

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	
Drawing Title	Copies Required	Details	Notes	Copies Attached	Accepted
Site Plan: Scale NOT less than 1/16" or 1/20" to 1' (or metric equivalent)	5	<ul style="list-style-type: none"> ▪ Address ▪ Legal description ▪ Street names ▪ Dimensions of site ▪ Location and dimensions of buildings ▪ Required yards or setback and building lines ▪ Size and location of off-street parking and loading, including paving material* ▪ Size of manoeuvring aisles* ▪ Access to parking and loading* ▪ Garbage facilities; and ▪ Site plan to indicate all addresses and building entrances and exits 			
Floor Plan	5	<ul style="list-style-type: none"> ▪ Number of storeys including details of basement and underground parking ▪ All uses on each floor and square footage to be listed and parking and loading required for each use indicated ▪ Location plan (show where you are located on your floor) ▪ All outside dimensions ▪ Dimensions of all rooms and areas ▪ Layout and uses of all rooms and areas, including the proposed layout of all furniture, shelving, counters, etc. ▪ Proposed changes or alterations to existing buildings (areas outlined highlighted in red pen); and ▪ Number of square feet of proposed change of use areas ▪ Weather protection 			
Elevation Plans, if applicable	5				
Title Search	3	Copy of current title search from the Land Title Office			
Charge Summary	3	If there are charges on title, a charge summary will also be required.	Written summary by a solicitor, on their company letterhead, describing each charge on title (except financial charges) and advising whether they are affected by the proposal.		

DE Checklist - Change of Use cont'd

*Parking By-law Requirements		
In addition to drawings that clearly indicate the location of these facilities, plans must include a statement that demonstrates compliance to the requirements of the Parking By-law regarding provision of parking, loading, bicycle spaces and passenger spaces (where applicable). Parking By-law No. 6059 can be found online here: http://vancouver.ca/your-government/parking-bylaw.aspx		
Additional Information (Where Applicable)		
<ul style="list-style-type: none">▪ Survey plan▪ Landscape plan▪ Elevation plans▪ A letter describing the business, including hours of operation, number of staff, number of patrons, name of operator(s) and a statement indicating the services provided		