

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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General Information

- Your application will be reviewed by the Planning Department staff with regards to its conformity to the regulations in the Official Development Plan and the Design Guidelines.
- The First Shaughnessy Advisory Design Panel will also review your application regarding its conformity to the Design Guidelines. The Panel will advise the Director of Planning as to the acceptability of your proposal.
- Applicants may be requested to:
 - supply additional information to assist in various review processes
 - make a presentation to the Advisory Design Panel
 - permit viewing of site and buildings by civic staff and Design Panel Members
- Adjacent property owners and residences may be notified of your development proposal and asked for comments.
- A decision on your application will be made by the Director of Planning or, in certain cases, by the Development Permit Board.

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
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Document	Copies Required	Details	Notes	Copies Attached	Accepted
Reduced Drawings	16	<ul style="list-style-type: none"> ■ A complete set of reduced drawings 	11" x 17"		

PLEASE NOTE: Of the 9 sets of drawings requested below, 8 sets must be bound and collated. 1 set is to be submitted unbound.

Site Plan [1/16" = 1'0" (1:200)]	9	<ul style="list-style-type: none"> ■ Address ■ Legal description (found on tax notice) ■ Street name(s) ■ North arrow ■ Dimensions of site and site area ■ All building sizes ■ Size of all yard setbacks measured from property lines ■ Access to parking/loading and number of spaces ■ Detention ponds ■ Sewer and water lines on the property ■ Nearest fire hydrant location ■ Fire access entry ■ Existing and proposed, finished grade levels around all corners and perimeter of the proposed building ■ Along both sides of property line ■ 3.1 m on adjacent property, parallel to side property lines at 6 m intervals ■ Grades at the top and bottom of existing and proposed retaining wall(s) ■ Location of existing guy wire(s), where applicable 	<p>This includes principal and accessory building(s).</p> <p>Including excavations for any detention ponds or site services.</p> <p>Existing grades (by a registered BC Land Surveyor).</p>		
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DE Checklist - First Shaughnessy cont'd

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Document	Copies Required	Details	Notes	Copies Attached	Accepted
Building Grades Plan	9	<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>		
Survey Plan [1/16" = 1'0" (1:200)]	9	<ul style="list-style-type: none"> ▪ The PID (The 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 & show corner angles, datum ▪ Location and dimensions of all existing buildings on the site for proposed additions ▪ Front yard setback, as well as side yard setbacks (based on Zoning and Development By-law requirements) ▪ Front and rear yard depth at each corner of the house ▪ Setbacks must be taken from the established building line (where applicable) ▪ Location and elevations at the top and bottom of any existing retaining walls at regular intervals of approximately every 3 metres (10' 0") ▪ 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 and all proposed accessory buildings (based on Zoning and Development By-law requirements) ▪ Elevations along the centre line of the lane (if the lane is paved, then the elevations must also be shown along the centre line of the gutter) at those points directly in line with the side property lines of the site and at a sufficient number of points in between, to provide an accurate analysis of the lane condition ▪ Location, height & diameter of all stumps 20 cm (8") caliper or greater 	<p>2 original surveys and 7 copies are acceptable.</p> <p>Especially important where the site dimensions are irregular.</p> <p>Where lane dedications are required, setbacks must be measured from dedication line.</p>		

DE Checklist - First Shaughnessy cont'd

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Document	Copies Required	Details	Notes	Copies Attached	Accepted
Survey Plan (cont'd)	9	<ul style="list-style-type: none"> ▪ Location of all existing trees 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 metres (4' 6") above the ground) ▪ Tree grades (existing tree base elevations) for those trees exceeding 20 cm (8") in diameter that are affected by development ▪ 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 (4' 6") above the ground 	Including adjacent property trees within 2 m (6.56') of the property line and trees on any City street or lane allowance adjacent to the site. If any changes are proposed that affect trees/landscaping on City property, it is the responsibility of the applicant to contact the Board of Parks and Recreation.		
Floor Plans	9	<ul style="list-style-type: none"> ▪ Provide complete and fully dimensioned floor plans ▪ All room uses/dimensions, including finished/unfinished areas ▪ Stair location ▪ All door, window and skylight locations ▪ For floors that have sloped ceiling, see notes under cross section ▪ Location of vents, bay or box windows, air conditioning units and/or condensing units ▪ Clearly indicate proposed work if adding to the building (highlight) ▪ Floor space ratio statements (maximum and above grade statements) 			
F.S.R. Compliance	9	<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.		
F.S.R. Exclusion	9	<ul style="list-style-type: none"> ▪ Floor Space Exclusion for Additional Wall Thickness to Control Building Envelope Leaks 	In order to assist staff in the processing of this exclusion, this information will be required for the review of the development application.		
Elevations (of all sides of the building)	9	<ul style="list-style-type: none"> ▪ Four elevations, front rear and two sides ▪ Colour rendering for the front elevation showing details of finished materials must be included in at least one set of drawings ▪ Floor levels indicated and height above and below finished grades ▪ Finish details and materials of exterior ▪ Elevation on each floor level including peak of pitched roof or parapet wall of flat roof ▪ Chimney detail ▪ Door and window details and sizes 	Cellar and basement heights. Existing and proposed.		

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Document	Copies Required	Details	Notes	Copies Attached	Accepted
Sections	9	<p>Longitudinal and cross sections should include:</p> <ul style="list-style-type: none"> ▪ Details of vaulted areas and adjacent attic spaces ▪ Ceiling height of crawl spaces and all habitable floors, height of all half storeys or dormers where the area has a ceiling height of 3.94' (1.2 m) ▪ Bay window, window seats and window well details 			
Landscape Drawings	9	<ul style="list-style-type: none"> ▪ Provide a full Landscape Plan illustrating both common and botanical names, sizes and quantity of all proposed plant material. Plant material should be clearly illustrated on the Landscape Plan. A detailed elevation of proposed property line walls may be required. ▪ All landscape elements and details, including new/existing surfaces to be retained, enclosures, site furniture and structures 	<p>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.</p> <p>The Landscape Plan should be at minimum scale of 1/8"=1'0" (1:100).</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>		
Streetscape Drawings	9	<ul style="list-style-type: none"> ▪ Existing landscape on the front yard of streetscape sites and the boulevard, as well as the building fronts and entry location ▪ Graphic and written analysis of the streetscape noting the existing architectural and landscape design patterns and elements 			
Context Plan	9	<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 			
Design Rationale	9	<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.) 			
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 	MUST be submitted at the time of application for ALL NEW buildings, except new one and two family dwellings.		
Model	1	<ul style="list-style-type: none"> ▪ A model of the development. This is especially important in Shaughnessy where nonprofessional panel members must be able to visualize a scheme. 			

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Context Photographs and Photos of Existing Buildings	1	<ul style="list-style-type: none"> ▪ A set of photos is required ▪ Four sides of building ▪ Typical views of the property and streetscape ▪ Adjacent streetscape and houses ▪ All significant hedges 			
View Analysis (optional) or when required by City staff	9	<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) 			
Shadow Diagram	9	<ul style="list-style-type: none"> ▪ An analysis of sun and shadow patterns on adjoining properties and the street as well as on usable outside open spaces on the subject site (equinox March 21 and September 21 at 10:00 am, 12 noon and 2:00 pm) 	May be required.		
Site Potential	1	<ul style="list-style-type: none"> ▪ Calculations showing site area, existing building areas and development potential in terms of single family, multiple conversion and infill possibilities 			
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 panel review 			
Storm water Storage	9	<ul style="list-style-type: none"> ▪ Storm water storage system designed by a registered BC professional engineer to be submitted. (For details contact Sewers Engineer at 604-873-7353.) 	Including a Covenant indicating compliance with FSD Guidelines.		

Development Data Summary - A technical statement is required on all cover sheets (sample below)		
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Site Area				
Total Floor Space Ratio 0.45	Permitted		Proposed	
Total FSR Above Ratio	Permitted		Proposed	
Site Coverage 35%	Permitted		Proposed	
Height	Permitted		Proposed	
Front Yard	Permitted		Proposed	
Side Yards	Permitted		Proposed	
Rear Yard	Permitted		Proposed	
Parking	Permitted		Proposed	
Loading	Permitted		Proposed	
Impermeable Material Site Coverage	Permitted		Proposed	

Vancouver Heritage Register Status		
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Vancouver Heritage Register status, if applicable. Contact our Enquiry Centre at 604-873-7611 or visit our website, to determine status, at: www.vancouver.ca/commsvcs/planning/heritage/Register.htm .		
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