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:  

**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.

<table>
<thead>
<tr>
<th>Drawing Title</th>
<th>Copies Required</th>
<th>Details</th>
<th>Notes</th>
<th>Copies Attached</th>
<th>Accepted</th>
</tr>
</thead>
</table>
| Site Plan:  
Scale NOT less than 1/16" or 1/20" to 1' (or metric equivalent) | 5               | - 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               | - 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                | 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. |                 |         |
| Charge Summary                                     | 3               | If there are charges on title, a charge summary will also be required. |                                                                       |                 |         |
### 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](http://vancouver.ca/your-government/parking-bylaw.aspx)

### Additional Information (Where Applicable)

- 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