

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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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
Reduced Drawings	1	<ul style="list-style-type: none"> ▪ A complete set of reduced drawings 	On minimum of 8 1/2" x 11" paper, maximum 11" x 17".		
Site Plan	8	<ul style="list-style-type: none"> ▪ Address ▪ Legal description (found on tax notice) ▪ Street name(s) ▪ North arrow ▪ Dimensions of site ▪ Site area ▪ Location and dimensions of all buildings ▪ Required yards, setbacks and building lines ▪ Size and location of all off street parking, loading and bicycle parking spaces ▪ Access to parking and loading ▪ Size of manoeuvring aisles ▪ Existing and proposed, finished grade levels around all corners and perimeter of the proposed building ▪ Along both sides of property line ▪ 3.1 m (10') on adjacent property, parallel to side property lines at 6 m (20') intervals ▪ Grades at the top and bottom of existing and proposed retaining wall(s) ▪ Location of existing guy wire(s), where applicable ▪ Treatment of open areas, courtyards, pedestrian areas, etc. ▪ Site coverage statement ▪ Subdivision plan ▪ Location of garbage facilities ▪ Location of fire hydrants and their distance from the subject site ▪ Fire access routes or lanes 	<p>This includes principal and accessory building(s).</p> <p>Including paving material.</p> <p>Note: For proposed driveways from a street, contact the Enquiry Centre for Zoning and Development By-law requirements. (A streetscape plan may be required.)</p> <p>Existing grades (by a registered BC Land Surveyor).</p> <p>Where applicable.</p> <p>Where applicable.</p> <p>Including curbs and paving materials.</p>		
Building Grades Plan	1	<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>		

DE Checklist - Multiple Dwellings cont'd

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Document	Copies Required	Details	Notes	Copies Attached	Accepted
Survey Plan	8	<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 and dimensions of all existing buildings being retained on the site ▪ Front and rear yard depth at each corner of the proposed building ▪ 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 envelope (based on Zoning & Development Bylaw requirements) ▪ Existing grade levels at the four corners of the proposed accessory building envelope ▪ Existing grades on the adjacent property, parallel to side property lines at regular intervals approximately 3 metres (10' 0") into the neighbouring sites. ▪ Elevations along the centre line of the lane opposite to the centre line of the accessory building envelope and at those points directly in line with the side property lines of the site (if lane paved, elevations must also be shown along the centre-line of the gutter) ▪ Location, height and diameter of all stumps 20 cm (8") caliper or greater ▪ 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 metres (4.5') 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 (4.5') above the ground 	<p>2 original surveys and 6 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> <p>Where the building on the adjacent site is set back from the side property line.</p>		

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Floor Plans	8	<ul style="list-style-type: none"> ▪ All storeys, including all levels of underground parking ▪ 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) ▪ Horizontal angles of daylight for building with 3 or more dwelling units 			
F.S.R. Compliance	1	<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	1	<ul style="list-style-type: none"> ▪ Floor Space Exclusion for Additional Wall Thickness to Control Building Envelope Leaks 	<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: (www.vancouver.ca/commsvcs/BYLAWS/bulletin/a008.pdf)</p>		
Elevations	8	<ul style="list-style-type: none"> ▪ Four elevations, front rear and two sides (additional elevations will be required for courtyards, i.e., inside face of buildings) ▪ Colour rendering of the front elevation indicating the details of finished materials must be included in at least one set of drawings ▪ Floor levels indicated and height above and below finished grades ▪ Floor levels and heights above and below finished grades ▪ Elevation on each floor level, including peak of pitched roof or parapet wall of flat roof, any architectural appurtenances or decorative roof, and top of elevator and rooftop mechanical room structures ▪ Chimney detail ▪ Door and window details and sizes ▪ Reflective elevations showing relationship to windows 	<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>		
Roof Plans	8	<ul style="list-style-type: none"> ▪ Layout of elevator machine room, mechanical rooms and equipment ▪ Details of any screening ▪ Dimensions of any roof overhang 			

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Document	Copies Required	Details	Notes	Copies Attached	Accepted
Sections	8	<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 floor area has a minimum ceiling height of 4 feet (1.2 m) ▪ Bay window, window seats and window well details 			
Landscape Plans	8	<ul style="list-style-type: none"> ▪ Provide a full Landscape Plan (including a plant list) illustrating both common and botanical names, sizes and quantity of all proposed plant material ▪ Proposed plant material, paved surfaces, other landscape elements and existing trees must be clearly shown on the Landscape Plan ▪ Provide details for planters, fences, trellis, etc. ▪ Existing site contours, landscaping and material to be removed, include size, common name and placement ▪ All landscape elements and details, including new/existing surfaces to be retained, enclosures, site furniture and structures 	<p>Refer to Section 7 and 8 of www.vancouver.ca/commsvcs/Guidelines/R012.pdf</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	8	<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	8	<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 			

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Parking, Loading and Bicycle Parking Plan(s)	8	<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"> ▪ Access to parking and loading (including elevations to verify) ▪ Ingress/egress ramp(s), width(s) (including elevations to verify) ▪ Ingress/egress ramp(s) grade(s), i.e., not more than 10% slope for the first 20' and 12.5% subsequently ▪ Interior ramp(s) grade(s) and width(s) (including elevations to verify) ▪ The crossfall and slopes of parking areas and loading bays not to exceed 5% maximum (including elevations to verify) ▪ Vertical clearance height for underground parking area (minimum 2 m) and for loading bays (minimum 3.5 m) ▪ Length and width of parking stalls (especially those adjacent to fences, walls, etc.) ▪ Length, width and throat width (where applicable) for loading bays ▪ Width of manoeuvring aisles for parking stalls ▪ Disability Spaces are to be clearly designated ▪ 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 ▪ Bicycle parking requirements to be complied with in accordance with section 6 of the Parking By-law parking ▪ Numbered spaces ▪ Confirmation of minimum vertical clearance to Class A loading and disability spaces ▪ Bicycle parking requirements to be compiled with in accordance with Sections 6 of the Parking By-law 	<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"> ▪ Special Needs Residential Facility - Community Care - Class B ▪ Health Care Office 		
Design Rationale	8	<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 and the surrounding buildings 			

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Context Photographs and Photos of Existing Buildings	1	<ul style="list-style-type: none"> ■ A set of photos is required ■ Photos showing relationship of the proposed building(s) to surrounding development at front rear and sides ■ Four sides of the building ■ Typical views of the property and streetscape ■ Adjacent streetscape and houses 	Photomontage.		
View Analysis	8	<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 Analysis	8	<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 & September 21 at 10:00 am, 12 noon and 2:00 pm) 	May be required.		
Acoustical Reports	1	<ul style="list-style-type: none"> ■ An acoustical report must be submitted in accordance with Section 4.15.1 of the applicable District Schedule or as required in CD-1 by-laws 			
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 review 			
Technical Data - A technical statement is required on all cover sheets (sample below)					
Total Site Area					
Total Floor Space Ratio	Permitted		Proposed		
Site Coverage	Required where applicable		Required where applicable		
Height	Permitted		Proposed		
Front Yard	Required		Proposed		
Side Yard	Required		Proposed		
Rear Yard	Required		Proposed		
Parking Spaces	Required (minimum disability spaces, maximum small car ratio)		Proposed (standard and small car spaces)		
Bicycle Spaces	Required (Class A, Class B)		Proposed (Class A, Class B)		
Loading Spaces	Required		Proposed		
Number of Units	Total number of units, breakdown by unit type and unit area				