

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:

Type of Building: School Church Commercial Building Residential Building Community Building

Other Building (please specify) _____ Is this a Heritage Building? Yes No

Drawings Required – Scale NOT less than 1:100 metric, or 1/8" (unless specified) NO pencil drawings.				Staff Use Only	
Document	Copies Required	Details	Notes	Copies Attached	Accepted
CCFL Application for License	8	<input type="checkbox"/> confirm the applicant has applied to CCFL (Community Care Facilities Licensing, Vancouver Coastal Health) for a Provincial child care license	Applicant must provide a letter from CCFL saying they have applied for child care license before they can apply for a development permit		
Operational Plan	8	Description of the proposed childcare program including: <input type="checkbox"/> contact information of the operator <input type="checkbox"/> type of childcare <input type="checkbox"/> the number of children to be served by age groupings (licensed capacity) <input type="checkbox"/> number of session, if preschool <input type="checkbox"/> ages of the children <input type="checkbox"/> hours and days of operation <input type="checkbox"/> number of staff <input type="checkbox"/> parking, pick up and drop off information <input type="checkbox"/> proof of BC Society status	Proof of BC Society status is required in order for applicant to be eligible for the non-profit fee rate. Churches qualify for the non-profit rate as charitable institutions.		
Site Plan	8	<input type="checkbox"/> address <input type="checkbox"/> a legal description of the property <input type="checkbox"/> street names <input type="checkbox"/> dimensions of the site <input type="checkbox"/> location and dimension of building <input type="checkbox"/> required side yards or setbacks and building lines <input type="checkbox"/> location of outdoor play area, including schematic design with landscaping <input type="checkbox"/> location of off-street parking and pick up and drop off spaces to be consequently numbered and dimensioned, including the type of paving material used <input type="checkbox"/> size of the maneuvering aisles <input type="checkbox"/> access to the parking (e.g., entrances/exits) <input type="checkbox"/> location of garbage facilities <input type="checkbox"/> all addresses and entrances to the building <input type="checkbox"/> Adjacent uses	Provide a key plan (map) showing the specific location of the area to be used on the site.		
Floor Plan	8	<input type="checkbox"/> number of storeys including details of basement and underground parking, if applicable <input type="checkbox"/> all outside building dimensions <input type="checkbox"/> all uses on each floor and square footages to be listed and parking and loading required for each use indicated, if applicable <input type="checkbox"/> location plan (show where childcare is located on your floor), if applicable <input type="checkbox"/> total size of child care space (gross dimensions) <input type="checkbox"/> layout and dimensions of all rooms and areas with a table listing net sizes of the indoor and outdoor spaces as per Table 1, page 5 of the City's Childcare Design Guidelines <input type="checkbox"/> location of fixed equipment such as toilets, art area, sinks, cubbies and storage units (including millwork and plumbing fixtures) <input type="checkbox"/> proposed changes to the interior and exterior of the existing building (outline the areas in red pen) <input type="checkbox"/> number of square feet of proposed change of use areas <input type="checkbox"/> weather protection (awnings, covered play areas)	For large complexes and buildings where there are multiple tenants, provide a key plan of the building where the childcare will be located. All uses for each floor and square footages plus parking are only required if it is a multiple tenant building – you may need to request this from the property owner or landlord.		
Provided parking must conform to the intent of the City of Vancouver Childcare Design Guidelines and Parking Bylaw standards.					
Additional Information (Where Applicable)					
<ul style="list-style-type: none"> • Survey plan • Elevation plan 					