

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
Site Plan	5	<ul style="list-style-type: none"> ▪ Address ▪ Legal description ▪ Street names ▪ Dimensions of site ▪ Location and dimensions of buildings ▪ Required yards or setback and building lines ▪ Size and location of off-street parking ▪ Access to parking ▪ Location of all existing trees [including adjacent property line and trees within 2m (6.5') of the property lines and trees on any City street or lane allowance adjacent to the site) that are 20 cm (8") or greater when measured 1.4 m (4'6") above the ground] 	Scale NOT less than 1/16" or 1/20" to 1' (or metric equivalent).		
Survey Plan	5	<ul style="list-style-type: none"> ▪ Legal description ▪ Street address, street name(s), and location and width of any lane(s) ▪ Dimensions of site and site area, including north arrow ▪ Location and dimensions of all existing buildings on the site (including distance from buildings to property lines on each side) ▪ Lane dedications, registered easements, encroachments and right of ways must be indicated on the survey ▪ Location of existing street crossing(s) ▪ Location and elevation at the top and bottom of any existing retaining wall at regular intervals of approximately every 3 m (10'0") ▪ Location of all existing trees [including adjacent property line and trees within 2 m (6.5') of the property lines 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") or greater] when measured 1.4 m (4'6") above the ground 	<ul style="list-style-type: none"> ▪ May be required (to be determined by City staff). ▪ 2 original surveys and 3 copies are acceptable. 		
Elevations	5	<ul style="list-style-type: none"> ▪ Sufficient number of elevations to clearly represent the proposal ▪ Existing and proposed grades, where relevant, to clearly show height of proposed fence, arbour, trellis, etc. ▪ All material, finishes and trims must be clearly labelled on the elevation 			