

**DEVELOPMENT SERVICES - Processing Centre - Development**

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

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|------------------|--------------------------|
| Project Address: | Development Application: |
|------------------|--------------------------|

| Forms, Fees, Technical Reports and Drawings   |                 |   |   | Staff Use Only  |          |
|---|-----------------|---|---|-----------------|----------|
| Document  | Copies Required | Details   | Notes   | Copies Attached | Accepted |
| Application Form  | 1               | <ul style="list-style-type: none"> <li>A Development Application form must be completed and signed at time of submission.</li> </ul>  |   |                 |          |
| Application Fee   | 1               | <ul style="list-style-type: none"> <li>An application fee, typically calculated based on floor area, is due at time of submission.</li> </ul>   |   |                 |          |
| Building Grade Fee  | 1               | <ul style="list-style-type: none"> <li>Engineering Building Grades fee must be paid at time of submission.</li> </ul>   |   |                 |          |
| Title Search  | 1               | <ul style="list-style-type: none"> <li>Copy of current title search from the Land Title Office, for each parcel involved in the proposal.</li> </ul>  |   |                 |          |
| Charge Summary  | 1               | <ul style="list-style-type: none"> <li>Written summary by a solicitor, on their company letterhead, describing each charge on title (except financial charges) and advising whether they are affected by the proposal.</li> </ul> |   |                 |          |
| Letter 'A'  | 1               | <ul style="list-style-type: none"> <li>A Letter 'A' must be submitted when a transfer of heritage density is being proposed as part of the development.</li> </ul>  |   |                 |          |
| Acoustical Report   | 1               | <ul style="list-style-type: none"> <li>An acoustical report must be submitted where required by the Zoning and Development By-law.</li> </ul>   |   |                 |          |
| Traffic Analysis  | 1               | <ul style="list-style-type: none"> <li>A traffic analysis must be submitted where required by the Zoning and Development By-law.</li> </ul>   |   |                 |          |
| View Analysis   | 1               | <ul style="list-style-type: none"> <li>A view analysis must be submitted where required by the Zoning and Development By-law.</li> </ul>  |   |                 |          |
| Site Profile  | 1               | <ul style="list-style-type: none"> <li>Site Profile must be completed for all applications. See the link to the right for more information.</li> </ul>  | <a href="http://vancouver.ca/commsvcs/development/services/subreq/index.htm">http://vancouver.ca/commsvcs/development/services/subreq/index.htm</a> |                 |          |
| Building Envelope Letter  | 1               | <ul style="list-style-type: none"> <li>Letter from a Building Envelope Consultant regarding FSR wall exclusions, if applicable.</li> </ul>  | May be included in statistics sheet of plan set or submitted separately.  |                 |          |
| <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> |                 |   |   |                 |          |
| Reduced Drawings  | 1               | <ul style="list-style-type: none"> <li>A complete set of reduced drawings, including landscape plans, on 8 1/2" x 11" paper.</li> </ul>   |   |                 |          |

## DE Checklist - Major Applications cont'd

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| Document   | Copies Required | Details  | Notes  | Copies Attached | Accepted |
| Building Grades Plan   | 2               | <ul style="list-style-type: none"> <li>■ Building grades at all four corners of the site</li> <li>■ Submission of Development Application will not be accepted without Building Grades Plan.</li> </ul>  | <p>May be included in plan set or submitted separately.</p> <p>Contact City Engineering Services at 604-873-7316 for application and/or a copy of Building Grades.</p>   |                 |          |
| Survey Plan<br>[ Scale NOT less than 1/16" = 1' 0" (1:200) ] | 2               | <ul style="list-style-type: none"> <li>■ The PID (The 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 and dimensions of all existing buildings on the site</li> <li>■ Front and rear yard depth at each corner of the proposed building</li> <li>■ Setbacks must be taken from the established building line (where applicable)</li> <li>■ Location and elevations at the top and bottom of any existing retaining walls at regular intervals of approximately every 3 metres (10' 0")</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 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, height &amp; diameter of all stumps 20 cm (8") calliper or greater, if applicable</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") calliper or greater) when measured 1.4 metres (4.5') above the ground</li> <li>■ Tree grades (existing tree base elevations) for those trees exceeding 20 cm (8") 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 (4.5') above the ground</li> </ul> | <p>2 original surveys and 6 copies are acceptable. May be included in plan set or submitted separately.</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 - Major Applications cont'd

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| Document   | Copies Required | Details  | Notes   | Copies Attached | Accepted |
| Cover Sheet with Project Statistics (Data Sheet) | 13              | <ul style="list-style-type: none"> <li>▪ Total Site Area</li> <li>▪ Total Floor Space - Permitted and Proposed</li> <li>▪ Site Coverage - Permitted and Proposed</li> <li>▪ Building Height(s) - Permitted and Proposed</li> <li>▪ Front Yard - Permitted and Proposed</li> <li>▪ Rear Yard - Permitted and Proposed</li> <li>▪ Side Yard - Permitted and Proposed</li> <li>▪ FSR statement including accessory uses and amenities - Permitted and Proposed</li> <li>▪ Parking, loading and bicycle parking statement - Required and Proposed</li> <li>▪ Statement of dwelling uses (units/types)</li> <li>▪ Statement of balconies (where applicable)</li> <li>▪ Statement of Proposed Variances and/or Relaxations</li> </ul>  |   |                 |          |
| Context Plan                                     | 13              | <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> <li>▪ Room uses of adjacent residential /mixed use buildings</li> </ul>  | To ensure that residential privacy issues are dealt with.   |                 |          |
| Site Plan  | 13              | <ul style="list-style-type: none"> <li>▪ Address</li> <li>▪ Legal description (found on tax notice)</li> <li>▪ Street name(s)</li> <li>▪ North arrow</li> <li>▪ Dimensions of site</li> <li>▪ Location and dimensions of all buildings</li> <li>▪ Required yards, setbacks and building lines</li> <li>▪ Size and location of all off street parking and loading</li> <li>▪ Access to parking and loading</li> <li>▪ Size of manoeuvring aisles</li> <li>▪ Existing and finished grade levels</li> <li>▪ Treatment of open areas, courtyards, pedestrian areas, etc.</li> <li>▪ Subdivision plan</li> <li>▪ Location of garbage facilities</li> <li>▪ Location of fire hydrants and their distance from the subject site</li> <li>▪ Fire access routes or lanes</li> </ul> | <p>This includes principal and accessory building(s).</p> <p>Including paving material.</p> <p>Where applicable.</p> <p>Including curbs and paving materials.</p> |                 |          |
| Streetscape Drawings                             | 13              | <ul style="list-style-type: none"> <li>▪ Graphic and written analysis of the streetscape noting the existing architectural and landscape design patterns and elements</li> </ul>   |   |                 |          |

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| Document                                    | Copies Required | Details   | Notes   | Copies Attached | Accepted |
| Shadow Analysis                             | 13              | <ul style="list-style-type: none"> <li>■ 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</li> </ul>  | Refer to the City of Vancouver View Protection Guidelines.  |                 |          |
| Parking, Loading and Bicycle Parking Plans  | 13              | <p>Proposed development to comply with Parking By-law and Parking and Loading Design Guidelines for the following:</p> <ul style="list-style-type: none"> <li>■ Access to parking and loading (including elevations to verify)</li> <li>■ Ingress/egress ramp(s), width(s) (including elevations to verify)</li> <li>■ Ingress/egress ramp(s) grade(s), i.e., not more than 10% slope for the first 20' and 12.5% subsequently</li> <li>■ Interior ramp(s) grade(s) and width(s)</li> <li>■ The crossfall and slopes of parking areas and loading bays not to exceed 5% maximum</li> <li>■ Vertical clearance height for underground parking area (minimum 2 m) and for loading bays (minimum 3.5m)</li> <li>■ Length and width of parking stalls</li> <li>■ Length, width and throat width (where applicable) for loading bays</li> <li>■ Width of manoeuvring aisles for parking stalls</li> <li>■ Disability spaces to be clearly designated</li> <li>■ Curbs having cross-sectional dimensions above the pavement of at least 15 cm (6"), located at least 60 cm (23.6") distant from interior or exterior fences, walls, landscaped areas and buildings</li> <li>■ Bicycle parking requirements to be complied with in accordance with section 6 of the Parking Bylaw parking</li> </ul> | <p>Off-street passenger spaces are required to be provided in accordance with the Off-Street Passenger Space Regulations for:</p> <ul style="list-style-type: none"> <li>■ Special Needs Residential Facility - Community Care</li> <li>■ Health Care Office</li> </ul>   |                 |          |
| 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.  |                 |          |
| F.S.R. Exclusion                            | 1               | <ul style="list-style-type: none"> <li>■ Floor Space Exclusion for Additional Wall Thickness to Control Building Envelope Leaks (Complete Applications Only)</li> </ul>   | <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:<br/>(<a href="http://www.vancouver.ca/commsvcs/BYLAWS/bulletin/a008.pdf">www.vancouver.ca/commsvcs/BYLAWS/bulletin/a008.pdf</a>)</p> |                 |          |

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| Document                                    | Copies Required | Details   | Notes   | Copies Attached | Accepted |
| Floor Plans                                 | 13              | <ul style="list-style-type: none"> <li>▪ All storeys including all levels of underground parking with all outside dimensions of each floor</li> <li>▪ Indicate all room uses/dimensions, including finished/unfinished areas</li> <li>▪ All door, window and skylight locations</li> <li>▪ For floors that have sloped ceiling, see notes under cross section</li> <li>▪ Location of vents, bay or box windows, air conditioning units and/or condensing units</li> <li>▪ Floor space ratio permitted and proposed for new buildings and additions</li> <li>▪ Number of dwelling units - existing and/or proposed</li> <li>▪ Compliance with horizontal angle of daylight regulations for the particular zone in which the building site is located</li> <li>▪ Clearly indicate proposed work if adding to an building (highlight)</li> </ul> |   |                 |          |
| Roof Plan                                   | 13              | <ul style="list-style-type: none"> <li>▪ Dimensions</li> <li>▪ Elevations of roof, parapet and mechanical rooms</li> </ul>  |   |                 |          |
| Elevations                                  | 13              | <ul style="list-style-type: none"> <li>▪ Four elevations, front, rear and two sides</li> <li>▪ Floor levels and height above and below finished grades</li> <li>▪ Finish details and materials of exterior</li> <li>▪ Elevation on each floor level, peak of pitched roof or parapet wall of flat roof</li> <li>▪ Chimney details</li> <li>▪ Door and window details and sizes</li> <li>▪ Weather protection</li> <li>▪ Fencing and accessory building details</li> <li>▪ Layout of heating, ventilation, air conditioning, mechanical structures or equipment</li> <li>▪ Detailed elevations of screening</li> </ul>   | <p>Elevations of all sides of the building if new building or if adding to an existing building, sufficient elevations to clearly represent the proposal.</p> <p>Cellar and basement heights.</p> <p>Existing and proposed.</p> |                 |          |
| Sections                                    | 13              | <p>Longitudinal and cross sections should include:</p> <ul style="list-style-type: none"> <li>▪ Details of vaulted areas and adjacent attic spaces</li> <li>▪ Envelope or height protrusions</li> <li>▪ Bay window, window seats and window well details</li> </ul>   |   |                 |          |

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| Document  | Copies Required | Details  | Notes   | Copies Attached | Accepted |
| Landscape Drawings  | 13              | <ul style="list-style-type: none"> <li>▪ Provide a full Landscape Plan illustrating both common and botanical names, sizes and quantity of all proposed plant material</li> <li>▪ Proposed plant material, paved surfaces, other landscape elements and existing trees must be clearly shown on the Landscape Plan</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 Section 7 and 8 of <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> |                 |          |
| <b>Urban Design/Graphic Materials (Additional Materials Required Prior to UDP- See Separate List)</b> |                 |  |   |                 |          |
| Design Rationale  | 13              | <p>A written statement, with illustrations as needed, conveying the proposal's:</p> <ul style="list-style-type: none"> <li>▪ urban design and architectural concept,</li> <li>▪ response to the by-law and relevant sections of the applicable guidelines, including justification of request for any discretionary zoning provisions and requested relaxations,</li> <li>▪ response to conditions arising from a Rezoning Application, detailed in the minutes of the Public Hearing, if applicable, and</li> <li>▪ response to conditions detailed in the Prior-to-Letter of an earlier Preliminary Application, if applicable.</li> </ul> |   |                 |          |
| Context Photographs and Photos of Existing Buildings  | 2               | <ul style="list-style-type: none"> <li>▪ Photos showing relationship of the proposed building/s to surrounding development at front rear and sides</li> <li>▪ Four sides of the building</li> <li>▪ Typical views of the property and running streetscape</li> <li>▪ Adjacent streetscape and buildings</li> </ul>   | Required as part of plan set. Photo board required for UDP.   |                 |          |
| Urban Design Booklet  | 15              | <ul style="list-style-type: none"> <li>▪ 11 x 17 coloured booklet as reviewed and endorsed by the UDP.</li> </ul>  | <b>Submission</b> is required after UDP and before DPB.   |                 |          |
| <b>Heritage Applications - Require Additional Submission Materials - See Separate Checklist</b>       |                 |  |   |                 |          |