

PLANNING & DEVELOPMENT SERVICES

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 Enquiry Centre at 604-873-7611.

Project Address:	Development Application:
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General Information

- Your application will be reviewed by the Planning Department staff with regards to its conformity to the regulations in the Official Development Plan, District Schedule and the Design Guidelines.
- The First Shaughnessy Advisory Design Panel will also review your application regarding its conformity to the Design Guidelines. The Panel is advisory to the Director of Planning.
- Applicants may be requested to:
 - supply additional information to assist in various review processes
 - make a presentation to the Advisory Design Panel
 - permit viewing of site and buildings by civic staff and Design Panel Members
- Adjacent property owners and residences may be notified of your development proposal and asked for comments.
- A decision on your application will be made by the Director of Planning or, in certain cases, by the Development Permit Board.

Checklist Sections:

- 1) **Enquiry Requirements**
Materials required at the Pre-Application stage for properties on the Heritage Protected Properties List.
- 2) **Application Requirements**
Materials required for all DE applications in FSD.
- 3) **Additional Materials**
Additional materials that may be requested by the Director of Planning.
- 4) **Conservation Materials**
Materials required for all Protected Heritage Property.
- 5) **First Shaughnessy Advisory Design Panel Materials**
Materials required during Application stage and are not required at intake. Please arrange submission with the Development Planner.
- 6) **Survey Plan Requirements**

Development Data Summary - A technical statement is required on all cover sheets (sample below)

Site Area				
Total Floor Space Ratio	Permitted		Proposed	
Total FSR Above Ratio	Permitted		Proposed	
Site Coverage 35%	Permitted		Proposed	
Height	Permitted		Proposed	
Front Yard	Permitted		Proposed	
Side Yards	Permitted		Proposed	
Rear Yard	Permitted		Proposed	
Parking	Permitted		Proposed	
Loading	Permitted		Proposed	
Impermeable Material Site Coverage	Permitted		Proposed	

Heritage Status (if applicable):

1. Protected Heritage Properties List - <http://vancouver.ca/your-government/heritage-bylaw-4837.aspx>
2. Vancouver Heritage Register Status - Contact our Enquiry Centre at 604-873-7611 or visit our website, to determine status, at: <http://vancouver.ca/home-property-development/find-a-registered-heritage-building-site-or-tree.aspx>.

1) Enquiry Requirements for Protected Heritage Property

Document	Copies Required	Details	Notes	Copies Attached	Accepted
Heritage Character and Heritage Value Assessment	1	<input type="checkbox"/> Current photographs (all sides) including context photograph of the building from the street(s) including adjacent sites to show the building within its context; <input type="checkbox"/> Historic photographs and/or background information related to determining heritage character or value including: <ul style="list-style-type: none"> • the aesthetic, historic, scientific, cultural, social or spiritual importance or significance of the building, feature, property, site or area; • the age of a building; • the builder or architect; <input type="checkbox"/> An evaluation of the building and its original features to include the following at a minimum: <ul style="list-style-type: none"> • (i) exterior form; • (ii) roof; • (iii) exterior walls; • (iv) windows and doors; • (v) entries and porches; • (vi) interior architectural features; and • (vii) landscape features. <input type="checkbox"/> A summary of development data (zoning analysis) is required, which includes: <ul style="list-style-type: none"> • (i) site area; • (ii) existing building area; • (iii) current allowable density; • (iv) existing building use; • (v) existing building height; and • (vi) site plan showing building location and footprint. <input type="checkbox"/> A summary of alterations to the existing dwelling comprised of a graphic record of prior CoV permit approvals for alterations.	Recommend proposal is prepared by a design professional or heritage consultant.		

2) Application Requirements

Staff Use Only

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.

Document	Copies Required	Details	Notes	Copies Attached	Accepted
<input type="checkbox"/> PLEASE NOTE: Of the 9 sets of drawings requested below, 8 sets must be bound and collated. 1 set is to be submitted unbound.					
Site Plan [1/16" = 1'0" (1:200)]	9	<input type="checkbox"/> Address <input type="checkbox"/> Legal description (found on tax notice) <input type="checkbox"/> Street name(s) <input type="checkbox"/> North arrow <input type="checkbox"/> Dimensions of site and site area <input type="checkbox"/> Location and dimensions of all buildings <input type="checkbox"/> Required yards, setbacks and building lines <input type="checkbox"/> Access to parking/loading and number of spaces <input type="checkbox"/> Detention ponds <input type="checkbox"/> Sewer, water and gas lines on the property <input type="checkbox"/> Location of fire hydrants and their distance from the subject site <input type="checkbox"/> Fire access entry <input type="checkbox"/> Existing and proposed, finished grade levels around all corners and perimeter of the proposed building <input type="checkbox"/> Along both sides of property line <input type="checkbox"/> 3.1 m on adjacent property, parallel to side property lines at 6 m intervals <input type="checkbox"/> Grades at the top and bottom of existing and proposed retaining wall(s) <input type="checkbox"/> Location of existing BC Hydro infrastructure (e.g. power poles, transformers, etc.) and location of proposed Pad Mounted Transformer (PMT)	<p>This includes principal and accessory building(s).</p> <p>Including excavations for any detention ponds or site services.</p> <p>Existing grades (by a registered BC Land Surveyor).</p>		

DE Checklist - First Shaughnessy cont'd.

Document	Copies Required	Details	Notes	Copies Attached	Accepted
Survey Plan	2 originals + 6 copies	<input type="checkbox"/> Scale NOT less than 1/16" = 1' 0" (1:200) See Last Page for details Refer to the last page of this document for Survey Plan Requirements.	2 original surveys and 6 copies are acceptable. May be included in plan set or submitted separately.		
Floor Plans	9	<input type="checkbox"/> Provide complete and fully dimensioned floor plans <input type="checkbox"/> All room uses/dimensions, including finished/unfinished areas <input type="checkbox"/> Stair location <input type="checkbox"/> All door, window and skylight locations <input type="checkbox"/> For floors that have sloped ceiling, see notes under cross section <input type="checkbox"/> Location of vents, bay or box windows, air conditioning units and/or condensing units <input type="checkbox"/> Clearly indicate proposed work if adding to the building (highlight) <input type="checkbox"/> Floor space ratio statements (maximum and above grade statements) <input type="checkbox"/> Provide complete and fully dimensioned floor plans <input type="checkbox"/> All room uses/dimensions, including finished/unfinished areas <input type="checkbox"/> Stair location <input type="checkbox"/> All door, window and skylight locations <input type="checkbox"/> For floors that have sloped ceiling, see notes under cross section <input type="checkbox"/> Location of vents, bay or box windows, air conditioning units and/or condensing units <input type="checkbox"/> Clearly indicate proposed work if adding to the building (highlight) <input type="checkbox"/> Floor space ratio statements (maximum and above grade statements)			
F.S.R. Compliance	9	<input type="checkbox"/> Proof of compliance with F.S.R. May be submitted directly to the Project Coordinator, when assigned. Not required at time of application submission. Refer to bulletin at: http://former.vancouver.ca/commsvcs/BYLAWS/bulletin/a008.pdf	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.		
F.S.R. Exclusion	9	<input type="checkbox"/> Floor Space Exclusion for Additional Wall Thickness to Control Building Envelope Leaks Refer to bulletin at: http://former.vancouver.ca/commsvcs/bylaws/BULLETIN/F009.pdf	In order to assist staff in the processing of this exclusion, this information will be required for the review of the development application.		
Elevations (of all sides of the building)	9	<input type="checkbox"/> Four elevations, front rear and two sides <input type="checkbox"/> Colour rendering for the front elevation showing details of finished materials must be included in at least one set of drawings <input type="checkbox"/> Floor levels indicated and height above and below finished grades <input type="checkbox"/> Finish details and materials of exterior <input type="checkbox"/> Elevation on each floor level including peak of pitched roof or parapet wall of flat roof <input type="checkbox"/> Peak height <input type="checkbox"/> Chimney detail <input type="checkbox"/> Door and window details and sizes	Cellar and basement heights. Existing and proposed.		
Sections	9	Longitudinal and cross sections should include: <input type="checkbox"/> Details of vaulted areas and adjacent attic spaces <input type="checkbox"/> Ceiling height of crawl spaces and all habitable floors, height of all half storeys or dormers where the area has a ceiling height of 3.94' (1.2 m) <input type="checkbox"/> Bay window, window seats and window well details			

DE Checklist - First Shaughnessy cont'd.

Document	Copies Required	Details	Notes	Copies Attached	Accepted
Landscape Drawings	9	<input type="checkbox"/> Provide a full Landscape Plan illustrating both common and botanical names, sizes and quantity of all proposed plant material. Plant material should be clearly illustrated on the Landscape Plan. A detailed elevation of proposed property line walls may be required. <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	<p>Notation of existing trees and significant landscape features to be retained; paving, fences, walls and other landscape elements should be illustrated on the Landscape Plan.</p> <p>The Landscape Plan should be at minimum scale of 1/8"=1'0" (1:100).</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>		
Arborist Report	1	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		
Streetscape Drawings	9	<input type="checkbox"/> Existing landscape on the front yard of streetscape sites and the boulevard, as well as the building fronts and entry location <input type="checkbox"/> Graphic and written analysis of the streetscape noting the existing architectural and landscape design patterns and elements			
Context Plan	9	<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			
Design Rationale	9	<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.)			
Title Search	1	<input type="checkbox"/> Copy of current title search from the Land Title Office, for each parcel involved in the proposal.			
Charge Summary	1	<input type="checkbox"/> 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.			
Context Photographs and Photos of Existing Buildings	1	<input type="checkbox"/> A set of photos is required <input type="checkbox"/> Four sides of building <input type="checkbox"/> Typical views of the property and streetscape <input type="checkbox"/> Adjacent streetscape and buildings <input type="checkbox"/> All significant hedges			
Storm water Storage	9	<input type="checkbox"/> Storm water storage system designed by a registered BC professional engineer to be submitted. (For details contact Sewers Engineer at 604-873-7353.)	Including a Covenant indicating compliance with the Official Development Plan, District Schedule and the Design Guidelines.		
Site Potential	1	<input type="checkbox"/> Calculations showing site area, existing building areas and development potential in terms of single family, multiple conversion and infill possibilities			

DE Checklist - First Shaughnessy cont'd.

Clearances from Existing BC Hydro Infrastructure	1	<input type="checkbox"/> Submission of completed applicable checklist (to be completed by Electrical Consultant) found in Bulletin 2015-002-AD/EL or clearance letter from BC Hydro.	http://vancouver.ca/home-property-development/regulations-bulletins-and-advisories.aspx		
Building Grades Plan	9	Building grades at all four corners of the site may be required. Contact City Engineering Services at 604-873-7316 for application and/or a copy of Building Grades. <input type="checkbox"/> Note: it will take several weeks for building grades to be available and a fee will be required.	Submission for Development Application will not be accepted without Building Grades Plan. http://vancouver.ca/home-property-development/building-grades-for-sidewalk-and-street-elevation.aspx		

3) Additional Materials:

Staff Use Only

Document	Copies Required	Details	Notes	Copies Attached	Accepted
View Analysis (optional) or when required by City staff	9	<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)			
Shadow Diagram	9	<input type="checkbox"/> An analysis of sun and shadow patterns on adjoining properties and the street as well as on usable outside open spaces on the subject site (equinox March 21 and September 21 at 10:00 am, 12 noon and 2:00 pm)			

4) Conservation Materials:

Staff Use Only

Document	Copies Required	Details	Notes	Copies Attached	Accepted
Heritage Character and Heritage Value Assessment	1	<input type="checkbox"/> Current photographs (all sides) including context photograph of the building from the street(s) including adjacent sites to show the building within its context; <input type="checkbox"/> Historic photographs and/or background information related to determining heritage character or value including: <ul style="list-style-type: none"> o the aesthetic, historic, scientific, cultural, social or spiritual importance or significance of the building, feature, property, site or area; o the age of a building; o the builder or architect; <input type="checkbox"/> An evaluation of the building and its original features to include the following at a minimum: <ul style="list-style-type: none"> o (i) exterior form; o (ii) roof; o (iii) exterior walls; o (iv) windows and doors; o (v) entries and porches; o (vi) interior architectural features; and o (vii) landscape features. 	Recommend proposal is prepared by a design professional or heritage consultant.		

DE Checklist - First Shaughnessy cont'd.

		<input type="checkbox"/> A summary of development data (zoning analysis) is required, which includes: <ul style="list-style-type: none"> o (i) site area; o (ii) existing building area; o (iii) current allowable density; o (iv) existing building use; o (v) existing building height; and o (vi) site plan showing building location and footprint. <input type="checkbox"/> A summary of alterations to the existing dwelling comprised of a graphic record of prior CoV permit approvals for alterations.		
Conservation Drawings	3	<input type="checkbox"/> Required drawings must include floor plans, elevations, sections and a roof plan that indicate the existing building and those portions that will be retained including cladding, trims and other exterior details. <input type="checkbox"/> Information regarding structural members, finish materials, windows and doors to be retained are also to be included; <input type="checkbox"/> The drawings should indicate, in detail, the proposed strategies for the retention and/or replacement of all exterior doors, windows, trim, and cladding materials. <input type="checkbox"/> Notes are to appear on the conservation drawings indicating the following: <ul style="list-style-type: none"> (i) that all parts of the building shown as being retained will be retained in place, and not removed from their original location within the building at any time; (ii) that 'retained wall' means the retention of the existing studs and sheathing; (iii) that 'retained floor' means the retention of the existing floor joists and sub-floor; and (iv) that 'retained roof' means the retention of the existing roof rafters and sheathing. 		
Assurance of Conservation of Existing Portions of Buildings Letter	1	<input type="checkbox"/> The letter, to be completed by a registered architect or engineer, verifying that the portions of the existing structure proposed to be retained can in fact be retained, and that he/she will supervise the construction to ensure the retention occurs. <input type="checkbox"/> The letter should indicate the sequence of construction in order to ensure that the construction is carried out in a manner that retains the building on the site at all times.		

5) First Shaughnessy Advisory Design Panel Materials:

Staff Use Only

Material required for 1st appearance at FSADP:

Document	Copies Required	Details	Notes	Copies Attached	Accepted
Reduced Drawings	17	<input type="checkbox"/> A complete set of 11" x 17" drawings to be submitted and must be bound and collated.	Required no later than the Monday, a week and three days prior to panel.		
	1	<input type="checkbox"/> Digital file of drawing set			
Full Size Drawings	1	<input type="checkbox"/> A complete set of drawings to be submitted unbound (no rolls or staples).	Required no later than the Wednesday, a day prior to the panel.		
Model	1	<input type="checkbox"/> A model of the development. This is especially important in Shaughnessy where nonprofessional panel members must be able to visualize a scheme.	Required on the day of panel.		

DE Checklist - First Shaughnessy cont'd.

Drawing set to include for non-protected properties:

- Design rationale
- Plans
- Elevations
- Sections
- Streetscape
- Landscape Plan
- Colour and Material Boards

Drawing set to include for protected properties:

- Design rationale
- Heritage Value and Character Assessment
- Plans, elevations, sections and sections of the existing protected building
- Plans, elevations, sections of proposal
- Streetscape
- Landscape Plan
- Colour and Material Boards
- Colour coded conservation drawings

Additional material required for return visits to FSADP:

- A list of panel's concerns from the previous meeting, each with a written response describing how they have been addressed.

Please be aware if materials are not received by the date listed above, projects may be pulled from the agenda.

6) Survey Plan (by BC Registered Surveyor) Requirements:

Staff Use Only

- The PID (Property Identifier Number);
- Legal description (found on tax notice);
- Street address, street name(s) and location, as well as location and width of any lane(s);
- Dimensions of site and site area, including north arrow;
- Location of lead plugs, iron pins and show corner angles, datum;
- Location and dimensions of all existing buildings on the site for proposed additions;
- Front yard setback, main ridge height, and door sill heights of the two adjacent site on each side of the proposed building(s);
- Front, side and rear yard setbacks to each corner of the permitted building envelope, based on Zoning and Development By-law requirements;
- Setbacks must be taken from the established building line (where applicable);
- Existing grades at intersections of setbacks;
- Ultimate property line;
- Lane dedications, registered easements, encroachments and right-of-ways must be indicated on the surveys. Where lane dedications are required, setbacks must be measured from dedication line;
- Location of existing street crossings;
- Existing grades at each of the four corners of the site;
- Existing grades at each corner of the existing and/or proposed principal building envelope (based on Zoning and Development By-law requirements);
- Existing grade on the adjacent property, parallel to side property lines at regular intervals approximately 3 m (10'0") into the neighbouring sites;
- Existing grade levels at the four corners of the proposed accessory building envelope;
- 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);
- Location and elevations at the top and bottom of any existing retaining walls at regular intervals of approximately every 3 m (9.84');
- Location, height and diameter of all stumps 20 cm (8") caliper or greater;
- Location of all existing trees, including adjacent property trees within 2 m (6.56') of the property line 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 (4.60') above the ground;
[Note: neighbouring trees of significant size that are further than 2 m away should also be noted as larger tree barriers may be required on the development site]
- Location of all existing trees (regardless of size) on any City street or lane allowance adjacent to the site;
- Tree grades (existing tree base elevations) for those trees exceeding 20 cm (8") in diameter that are affected by development;
- The drip line (crown of trees or extent of tree branches) and species or type of trees (for all trees exceeding 20 cm (8") in diameter when measured 1.4 m (4.60') above the ground);
- 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 (9.84') 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 &/or guy wire locations, existing transformers, 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);
- For 3 m (9.84') 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 (9.84') 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 (9.84') increments.

Note: For proposed driveways from a street, contact the Development and Building Services Centre at 604.873.7611 for Zoning and Development By-law requirements (a Streetscape Plan and/or Building Grades Plan may be required).