

PLANNING & DEVELOPMENT SERVICES

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 - 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	<input type="checkbox"/> A complete set of reduced drawings on minimum 8½" x 11" paper (11" x 17" preferred)			
Site Plan	3	<input type="checkbox"/> Address <input type="checkbox"/> Legal description (found on tax notice) <input type="checkbox"/> Street names <input type="checkbox"/> Dimension of site <input type="checkbox"/> Building sizes (include house and accessory buildings) <input type="checkbox"/> Access to parking, number and size of spaces provided <input type="checkbox"/> Front yard, side yard and rear yard setbacks to be clearly shown <input type="checkbox"/> Front yard of two adjacent sites on either side of lot (4 in total) - as well, show extent of existing porches on adjacent properties <input type="checkbox"/> Existing and finished grade levels (where existing grade of site is substantially higher or lower than the base surface) <input type="checkbox"/> All retaining walls, fences, and similar structures <input type="checkbox"/> Existing and proposed grade elevations at four corners of the site <input type="checkbox"/> Existing and proposed grade elevations around all corners and perimeter of proposed building <input type="checkbox"/> Existing and proposed grade elevations along both sides of property lines where the front yard setback line and rear setback** line intersect <input type="checkbox"/> Also: show extent of existing porches on adjacent properties <input type="checkbox"/> Indicate the location of the sewer, water and gas lines	1/16" = 1' 0" (1:200)		
Building Grades Plan	1	<input type="checkbox"/> Building grades, at all four corners of the site, are generally not required for RS zones.	http://vancouver.ca/home-property-development/building-grades-for-sidewalk-and-street-elevation.aspx		
Subdivision Plan	1	<input type="checkbox"/> Where applicable			

DE Checklist - One and Two Family Dwellings (RS-1A, RS-1B, RS-2, RS-4) cont'd.

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Document	Copies Required	Details	Notes	Copies Attached	Accepted
Survey Plan	3	<ul style="list-style-type: none"> <input type="checkbox"/> The PID (Property Identifier Number) <input type="checkbox"/> Legal description (found on tax notice) <input type="checkbox"/> Street address, street name(s) and location, as well as location and width of any lane(s) <input type="checkbox"/> Dimensions of site and site area, including north arrow <input type="checkbox"/> Location of lead plugs, iron pins and show corner angles, datum <input type="checkbox"/> Location and dimensions of all existing buildings on the site for proposed additions <input type="checkbox"/> Front yard setback of the two adjacent site on each side of the proposed building(s) <input type="checkbox"/> Front, side and rear yard setbacks to each corner of the permitted building envelope, based on Zoning and Development By-law requirements <input type="checkbox"/> Setbacks must be taken from the established building line (where applicable) <input type="checkbox"/> Ultimate property line <input type="checkbox"/> Lane dedications, registered easements, encroachments and right-of-ways must be indicated on the surveys <input type="checkbox"/> Location of existing street crossings <input type="checkbox"/> Existing grades at each of the four corners of the site <input type="checkbox"/> Existing grades at each corner of the existing and/or proposed principle building envelope (based on Zoning and Development By-law requirements) <input type="checkbox"/> Existing grade on the adjacent property, parallel to side property lines at regular intervals approximately 3 m (10'0") into the neighbouring sites <input type="checkbox"/> Existing grade levels at the four corners of the proposed accessory building envelope <input type="checkbox"/> 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) <input type="checkbox"/> Location and elevations at the top and bottom of any existing retaining walls at regular intervals of approximately every 3 m (10'0") <input type="checkbox"/> Location, height and diameter of all stumps 20 cm (8") caliper or greater <input type="checkbox"/> 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 <input type="checkbox"/> Tree grades (existing tree base elevations) for those trees exceeding 20 cm (8") in diameter that are affected by development <input type="checkbox"/> 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 	<p>2 original surveys and 3 copies are acceptable.</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> <p>Where lane dedications are required, setbacks must be measured from dedication line.</p>		

DE Checklist - One and Two Family Dwellings (RS-1A, RS-1B, RS-2, RS-4) cont'd.

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Document	Copies Required	Details	Notes	Copies Attached	Accepted
Survey Plan (cont'd.)	3	<ul style="list-style-type: none"> <input type="checkbox"/> 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) <input type="checkbox"/> 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>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	3	<ul style="list-style-type: none"> <input type="checkbox"/> All outside floor dimensions including all areas with a ceiling height or 4' and above in a half-storey or dormer <input type="checkbox"/> Room uses and dimensions indicating finished and unfinished rooms <input type="checkbox"/> All door and window sizes <input type="checkbox"/> Show plumbing fixtures <p>* For additions and renovations, show existing and proposed walls (or separate retention drawings)</p>			
F.S.R. Compliance	1	<ul style="list-style-type: none"> <input type="checkbox"/> Proof of compliance with F.S.R. <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> <p>Refer to bulletin at: http://former.vancouver.ca/commsvcs/BYLAWs/bulletin/a008.pdf</p>		
FSR Exclusion	1	<ul style="list-style-type: none"> <input type="checkbox"/> Floor space Exclusion for additional wall thickness to control building envelope leaks 	<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: http://former.vancouver.ca/commsvcs/bylaws/BULLETIN/F009.pdf</p>		
Accessory Building (Garage)	3	<ul style="list-style-type: none"> <input type="checkbox"/> Location to be shown on site plan <input type="checkbox"/> Existing grades at the corners of proposed accessory building <input type="checkbox"/> Floor plan with full dimensions <input type="checkbox"/> Elevations showing height <input type="checkbox"/> No roof gardens or sun decks permitted 	<p>See "Guide for Permit Application for Detached Garages and Carports".</p> <p>Refer to Section 11.1 for setbacks on corner flanking lots.</p>		

DE Checklist - One and Two Family Dwellings (RS-1A, RS-1B, RS-2, RS-4) cont'd.

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Elevations (all sides of building) Scale not less than 1/4" to 1' (or 1:50)	3	<input type="checkbox"/> New Buildings - 4 elevations (front, 2 sides, and rear) <input type="checkbox"/> All building material, finishes, trim items, etc. must be clearly labelled on the front elevation of the building. Label changes of material on other elevations as necessary. <input type="checkbox"/> Additions and exterior alterations - sufficient number of elevations to clearly represent the proposal <input type="checkbox"/> Existing and proposed grades at the building corners <input type="checkbox"/> Porch dimensions and clear height to underside of ceiling <input type="checkbox"/> Door and Window sizes <input type="checkbox"/> Chimney material <input type="checkbox"/> All peak roof height elevations (in survey or building grade datum) <input type="checkbox"/> The height of the building shall be measured as the vertical distance that the building extends above the base surface <input type="checkbox"/> All interpolated elevation points relative to roof height elevations (in survey or building grade datum) <input type="checkbox"/> Height indicated			
Site Coverage Plan	3	<input type="checkbox"/> All property dimensions <input type="checkbox"/> All outside building dimensions including accessory buildings	i.e., garages, carports and sheds.		
Impermeable Material Site Coverage Plan	3	<input type="checkbox"/> 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).			
Cross-Section Scale not less than 1/4" to 1' (or 1:50)	3	<input type="checkbox"/> Crawlspace details <input type="checkbox"/> Floor levels indicated and height above and below finished grades (cellar and basement heights) <input type="checkbox"/> Stair Detail <input type="checkbox"/> Height of all crawlspaces; and <input type="checkbox"/> Height of storey or half-storey or dormers where floor area has a minimum ceiling height of 4 feet <input type="checkbox"/> Wall locations	Floor plan for half-storey or dormer must indicate exact location where a minimum ceiling height of 4 feet occurs.		
Landscape Drawings	3	<input type="checkbox"/> Full Landscape Plan for conditional development applications (RS-6 Conditional) - 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. <input type="checkbox"/> Existing site contours, landscaping and material to be removed, include size, common name and placement <input type="checkbox"/> All landscape elements and details, including new/existing surfaces to be retained, enclosures, site furniture and structures <input type="checkbox"/> Location of the sewer, water and gas lines	Refer to Sections 7 & 8 of the guidelines http://vancouver.ca/home-property-development/rs-policies-guidelines.aspx 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.		

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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 Protection of Trees By-law 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.		
Context Plan	3	<input type="checkbox"/> Drawings showing the relationship of the proposed buildings to surrounding development at front, rear and sides (in plan and elevation) <input type="checkbox"/> 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	<input type="checkbox"/> A set of photos is required <input type="checkbox"/> Photos showing relationship of the proposed building(s) to surrounding development at front, rear and sides <input type="checkbox"/> Four sides of building <input type="checkbox"/> Typical views of the property and streetscape <input type="checkbox"/> Adjacent streetscape and houses	May be required.		
Model	1	<input type="checkbox"/> A model of the development and the surrounding buildings	May be required.		
View Analysis	3	<input type="checkbox"/> 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	May be required.		
Design Rationale	3	<input type="checkbox"/> 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.)	May be required.		
Charge Summary	1	<input type="checkbox"/> A complete Charge Summary prepared by a solicitor, summarizing "all" the charges listed on title for the subject property	Not required for one and two family dwellings.		
Material and Colour Sample Board	1	<input type="checkbox"/> 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.		
Proximity to BC Hydro Lines Checklist	1				

DE Checklist - One and Two Family Dwellings (RS-1A, RS-1B, RS-2, RS-4) cont'd.

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Document	Copies Required	Details	Notes	Copies Attached	Accepted
Development Data Summary					
Site	Dimension (Total Area)		Permitted/Required	Proposed	
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					
Other Requirements for Conditional Approval Uses (i.e., For Additional Above-Grade Floor Space Ratio)					
<ul style="list-style-type: none"> ▪ Photographs of existing streetscape for the whole block ▪ Drawings and documentation of the house on each side and others in the area are at the higher floor space ratio. ▪ Roof Plan - drawing to scale of roof with use indicated ▪ Drainage Plan, if applicable (may be shown on site plan) <p>NOTE 1: The Director of Planning may request additional plans and information in accordance with Section 4 of the Zoning and Development By-law.</p> <p>NOTE 2: Please contact the Enquiry Centre (Tel: 604-873-7611) for information required for Building Permit Applications.</p>					