	<ul style="list-style-type: none"> <li>■ All material must be submitted with the Development Application, except the model which must be submitted one week before the scheduled review</li> </ul>			
Proximity to BC Hydro Lines Checklist	1				

CHECKLIST CONTINUED ON NEXT PAGE.

DE Checklist - One Family Dwelling (RS-3, RS-3A, RS-5) Located on their own Individual Site cont'd

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				Staff Use Only	
Development Data Summary				Copies Attached	Accepted
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					
<b>Other Requirements for Conditional Approval Uses (i.e., For Additional Above-Grade Floor Space Ratio)</b>					
<ul style="list-style-type: none"> <li>■ Photographs of existing streetscape for the whole block</li> <li>■ Drawings and documentation of the house on each side and others in the area are at the higher floor space ratio.</li> <li>■ Roof Plan - drawing to scale of roof with use indicated</li> <li>■ Drainage Plan, if applicable (may be shown on site plan)</li> </ul>					
<b>Other Requirements for Conditional Approval Uses</b>					
<p>For applicants seeking approval of conditional uses, relaxation of regulations and discretionary increases using South Shaughnessy RS-5 Design Guidelines, an application for a Development Permit must first be made. The application should include the requirements stated in Section 4 of the <b>Zoning and Development By-law</b> and additional materials to support the application as outlined below:</p> <ul style="list-style-type: none"> <li>■ <b>Streetscape Photographs</b> Site and area coloured photographic prints (minimum 3" x 5") should be submitted. These photographs are required to provide City staff with adequate visual information about the site and context in order to evaluate the proposed design's contextual response. Photographs should be linked together in a montage, with viewpoints and directions indicated on the streetscape Analysis Plan.</li> <li>■ <b>Streetscape Analysis - Elevation and Plan</b> Graphic and written analysis of the streetscape noting the existing architectural and landscape design patterns and elements that create the neighbourhood's visual character of image must be submitted. The elevation analysis may be done over a legible copy of assembled photographs, or on an accurately-drawn, continuous elevation of the streetscape. Regardless of technique, streetscape elevations shall be at a scale no smaller than 1:100 (1/8" - 1'0"). The plan should show the existing landscape on the front yard of streetscape sites and the boulevards, as well as the building fronts and entry locations. The existing area features to be analyzed shall include those noted under the "Streetscape Patterns" section in these design guidelines and any special features unique to the subject site's surroundings.</li> <li>■ <b>Architectural and Landscape Design Rationale</b> 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.); and how the proposed building design and landscape design interprets and responds to this streetscape context.</li> </ul>					

DE Checklist - One Family Dwelling (RS-3, RS-3A, RS-5) Located on their own Individual Site cont'd

Project Address:

Other Requirements for Conditional Approval Uses cont'd	Staff Use Only	
	Copies Attached	Accepted
<ul style="list-style-type: none"> <li>▪ <b>Sample Board</b> A labelled material and colour sample presentation board showing the proposed exterior cladding and trim materials and colours, photographs of proposed door and window systems as well as samples or photographs of factory-fabricated architectural elements such as railings, columns and shutters is required.</li> <li>▪ <b>Details</b> Primary details and specifications of the proposed design at a large scale [1:50 (1/4" = 1'0") minimum} including architectural details of site-fabricated architectural elements such as entry canopies, guards, general detailing, gable treatments, window and door trims etc. are required. Sample specifications for exterior cladding systems such as stucco should also be provided.</li> <li>▪ <b>Landscape Plan</b> Provide a full Landscape Plan illustrating both common and botanical names, sizes and quantity of all proposed plant material. Proposed plant material should be clearly illustrated on the Landscape Plan. Notation of existing trees and significant landscape features to be retained; paving, fences, walls and other landscape elements should be illustrated on the Landscape Plan. A Landscape Context Analysis (including sketches, plans and photographs) is also required illustrating front yard landscapes of the development site and context sites. (Refer to Landscape Design guidelines for RS-3, RS-3A and RS-5 zoning and the RS-5 Workbook for details). The Landscape Plan should be at 1:100 or 1/8" = 1'0") minimum scale.</li> <li>▪ <b>Optional Documentation</b> Other materials that the designer may wish to submit are a small massing model showing the proposed building and the immediately-adjacent existing buildings, and a streetscape character rendering or sketches.</li> </ul>		
<b>Additional Items that may be Required</b>		
<ul style="list-style-type: none"> <li>▪ <b>View Analysis</b> <ul style="list-style-type: none"> <li>- indicate the impact of the increased height on views from surrounding development</li> <li>- the extent to which the increased height improves the roof lines of the building</li> <li>- the effect of the increased height on adjacent properties and the character of the area</li> <li>- permitted envelope height and proposed height protrusions</li> </ul> </li> <li>▪ <b>Shadow Analysis</b></li> <li>▪ Drawings of the house on each side and others in the area which are at the higher floor space ratio, if applicable</li> <li>▪ <b>Heritage Resources</b></li> <li>▪ <b>Social Amenities</b></li> <li>▪ <b>Drainage Plan</b> if applicable</li> <li>▪ <b>Model</b></li> <li>▪ <b>Analytical Information</b> (sun, shade, shadow analysis)</li> </ul>		