

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 - Scale NOT less than 1/4 = 1'0" (1:100) (unless specified). No pencil drawings.				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 8½" x 11" paper (11" x 17" preferred) 	Required for projects requiring a notification for relaxation or conditional projects		
Site Plan	3	<ul style="list-style-type: none"> ▪ Address ▪ Legal description (found on tax notice) and address ▪ Street names ▪ Dimensions of site ▪ Building sizes - this includes house and accessory buildings ▪ Front, side yards and rear yard setbacks to be clearly shown ▪ Access to parking and number of spaces provided ▪ Front yard of two adjacent sites on either side of the lot (4 in total). As well, show extent of existing porch on the adjacent properties. ▪ All retaining walls, fences, and similar structures ▪ All existing and proposed grades as per the Survey Plan 			
Survey Plan (By registered BC surveyor)	3	<ul style="list-style-type: none"> ▪ The PID (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 and show corner angles, datum ▪ Location and dimensions of all existing buildings on the site for proposed additions ▪ Front yard setback of the two adjacent site on each side of the proposed building(s) ▪ Front, side and rear yard setbacks to each corner of the permitted building envelope, based on Zoning and Development By-law requirements ▪ Setbacks must be taken from the established building line (where applicable) ▪ Ultimate property line 	<p>2 original surveys and 1 copy is acceptable.</p> <p>Home Renovation Centre will request a survey for most renovation projects. However; for a small renovations, survey requirement may be waived. Surveyor should refer to the requirements in the new 1family dwelling homeowner guide.</p> <p>Where rear yard compatibility is requested, existing rear yard setbacks of one adjacent building on each side of the site is to be provided.</p>		

Renovation Checklist - One Family Dwelling (RS Zones) cont'd

Drawings Required - Scale NOT less than 1/4" = 1'0" (1:100) (unless specified). No pencil drawings.				Staff Use Only	
Document	Copies Required	Details	Notes	Copies Attached	Accepted
Survey Plan (By registered BC surveyor) Cont'd	3	<ul style="list-style-type: none"> ▪ 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 and Development By-law requirements) ▪ Existing grade on the adjacent property, parallel to side property lines at regular intervals approximately 3 m (10'0") into the neighbouring sites ▪ Existing grade levels at the four corners of the proposed accessory building envelope ▪ 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) ▪ Location and elevations at the top and bottom of any existing retaining walls at regular intervals of approximately every 3 m (10'0") ▪ 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 m (4'6") above the ground ▪ Tree grades (existing tree base elevations) for those trees exceeding 20 (8") cm 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 (5') above the ground ▪ Along the road and lane frontages including registered right-of-ways and extending to the opposite side of the street, lane and registered right-of-ways, to a point 3 m (10'0") beyond either side of the property lines, right-of-ways, locate the following: all utility manhole covers and their elevations, fire hydrants, street lights, utility kiosks, utility poles and their anchor rod locations, catch basins, any other street furniture, street(s), lane(s) and/or registered right-of-ways, as well as sidewalk(s), curb(s) and gutter(s) ▪ For 3 m (10'0") adjacent to the property and extending to the opposite side of the street(s) or lane(s) and or registered right-of-ways at 3 m (10'0") increments, provide the centre line elevation of all street(s), lane(s) and/or registered right-of-ways, as well as sidewalk(s), curb(s) and gutter(s) at 3 m (10'0") increments 	<p>Where lane dedications are required, setbacks must be measured from dedication line.</p> <p>Note: For proposed driveways from a street, contact the Enquiry Centre for Zoning and Development By-law requirements. (A Streetscape Plan and/or Building Grades Plan may be required.)</p>		

Renovation Checklist - One Family Dwelling (RS Zones) cont'd

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Floor Plans	3	<ul style="list-style-type: none"> ▪ All outside floor dimensions including all areas with a ceiling height or 4' and above in a half-storey or dormer ▪ Room uses and dimensions indicating finished and unfinished rooms ▪ All proposed door and window sizes ▪ Show plumbing fixtures ▪ Distinguish new vs. existing conditions 	clearly indicate existing and proposed walls and areas (or separate retention plans).		
Elevations	3	<ul style="list-style-type: none"> ▪ Additions and exterior alterations - sufficient number of elevations to represent the proposal ▪ Finish details and materials of exterior ▪ Door and window sizes ▪ Existing and proposed grades at the building corners and where relevant ▪ Porch dimensions and clear height to the underside of the ceiling ▪ For RS-1 show building height envelope, including primary and secondary envelopes ▪ Show critical elevations for both primary and secondary height envelopes ▪ Show peak elevation of house ▪ Show floor elevations 			
Site Coverage Plan	3	<ul style="list-style-type: none"> ▪ All property dimensions ▪ All outside building dimensions including accessory buildings 	Required. i.e., garages, carports, sheds.		
Impermeable Material Site Coverage Plan	3	<ul style="list-style-type: none"> ▪ Dimensions and areas covered by impermeable materials to be clearly shown (Materials considered impermeable include the projected area of the outside of the outermost walls of the buildings, carports covered porches and entries; asphalt, concrete, brick, stone, and wood - see Section 4.8 of District Schedule). 	Required. Can be combined with site coverage plan Includes swimming pools, hot tubs and driveways		
Cross-Section	3	<ul style="list-style-type: none"> ▪ Floor levels indicated and height above and below finished grades (cellar and basement heights) ▪ Stair detail ▪ Height of all crawl spaces to u/s structure ▪ Height of half-storey or dormers where floor area has a minimum ceiling height of 1.2 m ▪ inRS-5 areas between 4' and 7.5' in height shown as excluded if beneath a 7:12 roof slope 	Required. Floor plan for half-storey or dormer must indicate exact location where a minimum ceiling height of 1.2 m occurs and the location of floor below; show minimum required heights for existing requirements.		
Landscape Drawings	3	<ul style="list-style-type: none"> ▪ Full Landscape Plan for conditional development applications (RS-3,5,6 and 7 only requesting conditional FSR) - provide a full Landscape Plan illustrating both common and botanical names, sizes and quantity of all proposed plant material. Proposed plant material, paving surfaces, other landscape elements and existing trees should be clearly illustrated on the Landscape Plan (Refer to Landscape Design Guidelines for RS-6 Conditional zoning). ▪ 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 	Required ONLY for conditional applications. 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.		

Renovation Checklist - One Family Dwelling (RS Zones) cont'd

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Accessory Building (Garage/ Carport)	3	<ul style="list-style-type: none"> See Guide for Permit Application for Detached Garages and Carports 	<p>Required if in scope of work</p> <p>Refer to Section 11.1 for setbacks on corner flanking sites</p>			
Context Plan	3	<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 	May be required.			
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 building Typical views of the property and streetscape Adjacent streetscape and houses 	May be required for conditional applications. Can be submitted within the drawing set. (Need not be mounted on a board)			
Scope of Work Statement	1	<ul style="list-style-type: none"> A written Statement that describes and discloses all aspects of the work to be carried out for the project. This statement shall take precedence over the drawings when required. 	Required for All projects			
Design Rationale	1	<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 r of request for any discretionary zoning provisions (relaxations, increases, etc.) 	Required for conditional applications.			
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 	May be required.			
Construction Details	1	<ul style="list-style-type: none"> Drawn large scale details that outline all salient construction details for the project to demonstrate compliance with the V.B.B.L 	Required for combined DB (Development and Building) applications. Provide standard CMHC detailing or details sealed by a licensed professional either architect or engineer.			
Documents Required					Staff use Only	
Application Form / Fees	1		Applicant is required to sign the application form.			
Owner's Undertaking Letter	1	Form letter available. All letters/ documents must be originals with original signatures. No photocopies or fax copies will be accepted.				
Letters of Assurance - *Professionals must sign & seal all individual pages of the Letters of Assurance						
Schedule B1/B2	1	Structural	If any structural work taking place.			

Renovation Checklist - One Family Dwelling (RS Zones) cont'd

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Document	Copies Required	Details	Notes	Copies Attached	Accepted
Additional Information					
Development Data Summary					
Site		Dimension (Total Area)	Permitted/Required		
FSR Total					
FSR Total above basement					
Front Yard					
Side Yard (n/s)					
Side Yard (e/w)					
Rear Yard					
Building Depth					
Site Coverage					
Impermeable Material Site Coverage					
Deck Area					
Covered Porch					