

**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.

<b>Project Address:</b>	<b>Development Application:</b>
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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"> <li>▪ A complete set of reduced drawings on minimum of 8½" x 14" paper</li> </ul>			
Site Plan	8	<ul style="list-style-type: none"> <li>▪ Address</li> <li>▪ Legal description (found on tax notice)</li> <li>▪ Street name(s)</li> <li>▪ Dimensions of site and site area</li> <li>▪ All building sizes</li> <li>▪ Size of all yard setbacks measured from property lines</li> <li>▪ Access to parking/loading and number of spaces</li> <li>▪ Existing and proposed, finished grade levels around all corners and perimeter of the proposed building</li> <li>▪ Along both sides of property line</li> <li>▪ 3.1 m on adjacent property, parallel to side property lines at 6 m intervals</li> <li>▪ Grades at the top and bottom of existing and proposed retaining wall(s)</li> <li>▪ Location of existing guy wire(s), where applicable</li> <li>▪ Location of two adjacent buildings on each side of site with front yard setbacks indicated for all RT-3 and RT-6 zones</li> </ul>	<p>This includes principal and accessory building(s).</p> <p>Dimensions should be indicated and loading spaces provided where applicable—for uses other than residential.</p> <p>Existing grades (by registered BC Land Surveyor).</p>		
Building Grades Plan	8	<ul style="list-style-type: none"> <li>▪ Building grades at all four corners of the site</li> </ul>	<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 - All RT Zones cont'd

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Survey Plan	8	<ul style="list-style-type: none"> <li>▪ The PID (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 of lead plugs, iron pins and show corner angles, datum</li> <li>▪ Location and dimensions of all existing buildings on the site for proposed additions</li> <li>▪ Front yard setback of the two adjacent site on each side of the proposed building(s)</li> <li>▪ Front, side and rear yard setbacks to each corner of the permitted building envelope, based on Zoning and Development By-law requirements</li> <li>▪ If rear yard compatibility is being used, the rear yard setbacks for the cellar or basement, first storey and second storey of the buildings on the adjacent sites are required</li> <li>▪ Setbacks must be taken from the established building line (where applicable)</li> <li>▪ Ultimate property line</li> <li>▪ Location and size of all window openings along the exterior wall of adjacent buildings facing the two side elevations of the proposed development</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 on the adjacent property, parallel to side property lines at regular intervals approximately 3 m (10'0") into the neighbouring sites</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 and elevations at the top and bottom of any existing retaining walls at regular intervals of approximately every 3 m (10'0")</li> <li>▪ Location, height and diameter of all stumps 20 cm (8") caliper or greater</li> </ul>	<p>2 original surveys and 6 copies are acceptable.</p> <p>Where applicable.</p> <p>Where lane dedications are required, setbacks must be measured from dedication line.</p>		

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Survey Plan (cont'd)	8	<ul style="list-style-type: none"> <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") caliper or greater) when measured 1.4 m (4'6") above the ground</li> <li>■ Tree grades (existing tree base elevations) for those trees exceeding 20 (8") cm 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 (5') above the ground</li> <li>■ 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)</li> <li>■ 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</li> </ul> <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>			
Floor Plans	8	<ul style="list-style-type: none"> <li>■ All room uses/dimensions, including finished/unfinished areas</li> <li>■ Stair location</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>■ Clearly indicate proposed work if adding to the building (highlight)</li> <li>■ Floor space ratio statements (maximum and above grade statements)</li> <li>■ Horizontal angles of daylight for building with 3 or more dwelling units</li> </ul>	In RT-2 zones.		

## DE Checklist - All RT Zones cont'd

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Document	Copies Required	Details	Notes	Copies Attached	Accepted
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>	<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.</p>		
FSR Exclusion	8	<ul style="list-style-type: none"> <li>Floor Space Exclusion for additional wall thickness to control Building Envelope Leaks</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: (<a href="http://www.vancouver.ca/commsvcs/BYLAWS/bulletin/a008.pdf">www.vancouver.ca/commsvcs/BYLAWS/bulletin/a008.pdf</a>)</p>		
Elevations (of all sides of building)	8	<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 on all elevations</li> <li>Finished details and materials of exterior</li> <li>Elevation of each floor level including peak of pitched roof or parapet wall of flat roof</li> <li>Chimney detail</li> <li>Door and window details and sizes</li> <li>Reflective elevations showing relationship to windows</li> </ul>	<p>Include notes on soffit materials, window types and materials, brackets, trims, fascias, etc. Larger scale drawings of some facade details, i.e., porch columns, brackets, etc., may be required. Colour rendering for the front elevation showing details of finished materials must be included in at least one set of drawings</p> <p>Cellar and basement heights</p> <p>Existing and proposed</p>		
Sections	8	<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>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 1.2 m (4')</li> <li>Bay window, window seats and window well details</li> </ul>			
Landscape Drawings	8	<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 Sections 7 &amp; 8 of the guidelines (<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>		

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Streetscape Drawings	8	<ul style="list-style-type: none"> <li>▪ Existing landscape on the front yard of streetscape sites and the boulevard, as well as the building fronts and entry location.</li> <li>▪ Graphic and written analysis of the streetscape noting the existing and architectural and landscape design patterns and elements</li> </ul>			
Context Plan	8	<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> </ul>			
Context Photographs and Photos of Existing Buildings	1	<ul style="list-style-type: none"> <li>▪ A set of photos is required</li> <li>▪ Photos showing relationship of the proposed building(s) to surrounding development at front, rear and sides</li> <li>▪ Four sides of building</li> <li>▪ Typical views of the property and streetscape</li> <li>▪ Adjacent streetscape and houses</li> </ul>	Photomontage		
Model	1	<ul style="list-style-type: none"> <li>▪ A model of the development and the surrounding buildings</li> </ul>	May be required.		
Design Rationale	1	<ul style="list-style-type: none"> <li>▪ 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.)</li> </ul>			
Charge Summary	1	<ul style="list-style-type: none"> <li>▪ A complete Charge Summary prepared by a solicitor, summarizing "all" the charges listed on title for the subject property</li> </ul>	<b>MUST</b> be submitted at the time of application for ALL NEW buildings, except new one and two family dwellings.		
Acoustical Reports	1	<ul style="list-style-type: none"> <li>▪ Acoustical report must be submitted in accordance with Section 4.15.1 of RT-4N, RT-4AN, RT-5N and RT-5AN District Schedules</li> </ul>	Required for all RT-4N, RT-4AN, RT-5N and RT-5AN zones.		
Material and Colour Sample Board	1	<ul style="list-style-type: none"> <li>▪ All material must be submitted with the Development Application, except the model which must be submitted one week before the scheduled review</li> </ul>			

**Technical Data - A technical statement is required on all cover sheets (sample below)**

Total Site Area	Permitted	Proposed	Accepted
Total Floor Space	Permitted	Proposed	
Site Coverage	Permitted	Proposed	
Height	Permitted	Proposed	
Front Yard	Permitted	Proposed	
Rear Yard	Permitted	Proposed	
Side Yard	Permitted	Proposed	