

Development, Buildings, and Licensing

Your application will be reviewed by the Planning Department staff with regards to its conformity to the regulations found in:

- [Heritage Conservation Area Official Development Plan](#)¹,
- [First Shaughnessy District Schedule](#)²
- [First Shaughnessy Heritage Conservation Area Design Guidelines](#)³.

The [First Shaughnessy Advisory Design Panel](#)⁴ will also review your application regarding its conformity to the Design Guidelines. The Panel is advisory to the Director of Planning.

Applicants may be requested to:

- Supply additional information to assist in various review processes
- Make a presentation to the Advisory Design Panel
- Allow viewing of site and buildings by civic staff and Design Panel Members

Adjacent property owners and residences may be notified of your development proposal and asked for comments

A decision on your application will be made by the Director of Planning or, in certain cases, by the Development Permit Board.

Applicants are strongly encouraged to [obtain advice from a Development Planner](#)⁵ prior to submitting their application.

Checklist sections

1. **OPTIONAL:** Pre-application [enquiry for review of protected heritage property status](#)
Materials required at the pre-application stage for properties on the Heritage Protected Properties List.
2. [Application requirements](#)
Materials required for all Development Permit (DP) applications in FSD.
3. [Conservation materials](#)
Materials required for all heritage protected properties.
4. [First Shaughnessy Advisory Design Panel Materials](#)
Materials required during application stage, but not required at time of DP submission. Please arrange submission of these items with the assigned Development Planner.
5. [Survey Plan Requirements](#)

1. Enquiry for review of protected heritage property status

For more information, review the [Procedure for review of Protected Heritage Property Status in the First Shaughnessy Heritage Conservation Area \(Heritage Character and Heritage Value Assessment\)](#)⁶ bulletin.

Submit the required item(s) via email to PAR@vancouver.ca.

Document Title	Details
Heritage character and heritage value assessment	<ul style="list-style-type: none"> • Current photographs (all sides) including context photograph of the building from the street(s) including adjacent sites to show the building within its context; • Historic photographs and/or background information related to determining heritage character or value including: <ul style="list-style-type: none"> (i) the aesthetic, historic, scientific, cultural, social or spiritual importance or significance of the building, feature, property, site or area; (ii) the age of a building; (iii) the builder or architect; • An evaluation of the building and its original features to include the following at a minimum: <ul style="list-style-type: none"> (i) exterior form; (ii) roof; (iii) exterior walls; (iv) windows and doors; (v) entries and porches; (vi) interior architectural features; and (vii) landscape features. • A summary of development data (zoning analysis) is required, which includes: <ul style="list-style-type: none"> (i) site area; (ii) existing building area; (iii) current allowable density; (iv) existing building use; (v) existing building height; and (vi) site plan showing building location and footprint. • A summary of alterations to the existing dwelling comprised of a graphic record of prior City of Vancouver permit approvals for alterations

2. Application requirements

Applicants are strongly encouraged to [obtain advice from a Development Planner](#)⁷ prior to submitting their DP application. This pre-application submission is for the current proposal and is a separate submission and review from the optional heritage property status enquiry in step 1 of this checklist.

To submit your DP application online, visit <https://vancouver.ca/building-development-support>.

When submitting your application package:

1. Ensure that one PDF copy of each required drawing/document is included in your application package
2. Use vector format PDF for drawings (scanned paper drawings will not be accepted).
3. Submit all drawings separately from other non-drawing documents, such as schedules, forms, and reports.
4. Submit landscape drawing separately from all other drawings.
5. Submit an individual file for each document (e.g. schedule, form, report, etc.).

For more information on document submission standards, visit [Electronic permit applications](#)⁸.

Fees are calculated when staff review the application for completeness and must be paid before the detailed review can start.

This checklist is not limited in its content. Upon review of each submitted application, additional documents or drawings may be required to continue the review process.

Documents required

Document Title	Details
Application Form	<ul style="list-style-type: none"> • Development and/or Building Application Form⁹
Architectural Design Rationale & Relaxation Rationale	<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.).
Arborist Report	<p>Required when a site has permit sized trees (on site and/or adjacent to the site) as defined by the Protection of Trees By-law¹⁰. For more information, visit the Protection of Trees¹¹ webpage.</p> <ul style="list-style-type: none"> • An arborist report prepared by an ISA Certified Arborist to assess existing trees either for retention or removal. <p>Refer to "Submission of arborist's report" section of the Protection of Trees By-law for more information.</p>
Arboricultural Letter of Assurance (LOA)	<p>Required when there is proposed work within a critical root zone to verify that the arborist hired will supervise and direct work within the area.</p> <ul style="list-style-type: none"> • Must include signatures by the owner, contractor and arborist to confirm that all parties are aware of the roles and responsibilities.
Arboricultural Neighbouring Owner Letter of Consent	<p>Required for proposals to remove a protected size tree that is neighbor-owned or is a shared tree.</p> <ul style="list-style-type: none"> • A letter signed by the neighbouring property owner confirming their consent to remove a permit sized tree. For more information, visit the Protection of Trees¹² webpage.
Rental Declaration Form	<ul style="list-style-type: none"> • Rental Declaration form¹³
Site Disclosure Statement (SDS)	<ul style="list-style-type: none"> • British Columbia – Ministry of Environment and Climate Change - Schedule 1 Site Disclosure Statement¹⁴ <p>Visit Province of BC's Site Identification¹⁵ for more information</p>
Title Search and Charge Summary	<ul style="list-style-type: none"> • A current title search from the Land Title Office, for each parcel involved in the proposal. <p>If there are charges on the land title:</p> <ul style="list-style-type: none"> • A written charge summary by a solicitor (on their company letterhead) describing each charge on title (except financial charges) and advising whether the charges are affected by the proposal.

Statements Required																																																											
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Site Potential	<ul style="list-style-type: none"> Calculations showing site area, existing building areas, and development potential in terms of single detached, multiple conversion and infill possibilities 																																																										
Technical Data Summary (Zoning Analysis)	<p>Cover Sheet on the drawings with project statistics provided, including but not limited to:</p> <ul style="list-style-type: none"> Total site area; Required and Proposed – Parking spaces List of proposed relaxations The items listed in this sample table: <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Site</th> <th style="width: 15%;">Dimension (Total Area)</th> <th style="width: 15%;">Permitted or Required</th> <th style="width: 20%;">Proposed</th> </tr> </thead> <tbody> <tr><td>FSR Total</td><td></td><td></td><td></td></tr> <tr><td>FSR Total above grade</td><td></td><td></td><td></td></tr> <tr><td>Floor area of each floor basement/main/upper</td><td></td><td></td><td></td></tr> <tr><td>Front Yard</td><td></td><td></td><td></td></tr> <tr><td>Side Yard (N/S/E/W)</td><td></td><td></td><td></td></tr> <tr><td>Side Yard (N/S/E/W)</td><td></td><td></td><td></td></tr> <tr><td>Rear Yard</td><td></td><td></td><td></td></tr> <tr><td>Building Height</td><td></td><td></td><td></td></tr> <tr><td>Building Depth</td><td></td><td></td><td></td></tr> <tr><td>Site Coverage</td><td></td><td></td><td></td></tr> <tr><td>Impermeable Material Site Coverage</td><td></td><td></td><td></td></tr> <tr><td>Deck Area</td><td></td><td></td><td></td></tr> <tr><td>Covered Porch</td><td></td><td></td><td></td></tr> </tbody> </table>			Site	Dimension (Total Area)	Permitted or Required	Proposed	FSR Total				FSR Total above grade				Floor area of each floor basement/main/upper				Front Yard				Side Yard (N/S/E/W)				Side Yard (N/S/E/W)				Rear Yard				Building Height				Building Depth				Site Coverage				Impermeable Material Site Coverage				Deck Area				Covered Porch			
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Drawings required - Required scale 1/4" = 1'0" (1:50) unless otherwise specified			
Drawing Title	Details		
Subdivision Plan	Required if the property is being subdivided as part of the development proposal.		
Survey Plan	Prepared, signed, and sealed by a BC Land Surveyor. See Survey Plan Requirements listed at the end of this checklist.		
Site Plan	<table border="0" style="width: 100%;"> <tr> <td style="vertical-align: top; width: 50%;"> <ul style="list-style-type: none"> Address and street name(s) Legal description (found on tax notice) North arrow Dimensions of site and site area Location, dimensions, and sizes of all buildings (principal, infill, and accessory) Required yards, setbacks and building lines Size and location of all off street parking Access to parking, including all curbs and paving materials Size of manoeuvring aisles Detention ponds Location of existing permit sized trees, as noted on the survey Sewer, water and gas lines on the property </td> <td style="vertical-align: top; width: 50%;"> <ul style="list-style-type: none"> Location of fire hydrants and their distance from the subject site Existing and proposed, finished grade levels around all corners and perimeter of the proposed building(s) Existing and proposed grade elevations along both sides of property lines Grades at the top and bottom of existing and proposed retaining wall(s) Treatment of open areas, courtyards, pedestrian areas, etc. Location of existing BC Hydro infrastructure (e.g. power poles, transformers, etc.) and location of proposed Pad Mounted Transformer (PMT) </td> </tr> </table>	<ul style="list-style-type: none"> Address and street name(s) Legal description (found on tax notice) North arrow Dimensions of site and site area Location, dimensions, and sizes of all buildings (principal, infill, and accessory) Required yards, setbacks and building lines Size and location of all off street parking Access to parking, including all curbs and paving materials Size of manoeuvring aisles Detention ponds Location of existing permit sized trees, as noted on the survey Sewer, water and gas lines on the property 	<ul style="list-style-type: none"> Location of fire hydrants and their distance from the subject site Existing and proposed, finished grade levels around all corners and perimeter of the proposed building(s) Existing and proposed grade elevations along both sides of property lines Grades at the top and bottom of existing and proposed retaining wall(s) Treatment of open areas, courtyards, pedestrian areas, etc. Location of existing BC Hydro infrastructure (e.g. power poles, transformers, etc.) and location of proposed Pad Mounted Transformer (PMT)
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Drawings required, continued	
Floor Plans	<ul style="list-style-type: none"> • All outside floor dimensions (outer wall to outer wall) • All room uses/dimensions, including finished/unfinished areas • All door, window and skylight locations and sizes • 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) • Stair locations • All plumbing fixtures, appliances, etc. • Indicate line of ceiling heights of 1.2 metres or less • Indicate locations where ceiling heights of 1.2 metres and greater occur in a half-storey or dormer
FSR Compliance	<p>May be submitted directly to the Project Coordinator after intake.</p> <ul style="list-style-type: none"> • Proof of compliance with FSR (colour-coded floor plans cross-referenced to data sheets) <p>Review Area Calculation and Tracing Overlay Requirements¹⁶ for more information.</p>
FSR Exclusion	<ul style="list-style-type: none"> • Indicate floor space exclusion for additional wall thickness to control Building Envelope Leaks and other excluded areas. <p>Review Floor Area Exclusions for Improved Building Performance¹⁷ for more information.</p>
Roof Plan	<p>Separate roof plan is required. Do not overlay on a floor plan.</p> <ul style="list-style-type: none"> • Indicate all roof slopes
Elevations	<ul style="list-style-type: none"> • Four elevations, front rear and two sides • Colour rendering for the front elevation showing details of finished materials must be included in at least one set of drawings • Floor levels indicated and height above and below finished grades, including cellar and basement heights • Finish details and materials of exterior • Elevation on each floor level including peak of pitched roof or parapet wall of flat roof • Peak height • Chimney detail • Door and window details and sizes
Sections	<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 area has a ceiling height of 3.94' (1.2 m) • Bay window, window seats and window well details
Details	<p>Enlarged details of architectural elements, including but not limited to:</p> <ul style="list-style-type: none"> • Front porch • Guardrails • Gable Treatments • Window and door trims • Eaves and brackets
Landscape Drawings	<p>Full landscape plan, including but not limited to:</p> <ul style="list-style-type: none"> • Illustration of both common and botanical names, sizes and quantity of all proposed plant material • A detailed elevation of proposed property line walls (may be required). • All landscape elements and details, including new/existing surfaces to be retained, enclosures, furniture and structures • Location of the sewer, water and gas lines • Notation of existing trees and significant landscape features to be retained • Illustration of paving, fences, walls and other landscape elements <p>Note: All landscaping details shown on the survey transferred to the Landscape Plan. The applicant is responsible for the confirmation of all Landscape information.</p>
Streetscape Drawings	<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

Drawings required, continued	
Context Plan	<ul style="list-style-type: none"> • Drawings address privacy concerns. • Show the relationship of the proposed buildings and surrounding development at front, rear and sides (in plan and elevation) • Indicate windows, uses, private open space in adjacent buildings (including secondary buildings), and significant features
Streetscape Photos	<ul style="list-style-type: none"> • All four sides of a building • Typical views of the property and streetscape • Adjacent streetscape and buildings • All significant hedges
Storm Water Storage	<ul style="list-style-type: none"> • Storm water storage system designed by a registered BC professional engineer • A covenant that indicates compliance with the Official Development Plan¹⁸, District Schedule¹⁹, and Design Guidelines²⁰

Additional items that may be requested by City staff

Item Title	Details
Shadow Analysis	<p>If applicable, as determined by the assigned Planner.</p> <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 am, 12 noon and 2 pm)
View Protection Analysis	<p>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.</p> <p>Review City of Vancouver View Protection Guidelines²¹ and visit Protecting Vancouver's Views²² for more information.</p>

3. Conservation materials

Item Title	Details
Heritage Character and Heritage Value Assessment	Refer to requirements listed earlier in section 1 of this checklist.
Conservation Drawings	<p>Required drawings must include floor plans, elevations, sections and a roof plan that indicate the existing building and those portions that will be retained including cladding, trims and other exterior details.</p> <ul style="list-style-type: none"> • Information regarding structural members, finish materials, windows and doors to be retained are also to be included; • The drawings should indicate, in detail, the proposed strategies for the retention and/or replacement of all exterior doors, windows, trim, and cladding materials. • Notes are to appear on the conservation drawings indicating the following: <ul style="list-style-type: none"> (i) that all parts of the building shown as being retained will be retained in place, and not removed from their original location within the building at any time; (ii) that 'retained wall' means the retention of the existing studs and sheathing; (iii) that 'retained floor' means the retention of the existing floor joists and sub-floor; and (iv) that 'retained roof' means the retention of the existing roof rafters and sheathing.
Letter of Assurance - Conservation of Existing Portions of Buildings	<ul style="list-style-type: none"> • To be completed by a registered architect or engineer, verifying that the portions of the existing structure proposed to be retained can in fact be retained, and that they will supervise the construction to ensure the retention occurs. • Indicate the sequence of construction in order to ensure that the construction is carried out in a manner that retains the building on the site at all times

4. First Shaughnessy Advisory Design Panel Materials

Item Title	Details
Reduced Drawings	<ul style="list-style-type: none"> • 17 colour-copied, complete sets of drawings on 11"x17" paper. • Each complete set must be bound and collated • Required a minimum of 10 business days prior to the panel date <p>Drawing set for <u>protected</u> properties must include:</p> <ul style="list-style-type: none"> • Design rationale • Heritage character and value assessment • Existing, protected building – floor plans, elevations and sections • Proposal – floor plans, elevations and sections • Streetscape drawings and photos • Landscape plan • Colour and material board • Colour-coded conservation drawings <p>Drawing set for <u>non-protected</u> properties must include:</p> <ul style="list-style-type: none"> • Design rationale • Proposal – floor plans, elevations and sections • Streetscape drawings and photos • Landscape plan • Colour and material board
Model	<ul style="list-style-type: none"> • Either a digital 3D renderings or a true, hard copy model • Required on the day of the panel
Written response to panel concerns	<p>Required only for return visits to the First Shaughnessy Advisory Design Panel.</p> <ul style="list-style-type: none"> • A list of the panel's concerns from the previous meeting with a direct, written response of how the concern has been addressed in the revised proposal

5. Survey Plan (by BC Registered Surveyor) Requirements:

- 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, main ridge height, and door sill heights 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;
- Lane dedications, registered easements, encroachments and right-of-ways must be indicated on the surveys. Where lane dedications are required, setbacks must be measured from dedication line;
- 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 principal 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 (9.84');
- Location, height and diameter of all stumps 20 cm (8") caliper or greater;
- Location of all existing permit sized trees (including adjacent property trees within 2 m (6.56') of the property line and trees on any City street or lane allowance adjacent to the site);
- Tree grades (existing tree base elevations) for those permit sized trees affected by development;
- The drip line (crown of trees or extent of tree branches) and species or type of permit sized trees;
- 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 (9.84') 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 &/or guy wire locations, existing transformers, 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 (9.84') 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 (9.84') 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 (9.84') increments.

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.)

¹ https://bylaws.vancouver.ca/odp/HCA_1to7.pdf

² <https://bylaws.vancouver.ca/zoning/zoning-by-law-district-schedule-fsd.pdf>

³ https://bylaws.vancouver.ca/ODP/HCA_5of7.pdf

⁴ <https://vancouver.ca/your-government/first-shaughnessy-advisory-design-panel.aspx>

⁵ <https://vancouver.ca/home-property-development/development-permit.aspx#planner>

⁶ <https://bylaws.vancouver.ca/bulletin/bulletin-first-shaughnessy-heritage-conservation-area-procedure-for-review-of-protected-heritage.pdf>

⁷ <https://vancouver.ca/home-property-development/development-permit.aspx#planner>

⁸ <https://vancouver.ca/home-property-development/electronic-permit-applications.aspx#upload>

⁹ <https://vancouver.ca/files/cov/dev-build-app-form.pdf>

¹⁰ <https://bylaws.vancouver.ca/9958c.PDF>

¹¹ <https://vancouver.ca/your-government/protection-of-trees-bylaw.aspx>

¹² <https://vancouver.ca/your-government/protection-of-trees-bylaw.aspx>

¹³ <https://vancouver.ca/files/cov/rental-declaration-form.pdf>

¹⁴ https://www2.gov.bc.ca/assets/gov/environment/air-land-water/site-remediation/docs/forms/site_disclosure_statement.pdf?forcedownload=true

¹⁵ <https://www2.gov.bc.ca/gov/content/environment/air-land-water/site-remediation/site-identification>

¹⁶ <https://bylaws.vancouver.ca/bulletin/bulletin-floor-area-calculation-tracing-overlay.pdf>

¹⁷ <https://bylaws.vancouver.ca/bulletin/bulletin-floor-area-exclusion-improved-building-performance.pdf>

¹⁸ https://bylaws.vancouver.ca/odp/HCA_1to7.pdf

¹⁹ <https://bylaws.vancouver.ca/zoning/zoning-by-law-district-schedule-fsd.pdf>

²⁰ https://bylaws.vancouver.ca/ODP/HCA_5of7.pdf

²¹ <https://guidelines.vancouver.ca/V003.pdf>

²² <https://vancouver.ca/home-property-development/protecting-vancouvers-views.aspx>