

**DEVELOPMENT, BUILDINGS & LICENSING**

This checklist **MUST** be completed and submitted with your Development Permit Application. This list is not limited in its content. Upon review of each submitted application, additional plans or documents may be required to continue the review process.

If you have any questions regarding the information requested on this form, please call the Services Centre at 604.873.7611.

<b>Project Address:</b>	<b>Development Application:</b>
-------------------------	---------------------------------

Forms, Fees, Technical Reports and Drawings				Staff Use Only	
Document	Copies Required	Details	Notes	Copies Attached	Accepted
Application Form	1	<ul style="list-style-type: none"> <li>A Development Application form must be completed and signed at time of submission.</li> </ul>	<a href="https://vancouver.ca/home-property-development/application-forms-and-checklists.aspx">https://vancouver.ca/home-property-development/application-forms-and-checklists.aspx</a>		
Application Fee		<ul style="list-style-type: none"> <li>An application fee, typically calculated based on floor area, is due at time of submission.</li> </ul>			
Title Search	1	<ul style="list-style-type: none"> <li>Copy of current title search from the Land Title Office, for each parcel involved in the proposal.</li> </ul>			
Charge Summary	1	<ul style="list-style-type: none"> <li>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.</li> </ul>			
Letter 'A'	1	<ul style="list-style-type: none"> <li>A Letter 'A' must be submitted when a transfer of heritage density is being proposed as part of the development.</li> </ul>			
Acoustical Report	1	<ul style="list-style-type: none"> <li>An acoustical report must be submitted where required by the Zoning and Development By-law.</li> </ul>			
Arborist Report	1	<ul style="list-style-type: none"> <li>Prepared by an ISA Certified Arborist</li> <li>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</li> </ul>	Not required for applications without site or adjacent trees, or for applications that meet Section 7.3 of the Protection of Trees By-law.		

Clearances from Existing BC Hydro Infrastructure	1	<ul style="list-style-type: none"> <li>▪ Checklist for Clearances from Existing BC Hydro Overhead Dielectric Liquefied Transformers and High Voltage Conductors to Buildings (to be completed by Electrical consultant).</li> <li>▪ Contact BC Hydro (<i>see right</i>) for confirmation of this requirement.</li> </ul>	<p>For more information, contact:                  Jake Almonidovar, Sr. Design Mgr, Customer Projects and Design 604.528.3171  <a href="mailto:jake.almonidovar@bchydro.com">jake.almonidovar@bchydro.com</a>   <a href="http://vancouver.ca/files/cov/HV-conductor-oil-filled-transformer-clearance-checklist-bulletin-2015-002-el.pdf">http://vancouver.ca/files/cov/HV-conductor-oil-filled-transformer-clearance-checklist-bulletin-2015-002-el.pdf</a></p>		
TDM Worksheet	1	<ul style="list-style-type: none"> <li>▪ Summary of Changes to the Parking By-law, July 2018 - <a href="https://vancouver.ca/files/cov/city-of-vancouver-2019-parking-by-law-update-summary.pdf">https://vancouver.ca/files/cov/city-of-vancouver-2019-parking-by-law-update-summary.pdf</a></li> <li>▪ TDM Worksheet link – <a href="https://vancouver.ca/files/cov/transportation-demand-management-schedule-a.pdf">https://vancouver.ca/files/cov/transportation-demand-management-schedule-a.pdf</a></li> <li>▪ TDM Plan if applicable per worksheet</li> </ul>	<p>TDM-specific questions can be sent to <a href="mailto:pmdr@vancouver.ca">pmdr@vancouver.ca</a></p>		
Site Profile	1	<ul style="list-style-type: none"> <li>▪ Site Profile must be completed for all applications. See the link to the right for more information.</li> </ul>	<p><a href="http://www2.gov.bc.ca/gov/content/environment/air-land-water/site-remediation/site-profiles">http://www2.gov.bc.ca/gov/content/environment/air-land-water/site-remediation/site-profiles</a></p>		
Building Envelope Letter	1	<ul style="list-style-type: none"> <li>▪ Letter from a Building Envelope Consultant regarding FSR wall exclusions, if applicable.</li> </ul>	<p>May be included in statistics sheet of plan set or submitted separately.</p>		
Design Rationale & Request for Relaxations	1	<ul style="list-style-type: none"> <li>▪ 1 to 2 pages (if applicable, include responses to rezoning conditions)</li> <li>▪ If applicable, clearly outline what relaxation(s) is being requested</li> </ul>	<p>You may be asked to complete a separate technical table.</p>		
View Protection Guidelines	8	<ul style="list-style-type: none"> <li>▪ 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</li> </ul>	<p>Refer to the City of Vancouver View Protection Guidelines.  <a href="http://vancouver.ca/home-property-development/design-policies-guidelines.aspx">http://vancouver.ca/home-property-development/design-policies-guidelines.aspx</a></p>		

Tenant Relocation Guidelines		<ul style="list-style-type: none"> <li>For projects involving tenant relocation, consult with Housing Policy &amp; Projects staff ahead of DP submission.</li> <li>For Rezoning and DP: <a href="https://vancouver.ca/files/cov/application-checklist-rezoning-projects-involving-tenant-relocation.pdf">https://vancouver.ca/files/cov/application-checklist-rezoning-projects-involving-tenant-relocation.pdf</a></li> <li>For DP-only: <a href="https://vancouver.ca/files/cov/application-checklist-development-permit-projects-involving-tenant-relocation.pdf">https://vancouver.ca/files/cov/application-checklist-development-permit-projects-involving-tenant-relocation.pdf</a></li> </ul>	Contact: Thor Kuhlman, Social Planner II, Affordable Housing 604.871.6844 <a href="mailto:thor.kuhlmann@vancouver.ca">thor.kuhlmann@vancouver.ca</a>		
Secured Market Rental Housing		<ul style="list-style-type: none"> <li>If applicable</li> <li>Secured Market Rental Housing – Project Facts Sheet - <a href="https://vancouver.ca/files/cov/rental-100-project-statistics-fact-sheet.pdf">https://vancouver.ca/files/cov/rental-100-project-statistics-fact-sheet.pdf</a></li> </ul>	<ul style="list-style-type: none"> <li><a href="https://vancouver.ca/files/cov/rental-incentive-guidelines.pdf">https://vancouver.ca/files/cov/rental-incentive-guidelines.pdf</a></li> </ul>		
Rainwater Management Plan & Supporting Geotechnical Report	3	<ul style="list-style-type: none"> <li>If required by zoning</li> <li>Finalized Rainwater Management Plan</li> <li>Finalized Geotechnical Report</li> </ul>	<ul style="list-style-type: none"> <li>Each report must be signed &amp; sealed by a qualified engineer.</li> <li>Not required for applications proceeding from a rezoning that submitted a final Plan at the time of enactment.</li> <li>Refer to Rainwater Management Bulletin for more information - <a href="https://vancouver.ca/docs/bulletins/Rainwater-Management-Bulletin.pdf">https://vancouver.ca/docs/bulletins/Rainwater-Management-Bulletin.pdf</a></li> </ul>		
Hydrogeological Study (Groundwater Study)	3	<ul style="list-style-type: none"> <li>Finalized Hydrogeological Study that includes:</li> <li>Finalized Groundwater Management Plan</li> <li>Finalized Impact Assessment</li> </ul>	<ul style="list-style-type: none"> <li>Must be signed &amp; sealed by a registered professional with experience in hydrogeology</li> <li>For projects in select areas only.</li> <li>Refer to the Groundwater Management Bulletin for more information.</li> </ul>		
<p><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></p>					
Electronic Copy of Plans	1 USB or downloadable link	<ul style="list-style-type: none"> <li>A complete set of drawings and <u>all other application materials</u> in .pdf format.</li> </ul>			
Survey Plan	2 originals	<ul style="list-style-type: none"> <li>Scale NOT less than 1/16" = 1' 0" (1:200)</li> </ul>	2 original surveys are acceptable. May be included in plan set or submitted separately.		

Building Grades Plan	2	<ul style="list-style-type: none"> <li>▪ Building grades at all four corners of the site will be required.</li> <li>▪ <b>Submission for Development Application will not be accepted without Building Grades Plan;</b> may be included in plan set or submitted separately.</li> </ul>	<p>Contact Mike Dobud, City Engineering Services at 604.873.7316 for application.</p> <p><a href="http://vancouver.ca/home-property-development/building-grades-for-sidewalk-and-street-elevation.aspx">http://vancouver.ca/home-property-development/building-grades-for-sidewalk-and-street-elevation.aspx</a></p>		
Reduced Drawings	2	<ul style="list-style-type: none"> <li>▪ A complete set of reduced drawings, including landscape plans, on 11" x 17" paper.</li> </ul>			
Context Plan	8	<ul style="list-style-type: none"> <li>▪ Drawings showing the relationship of the proposed buildings to surrounding development at front, rear and sides (in plan and elevation)</li> <li>▪ Windows, uses and private open space in adjacent buildings, including secondary buildings and significant features must be indicated</li> <li>▪ Room uses of adjacent residential/mixed use buildings</li> </ul>	<p>To ensure that residential privacy issues are dealt with.</p>		
Streetscape Drawings	8	<ul style="list-style-type: none"> <li>▪ Graphic and written analysis of the streetscape noting the existing architectural and landscape design patterns and elements</li> </ul>			
Shadow Analysis	8	<ul style="list-style-type: none"> <li>▪ To be confirmed by Planner</li> </ul>			
Cover Sheet with Project Statistics (Data Sheet)	8	<ul style="list-style-type: none"> <li>▪ Total Site Area</li> <li>▪ Total Floor Space – Permitted and Proposed</li> <li>▪ Site Coverage – Permitted and Proposed</li> <li>▪ Building Height(s) – Permitted and Proposed</li> <li>▪ Front Yard – Permitted and Proposed</li> <li>▪ Rear Yard – Permitted and Proposed</li> <li>▪ Side Yard – Permitted and Proposed</li> <li>▪ FSR statement including accessory uses and amenities – Permitted and Proposed</li> <li>▪ Parking, loading and bicycle parking statement – Required and Proposed</li> <li>▪ Statement of dwelling uses (units/types)</li> <li>▪ Statement of balconies (where applicable)</li> <li>▪ Statement of Proposed Relaxations</li> </ul>			

<p>Site Plan</p>	<p>8</p>	<ul style="list-style-type: none"> <li>▪ Address and Street name(s)</li> <li>▪ Legal description (found on tax notice)</li> <li>▪ North arrow</li> <li>▪ Dimensions of site and site area</li> <li>▪ Location and dimensions of all buildings</li> <li>▪ Required yards, setbacks and building lines</li> <li>▪ Size and location of all off street parking and loading</li> <li>▪ Access to parking and loading</li> <li>▪ Size of manoeuvring aisles</li> <li>▪ Location of existing trees, as noted on the Survey</li> <li>▪ Sewer, water and gas lines on the property</li> <li>▪ Existing and finished grade levels</li> <li>▪ Treatment of open areas, courtyards, pedestrian areas, etc.</li> <li>▪ Subdivision plan</li> <li>▪ Location of garbage facilities</li> <li>▪ Location of fire hydrants and their distance from the subject site</li> <li>▪ Fire access routes or lanes</li> <li>▪ Location of existing BC Hydro infrastructure (e.g. power poles, transformers, etc.) and location of proposed Pad Mounted Transformer (PMT)</li> </ul>	<p>This includes principal and accessory building(s).</p> <p>Including paving material.</p> <p>Where applicable.</p> <p>Including curbs and paving materials.</p>	
<p>Parking, Loading and Bicycle Parking Plans</p>	<p>8</p>	<p>Proposed development to comply with Parking By-law and Parking and Loading Design Guidelines for the following:</p> <ul style="list-style-type: none"> <li>▪ Access to parking and loading (including elevations to verify)</li> <li>▪ Ingress/egress ramp(s), width(s) (including elevations to verify)</li> <li>▪ Ingress/egress ramp(s) grade(s), i.e., not more than 10% slope for the first 20' and 12.5% subsequently</li> <li>▪ Interior ramp(s) grade(s) and width(s)</li> <li>▪ The cross fall and slopes of parking areas and loading bays not to exceed 5% maximum</li> <li>▪ Vertical clearance height for underground parking area (minimum 2 m) and for loading bays (minimum 3.5 m)</li> <li>▪ Length and width of parking stalls</li> <li>▪ Length, width and throat width (where applicable) for loading bays</li> <li>▪ Width of maneuvering aisles for parking stalls</li> <li>▪ Disability spaces to be clearly designated</li> </ul>	<p>Off-street passenger spaces are required to be provided in accordance with the Off-Street Passenger Space Regulations for:</p> <ul style="list-style-type: none"> <li>▪ Community Care Facilities</li> <li>▪ Health Care Office</li> </ul>	

		<ul style="list-style-type: none"> <li>▪ Curbs having cross-sectional dimensions above the pavement of at least 15 cm (6"), located at least 60 cm (23.6") distant from interior or exterior fences, walls, landscaped areas and buildings</li> <li>▪ Bicycle parking requirements to be complied with in accordance with section 6 of the Parking Bylaw parking</li> </ul>			
FSR Compliance	1	<ul style="list-style-type: none"> <li>▪ Proof of compliance with FSR</li> </ul> <p>Not required at time of application submission. May be submitted directly to the Project Coordinator, when assigned.</p> <p>Refer to bulletin at: <a href="http://former.vancouver.ca/commsvcs/BYLAWS/bulletin/a008.pdf">http://former.vancouver.ca/commsvcs/BYLAWS/bulletin/a008.pdf</a></p>	<p>Proof of compliance can take the form of colour-coded floor plans cross-referenced to data sheets.</p> <p>Verification using computer generated illustrations or other means acceptable to the Project Coordinator.</p>		
FSR Exclusion	1	<ul style="list-style-type: none"> <li>▪ Floor Space Exclusion for additional wall thickness to control Building Envelope Leaks</li> </ul> <p>Refer to bulletin at: <a href="http://former.vancouver.ca/commsvcs/bylaws/BULLETIN/F009.pdf">http://former.vancouver.ca/commsvcs/bylaws/BULLETIN/F009.pdf</a></p>	<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>		
Floor Plans	8	<ul style="list-style-type: none"> <li>▪ All storeys including all levels of underground parking with all outside dimensions of each floor</li> <li>▪ Indicate all room uses/dimensions, including finished/unfinished areas</li> <li>▪ All door, window and skylight locations</li> <li>▪ For floors that have sloped ceiling, see notes under cross section</li> <li>▪ Location of vents, bay or box windows, air conditioning units and/or condensing units</li> <li>▪ Floor space ratio permitted and proposed for new buildings and additions</li> <li>▪ Number of dwelling units - existing and/or proposed</li> <li>▪ Compliance with horizontal angle of daylight regulations for the particular zone in which the building site is located</li> <li>▪ Clearly indicate proposed work if adding to an building (highlight)</li> </ul>			
Roof Plan	8	<ul style="list-style-type: none"> <li>▪ Dimensions</li> <li>▪ Elevations of roof, parapet and mechanical rooms</li> </ul>			

Elevations	8	<ul style="list-style-type: none"> <li>▪ Four elevations, front, rear and two sides</li> <li>▪ Floor levels and height above and below finished grades</li> <li>▪ Finish details and materials of exterior</li> <li>▪ Elevation on each floor level, peak of pitched roof or parapet wall of flat roof</li> <li>▪ Chimney details</li> <li>▪ Door and window details and sizes</li> <li>▪ Weather protection</li> <li>▪ Fencing and accessory building details</li> <li>▪ Layout of heating, ventilation, air conditioning, mechanical structures or equipment</li> <li>▪ Detailed elevations of screening</li> </ul>	<p>Elevations of all sides of the building if new building or if adding to an existing building, sufficient elevations to clearly represent the proposal.</p> <p>Cellar and basement heights. Existing and proposed.</p>		
Sections	8	<p>Longitudinal and cross sections should include:</p> <ul style="list-style-type: none"> <li>▪ Details of vaulted areas and adjacent attic spaces</li> <li>▪ Envelope or height protrusions</li> <li>▪ Bay window, window seats and window well details</li> </ul>			
Landscape Drawings	8	<ul style="list-style-type: none"> <li>▪ Provide a full Landscape Plan illustrating both common and botanical names, sizes and quantity of all proposed plant material</li> <li>▪ Proposed plant material, paved surfaces, other landscape elements and existing trees must be clearly shown on the Landscape Plan</li> <li>▪ Existing site contours, landscaping and material to be removed, include size, common name and placement</li> <li>▪ All landscape elements and details, including new/existing surfaces to be retained, enclosures, site furniture and structures.</li> <li>▪ Location of sewer, water and gas lines</li> </ul>	<p>Refer to Section 7 and 8 of the applicable zoning guidelines: <a href="http://vancouver.ca/home-property-development/land-use-and-development-policies-and-guidelines.aspx">http://vancouver.ca/home-property-development/land-use-and-development-policies-and-guidelines.aspx</a></p> <p>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.</p>		

**Development Permit Board** – Requires urban design / graphic materials; separate checklist will be provided by staff.

**Heritage Applications** - Requires additional submission materials; see separate checklist.