

**DEVELOPMENT SERVICES - Processing Centre - Development (for Private Property)**

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.

<b>Project Address:</b>	<b>Development Application:</b>
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<p><b>Drawings Required</b> Note: Pencil drawings are not acceptable. VanMap/Google Earth maps are acceptable if image and format is clear and legible.</p>	<b>Staff Use Only</b>
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Document	Copies Required	Details	Notes	Copies Attached	Accepted
Site Plan	3	<ul style="list-style-type: none"> <li>▪ Address</li> <li>▪ Legal description (lot #, block #, plan #, district lot #)</li> <li>▪ Street names</li> <li>▪ Dimensions of site (including north arrow)</li> <li>▪ Location and dimensions of stalls and/or booths and location of any permanent buildings</li> <li>▪ Size and location of off-street parking and loading spaces</li> <li>▪ Width of manoeuvring aisles</li> <li>▪ Access to parking and loading</li> <li>▪ Location of washrooms, garbage and composting facilities</li> <li>▪ Location and type of (temporary) power equipment or water source</li> </ul>	<ul style="list-style-type: none"> <li>▪ Suggest a drawing scale not less than 1:100 (1/16" = 1'-0")</li> <li>▪ Size and separation distance between temporary structures (e.g., tents/booths/stalls) and/or permanent structures are to be noted.</li> <li>▪ Tents/booths/stalls cannot exceed 60m<sup>2</sup> in area. Multiple tents/booths/stalls must be at least 3m (10 ft.) apart in all directions; otherwise, a building permit will be required.</li> <li>▪ Vendor and visitor parking is to be clearly noted. All parking must be in compliance with the Parking By-law, including parking and loading space, and manoeuvring aisle dimensions, found at: <a href="http://www.vancouver.ca/commsvcs/BYLAWS/parking/parking.htm">www.vancouver.ca/commsvcs/BYLAWS/parking/parking.htm</a></li> </ul>		

<b>Other Requirements:</b>	<b>Staff Use Only</b>
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<p><b>Engineering Department Clearance</b> Note: All markets on private property will require clearance from Engineering Services, Film and Special Events Work Group (contact Cael Hopwood at 604-257-8851 or Rick Clark 604-257-8848).</p>	<b>Staff Use Only</b>
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Document	Copies Required	Details	Notes	Copies Attached	Accepted
Traffic and Street Management Plan	3	<ul style="list-style-type: none"> <li>▪ Applicant must submit a traffic management plan that:               <ul style="list-style-type: none"> <li>▪ Identifies the location of way-finding signs (i.e., corners of street intersections and the directional information on the signage)</li> <li>▪ Location of street calming measures, including road closures and barricades</li> <li>▪ Acknowledges that management of barricades, signs and any other equipment is the responsibility of the farmer's market operator(s)</li> <li>▪ Identifies a representative for the farmer's market (along with contact information and availability) of who can be contacted to address neighbourhood concerns or complaints associated with the traffic management plan</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>▪ Staff will inform Film and Special Events of dates of farmers' markets</li> <li>▪ Engineering staff will install way-finding signs at least 2 weeks prior to market opening</li> <li>▪ Barricades will be provided to farmers' markets for the duration of each market, and returned at the end of the season</li> <li>▪ Staff will notify applicants of the cost for all of the above activities</li> </ul>		

## DE Checklist - Farmers' Market cont'd

Social Policy Clearance					
<p>Guidelines have been developed to support farmers' markets. Farmers' markets must refer to these guidelines (<a href="http://former.vancouver.ca/commsvcs/guidelines/F013.pdf">http://former.vancouver.ca/commsvcs/guidelines/F013.pdf</a>). Applicants are advised that a preliminary assessment of the site and operation against the guidelines is required <u>prior to any development permit application</u>. Please contact 311 or <a href="mailto:foodpolicy@vancouver.ca">foodpolicy@vancouver.ca</a> to make the necessary arrangements.</p>					
Document	Copies Required	Details	Notes		
Letter of Operation	1	<ul style="list-style-type: none"> <li>▪ Applicant must submit a letter describing how the use meets the definition and regulations of the Zoning and Development By-law for Farmer's Market and which addresses all the guideline requirements, including:                             <ul style="list-style-type: none"> <li>▪ Hours of operation (7am - 8pm, Monday to Sunday, excluding holidays)</li> <li>▪ Site area (not to exceed 2 323 m<sup>2</sup> or 25,000 sq. ft.)</li> <li>▪ No more than 40% of all vendors at each market may supply local ready-to-eat foods and local artisan crafts. Vendor list must be submitted to staff prior to operation of market for approval</li> <li>▪ Each farmer's market site must have a minimum of 11 stalls or booths</li> <li>▪ Written confirmation that all waste and compost facilities will be removed immediately following each market</li> <li>▪ How electrical and water requirements are addressed (e.g., electric generators, water dispensing units, hook up to existing service supply, etc.)</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>▪ Market operators must provide sufficient notification to neighbours</li> </ul>		
Vancouver Coastal Health Approval				Staff Use Only	
<p>Note: Approvals must be received in advance of market opening dates. During pre-assessment, please confirm with Vancouver Coastal Health Authority that market organizers have met all food safety requirements. Contact Jennifer Kassimatis at 604-675-3802 or <a href="mailto:jennifer.kassimatis@vch.ca">jennifer.kassimatis@vch.ca</a></p>					
Document	Copies Required	Details	Notes	Copies Attached	Accepted
Health Authority Food Safety	3	<ul style="list-style-type: none"> <li>▪ Farmer's market must comply with all food safety requirements and guidelines as set out by the Provincial Health Services Authority's <i>Guidelines for the Sale of Foods at Temporary Food Markets</i>.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Vancouver Coastal Health must review and accept any Farmer's Market proposal in advance of Development Permit application</li> <li>▪ Approved list of vendors to be submitted in writing to Planning and Development Services staff prior to market opening.</li> </ul>		
Other Documentation				Staff Use Only	
Document	Copies Required	Details	Notes	Copies Attached	Accepted
Change Summary	1	<ul style="list-style-type: none"> <li>▪ A complete charge summary, completed by the solicitor, summarizing "all" the changes listed on title for the subject property</li> </ul>	<ul style="list-style-type: none"> <li>▪ May be required.</li> </ul>		

## DE Checklist - Farmers' Market cont'd

Additional Information:				Staff Use Only	
Document	Copies Required	Details	Notes	Copies Attached	Accepted
License	3	<ul style="list-style-type: none"> <li>▪ Farmers' markets must provide written confirmation of a farmers' market business license to Engineering's Special Event Staff for each site prior to use or occupancy of the site.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Staff will inform Film and Special Events of dates of farmers' markets</li> <li>▪ Engineering staff will install way-finding signs at least 2 weeks prior to market opening</li> <li>▪ Barricades will be provided to farmers' markets for the duration of each market, and returned at the end of the season</li> <li>▪ Staff will notify applicants of the cost for all of the above activities</li> </ul>		
Insurance letter	3	<ul style="list-style-type: none"> <li>▪ Farmers' markets must obtain liability insurance prior to use or occupancy of the site.</li> </ul>			
<b>Farmers' Markets on Public Lands:</b>					
<b>Park Board Sites</b>				Staff Use Only	
For Park Board sites, Enquiry Centre staff will direct all applicants to Park Board staff for Special Event Permits (Dave Rieberger 604-257-8498 or Jenny Jung 604-257-8494).					
<b>Streets</b>				Staff Use Only	
For Street locations, Enquiry Centre staff will direct all applicants to Film and Special Events for Special Event Permits (Cael Hopwood at 604-257-8851 or Rick Clark at 604-257-8848).					