

**PLANNING & DEVELOPMENT SERVICES**

Applicants are strongly encouraged to obtain advice from a Development Planner prior to proceeding to an intake appointment. Please refer to the [Development Permit Applications](#) webpage page for further information and details of how to request a meeting.

To submit your permit application, an appointment must be booked in advance. To book an intake appointment, or if you have any questions regarding the information requested on this form, please call the Enquiry Centre at 604-873-7611.

*This form **MUST** be completed by Applicant and attached to submission*

<b>Project Address:</b>	<b>Development Application:</b>
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<b>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.</b>				<b>Staff Use Only</b>	
Drawings	Copies Required	Details	Notes	Copies Attached	Accepted
Survey Plan (By BC Registered Surveyor)	3	<b>See survey requirements listed at the end of this checklist.</b>	Minimum of 2 original, sealed surveys.		
Posting Plan	1		Electronically certified by a B.C. Land Surveyor and Filed in the New Westminster Land Title Office		
Site Plan	3	<input type="checkbox"/> Legal description (found on tax notice) and street address <input type="checkbox"/> Street names and/or lanes labelled <input type="checkbox"/> North Arrow <input type="checkbox"/> Site dimensions <input type="checkbox"/> Main & accessory building sizes/dimensions & locations. <input type="checkbox"/> Access to parking & number of spaces provided <input type="checkbox"/> Front yard, side yard, and rear yard setbacks <input type="checkbox"/> Front yard of two adjacent sites on either side of lot - show extent of porches on adjacent properties <input type="checkbox"/> All retaining walls, fences, & similar structures <input type="checkbox"/> All existing & proposed grades as per the Survey Plan <input type="checkbox"/> Development Summary (zoning analysis) <input type="checkbox"/> Indicate the location of the sewer, water and gas lines	Minimum 1/8"=1'0" (1:100) scale  Show roof plan of buildings, <b>NOT</b> floor plan.  Laneway House (LWH) requires separate application. If not already approved, the LWH is not to be shown nor included in this application.  Setbacks must be taken from the established Building Line (where applicable)  See page 4 of this checklist for a sample development summary		
Site Coverage & Impermeable Material Site Coverage Plan	3	<input type="checkbox"/> All property dimensions <input type="checkbox"/> Outside building dimensions of all buildings (main and accessory). <input type="checkbox"/> Dimensions and areas covered by impermeable materials to be clearly shown	Minimum 1/8"=1'0" (1:100) scale  Accessory buildings include: garages, carports, sheds, etc.  For more info, see also the "RS Zones Impermeable Materials Site Coverage Guidelines" found at: <a href="http://former.vancouver.ca/comm_svcs/guidelines/R003.pdf">http://former.vancouver.ca/comm_svcs/guidelines/R003.pdf</a>		
Floor Plans	3	<input type="checkbox"/> North arrow <input type="checkbox"/> All outside floor dimensions <input type="checkbox"/> Room uses and dimensions indicating finished and unfinished rooms <input type="checkbox"/> All door and window sizes <input type="checkbox"/> Plumbing fixtures	Floor plans must indicate locations where ceiling heights of 1.2 m occur.  If using the floor space ratio exclusion under 4.7.3.(h), also indicate ceiling areas between 1.2m and 2.3m in height.		

DE Checklist - One Family Dwelling (RS-3, RS-3A, RS-5) - Conditional Approval Application cont'd

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Roof Plan	3	<input type="checkbox"/> Indicate roof slopes	Separate roof plan required - NOT to be combined with floor plans.		
Elevations (all sides of building)	3	<input type="checkbox"/> Label all building material, finishes, and trim (with dimensions) <input type="checkbox"/> Door and window sizes <input type="checkbox"/> Existing and proposed grades at the building corners and where relevant <input type="checkbox"/> Porch dimensions and clear height to the underside of the ceiling <input type="checkbox"/> Show all roof ridge & floor elevations			
Sections	3	<input type="checkbox"/> Floor elevations including crawl space and cellar slabs <input type="checkbox"/> Floor-to-ceiling heights, including crawl spaces <input type="checkbox"/> Stair to be included in section <input type="checkbox"/> Height line where floor area has a minimum ceiling height of 1.2 m <input type="checkbox"/> Height line where floor area has a ceiling height between 1.2m and 2.3m, when using the floor space ratio exclusion under sect. 4.7.3.(h)			
Landscape Drawings	3	<input type="checkbox"/> A landscape plan illustrating both common and botanical names, sizes and quantity of all proposed plant material, existing and proposed trees, and other landscape elements <input type="checkbox"/> Clearly indicate which existing trees and landscape elements are to be removed or retained. Indicate size, common name, and placement <input type="checkbox"/> All existing and proposed enclosures, site furniture and structures, fences and retaining walls <input type="checkbox"/> All existing and proposed paving surfaces <input type="checkbox"/> Existing and finished grades <input type="checkbox"/> Indicate the location of the sewer, water and gas lines	Minimum 1/8"=1'0" (1:100) scale  Refer to Landscape Design Guidelines for Conditional zoning.  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.  RS Guidelines can be found at: <a href="http://vancouver.ca/home-property-development/rs-policies-guidelines.aspx">http://vancouver.ca/home-property-development/rs-policies-guidelines.aspx</a>		
Drawn Streetscape Analysis	3	<input type="checkbox"/> Graphic and written analysis of the streetscape noting the existing architectural and landscape patterns <input type="checkbox"/> Streetscape to be drawn as a continuous elevation, accurately drawn showing spacing between buildings <input type="checkbox"/> Indicate the main ridge heights, door sills, and grade of the adjacent houses <input type="checkbox"/> Plot on sheet and include in the drawing set (no foam core boards permitted).	Minimum 1/8"=1'0" (1:100) scale  See Design Guidelines for information on which houses should form your official and context (link above).  The features to be analyzed include the "Streetscape Patterns" described in the Design Guidelines, and any unique features of the subject site surroundings		
Streetscape Photographs	3	<input type="checkbox"/> Photographs should be linked together in a montage.	Comparable in size to the drawn streetscape.  Can be included on the "Drawn Streetscape Analysis" page.		
Accessory Building (Garage)	3	See <a href="#">"Guide for Permit Application for Detached Garages and Carports"</a> .	Refer to Section 11.1 for setbacks on corner flanking lots.		
Details	3	<input type="checkbox"/> Enlarged details of architectural elements such as front porch, guardrails, gable treatments, window & door trims, eaves and brackets, etc.	Minimum 1"=1'-0" (or 1:10 if in metric) scale or larger, depending on the element		

DE Checklist - One Family Dwelling (RS-3, RS-3A, RS-5) - Conditional Approval Application cont'd

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F.S.R. Compliance	1	<input type="checkbox"/> Proof of compliance with Floor Space Ratio (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.	Not required at time of application. May be submitted directly to the Project Coordinator, when assigned.		

Statements Required - to be shown on each set of plans Examples can be viewed at: <a href="http://vancouver.ca/files/cov/sample-drawing-package-1and2family.pdf">http://vancouver.ca/files/cov/sample-drawing-package-1and2family.pdf</a>				Staff Use Only																																																	
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Development Data Summary (Zoning Analysis)	3	<input type="checkbox"/> Full zoning analysis required (see sample below)	To be located on the cover sheet of the drawing sets.																																																		
<table border="1"> <thead> <tr> <th>Site</th> <th>Dimension (Total Area)</th> <th>Permitted/Required</th> <th>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>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 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/Required	Proposed	FSR Total				FSR Total above grade				Front Yard				Side Yard (n/s/e/w)				Side Yard (n/s/e/w)				Rear Yard				Building Depth				Site Coverage				Impermeable Material Site Coverage				Deck Area				Covered Porch					
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Site Coverage and Impermeable Material Site Coverage Calculation	3	<input type="checkbox"/> Show maximum permitted and proposed (including breakdown of calculations as per example)	Indicated on site coverage and impermeable material site coverage plan.																																																		

Documents Required - All signatures and/or seals required for letters or documents must be original. No photocopy, fax, nor email copies will be accepted.				Staff Use Only	
Documents Required	Copies Required	Details	Notes	Copies Attached	Accepted
Architectural & Landscape Design Rationale	3	<input type="checkbox"/> A written statement, conveying the design proposal, indicating its response to the streetscape context.	See <a href="#">RS-3, RS-3A and RS-5 zoning and the RS-5 Workbook</a> for details.		
Arborist Report	1	<input type="checkbox"/> Report to include details of existing site trees and adjacent trees (as noted on the survey) and relevant comments as noted in the <a href="#">Protection of Trees By-law</a> Section 7.2	Prepared by an ISA Certified Arborist  Not required for applications without site or adjacent trees, or for applications that meet Section 7.3 of the Protection of Trees By-law.		
Arborist letter of supervision assurance**	1		May be required. If an arborist report is submitted, the arborist will stipulate if a supervision letter is required.		

## DE Checklist - One Family Dwelling (RS-3, RS-3A, RS-5) - Conditional Approval Application cont'd

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Relaxation Rationale (if applicable)	1	<input type="checkbox"/> A written rationale for any requests for relaxations of zoning regulations			
Proximity to BC Hydro Lines Checklist	1		Only required for corner and lane flanking sites.		

### 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 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 (9.84');
- 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 (6.56') 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 (4.60') above the ground;
- Tree grades (existing tree base elevations) for those trees exceeding 20 cm (8") in diameter that are affected by development;
- The drip line (crown of trees or extent of tree branches) and species or type of trees (for all trees exceeding 20 cm (8") in diameter when measured 1.4 m (4.60') 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 (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 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 (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.)