

**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:<br>Scale NOT less than 1/16" or 1/20" to 1' (or metric equivalent)   | 5               | <ul style="list-style-type: none"> <li>▪ Address</li> <li>▪ Legal description</li> <li>▪ Street names</li> <li>▪ Dimensions of site</li> <li>▪ Location and dimensions of buildings</li> <li>▪ Required yards or setback and building lines</li> <li>▪ Size and location of off-street parking and loading, including paving material*</li> <li>▪ Size of manoeuvring aisles*</li> <li>▪ Access to parking and loading*</li> <li>▪ Garbage facilities; and</li> <li>▪ Site plan to indicate all addresses and building entrances and exits</li> </ul>   |       |                 |          |
| Floor Plan  | 5               | <ul style="list-style-type: none"> <li>▪ Number of storeys including details of basement and underground parking</li> <li>▪ All uses on each floor and square footage to be listed and parking and loading required for each use indicated</li> <li>▪ Location plan (show where you are located on your floor)</li> <li>▪ All outside dimensions</li> <li>▪ Dimensions of all rooms and areas</li> <li>▪ Layout and uses of all rooms and areas</li> <li>▪ Proposed changes or alterations to existing buildings (areas outlined highlighted in red pen); and</li> <li>▪ Number of square feet of proposed change of use areas</li> <li>▪ Weather protection</li> </ul> |       |                 |          |
| <b>*Parking By-law Requirements</b>   |                 |   |       |                 |          |
| In addition to drawings that clearly indicate the location of these facilities, plans must include a statement that demonstrates compliance to the requirements of the Parking By-law regarding provision of parking, loading, bicycle spaces and passenger spaces (where applicable). See By-law at <a href="http://www.vancouver.ca/commsvcs/BYLAWS/parking/parking.htm">www.vancouver.ca/commsvcs/BYLAWS/parking/parking.htm</a> . |                 |   |       |                 |          |
| <b>Additional Information (Where Applicable)</b>  |                 |   |       |                 |          |
| <ul style="list-style-type: none"> <li>▪ Survey plan</li> <li>▪ Landscape plan</li> <li>▪ Elevation plans</li> <li>▪ A letter describing the business, including hours of operation, number of staff, number of patrons, name of operator(s) and a statement indicating the services provided</li> </ul>  |                 |   |       |                 |          |