

**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>
-------------------------	---------------------------------

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
Site Plan	5	<ul style="list-style-type: none"> <li>▪ Legal description (found on tax notice)</li> <li>▪ Address, unit number and floor</li> <li>▪ Street names</li> <li>▪ Dimensions of site</li> <li>▪ Location and dimensions of all buildings and setbacks from property lines; and</li> <li>▪ North arrow</li> </ul>			
Floor Plans	5	<ul style="list-style-type: none"> <li>▪ Plan of entire floor where the affected dwelling unit is located, all outside floor dimensions, including balcony area and room uses of the affected dwelling unit.</li> <li>▪ Statement of building statistics, including existing and proposed floor area for the development; existing and proposed open and enclosed balcony areas, for the complete building.</li> <li>▪ Notation on plans stating: "All enclosed balconies shall be designed and constructed in accordance with the Council-approved Balcony Enclosure Guidelines."</li> </ul>	Sufficient plans to show the area of all balconies in the development may be required if that information is not available on City records. No more than 50% of the excluded open balcony floor area for the entire development is to be enclosed.		
Elevations (all sides of building)	5	<ul style="list-style-type: none"> <li>▪ Building elevation(s) and cross-section(s) showing the location, dimensions and details of all proposed balcony enclosures; and</li> <li>▪ Details of enclosure showing exterior finish materials, colours and window frame finish including existing and proposed height.</li> </ul>			
<b>Additional Information Required</b>					
<ul style="list-style-type: none"> <li>▪ In cases involving the enclosure of a number of balconies, or when the building does not already have some enclosed balconies, applicants should submit, in support of their applications, a written rationale explaining how their proposal conforms to the Balcony Enclosure Guidelines.</li> <li>▪ Details pertaining to compliance with the Balcony Enclosure Guidelines, Section 5.4.</li> <li>▪ Photographs showing the affected elevation(s) of the entire building.</li> </ul>					
<b>Preliminary Development Applications</b>					
<p>A preliminary development application is recommended in cases involving the enclosure of a number of balconies where it is necessary to establish comprehensively the future appearance of the building. Having established a "master plan" for balcony enclosures through approval-in-principle of this preliminary development application, applicants may then apply for a combination development/building permit, which may then be obtained for either all intended or individual enclosures. The submission requirements for a preliminary development application are generally the same as those for a complete development permit application described in the above.</p> <p>Generally, to obtain a combined development/building permit after receiving a preliminary approval, applicants are required to submit five (5) sets of drawings indicating compliance with any conditions of the preliminary approval, and also indicating details pertaining to compliance with the Vancouver Building By-law.</p>					