

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	
Document	Copies Required	Details	Notes	Copies Attached	Accepted
Reduced Drawings	1	<input type="checkbox"/> A complete set of reduced drawings on minimum 8½" x 11" paper (11" x 17" preferred)			
Site Plan	5	<input type="checkbox"/> Address <input type="checkbox"/> Legal description (found on tax notice) and address <input type="checkbox"/> Street names <input type="checkbox"/> Dimensions of site <input type="checkbox"/> Building sizes - this includes house and accessory buildings <input type="checkbox"/> Front, side yards and rear yard setbacks to be clearly shown <input type="checkbox"/> Access to parking and number of spaces provided <input type="checkbox"/> Front yard of two adjacent sites on either side of the lot (4 in total). As well, show extent of existing porch on the adjacent properties. <input type="checkbox"/> All retaining walls, fences, and similar structures <input type="checkbox"/> All existing and proposed grades as per the Survey Plan <input type="checkbox"/> Indicate the location of the sewer, water and gas lines			
Building Grades Plan	1	<input type="checkbox"/> Building grades, at all four corners of the site, are generally not required for RS zones.	http://vancouver.ca/home-property-development/building-grades-for-sidewalk-and-street-elevation.aspx		
Survey Plan	5	<input type="checkbox"/> The PID (Property Identifier Number) <input type="checkbox"/> Legal description (found on tax notice) <input type="checkbox"/> Street address, street name(s) and location, as well as location and width of any lane(s) <input type="checkbox"/> Dimensions of site and site area, including north arrow <input type="checkbox"/> Location of lead plugs, iron pins and show corner angles, datum <input type="checkbox"/> Location and dimensions of all existing buildings on the site for proposed additions <input type="checkbox"/> Front yard setback of the two adjacent site on each side of the proposed building(s) <input type="checkbox"/> Front, side and rear yard setbacks to each corner of the permitted building envelope, based on Zoning and Development By-law requirements <input type="checkbox"/> Setbacks must be taken from the established building line (where applicable) <input type="checkbox"/> Ultimate property line <input type="checkbox"/> Lane dedications, registered easements, encroachments and right-of-ways must be indicated on the surveys <input type="checkbox"/> Location of existing street crossings	<p>2 original surveys and 3 copies are acceptable.</p> <p>Where rear yard compatibility is requested, existing rear yard setbacks of one adjacent building on each side of the site is to be provided.</p> <p>Where lane dedications are required, setbacks must be measured from dedication line.</p>		

DE Checklist - One Family Dwelling (RS-1, RS-6, RS-7) Located on their own Individual Site cont'd.

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Survey Plan (cont'd)	5	<ul style="list-style-type: none"> <input type="checkbox"/> Existing grades at each of the four corners of the site <input type="checkbox"/> Existing grades at each corner of the existing and/or proposed principle building envelope (based on Zoning and Development By-law requirements) <input type="checkbox"/> Existing grade on the adjacent property, parallel to side property lines at regular intervals approximately 3 m (10'0") into the neighbouring sites <input type="checkbox"/> Existing grade levels at the four corners of the proposed accessory building envelope <input type="checkbox"/> 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) <input type="checkbox"/> Location and elevations at the top and bottom of any existing retaining walls at regular intervals of approximately every 3 m (10'0") <input type="checkbox"/> Location, height and diameter of all stumps 20 cm (8") caliper or greater <input type="checkbox"/> Location of all existing trees (including adjacent property trees within 2 m (6.5") of the property line and trees on any City street or lane allowance adjacent to the site) 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 (4'6") above the ground <input type="checkbox"/> Tree grades (existing tree base elevations) for those trees exceeding 20 (8") cm in diameter that are affected by development <input type="checkbox"/> The drip line (crown of trees or extent of tree branches) and species or type of trees, exceeding 20 cm (8") in diameter measured 1.4 m (5') above the ground <input type="checkbox"/> 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 (10'0") 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 locations, 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) <input type="checkbox"/> For 3 m (10'0") 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 (10'0") 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 (10'0") increments <p>Note: For proposed driveways from a street, contact the Enquiry Centre for Zoning and Development By-law requirements. (A streetscape plan may be required.)</p>			
Subdivision Plan	1	<ul style="list-style-type: none"> <input type="checkbox"/> Where applicable 			

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Document	Copies Required	Details	Notes	Copies Attached	Accepted
Floor Plans	5	<input type="checkbox"/> All outside floor dimensions <input type="checkbox"/> Room uses and dimensions indicating finished and unfinished rooms <input type="checkbox"/> All door and window sizes <input type="checkbox"/> Show plumbing fixtures	For additions and renovations, clearly indicate existing and proposed walls and areas (or separate retention plans).		
F.S.R. Compliance	1	<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.	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.		
FSR Exclusion	1	<input type="checkbox"/> Floor Space Exclusion for additional wall thickness to control Building Envelope Leaks	In order to assist staff in the processing of this exclusion, this information will be required for the review of the development application. Refer to bulletin at: http://former.vancouver.ca/commsvcs/bylaws/BULLETIN/F008.pdf		
Elevations	5	<input type="checkbox"/> 4 elevations (front, 2 sides, and rear) <input type="checkbox"/> All building material, finishes, trim items, etc. must be clearly labelled on the front elevation of the building. Label changes of materials on other elevations as necessary <input type="checkbox"/> Additions and exterior alterations - sufficient number of elevations to represent the proposal <input type="checkbox"/> Finish details and materials of exterior <input type="checkbox"/> Chimney detail; and <input type="checkbox"/> Door and window sizes <input type="checkbox"/> Existing and proposed grades at the building corners and where relevant <input type="checkbox"/> Porch dimensions and clear height to the underside of the ceiling <input type="checkbox"/> For RS-1 show building height envelope, including primary and secondary envelopes <input type="checkbox"/> Show critical elevations for both primary and secondary height envelopes <input type="checkbox"/> Show peak elevation of house <input type="checkbox"/> For RS-1 show all interpolated elevation points relative to roof elevations <input type="checkbox"/> For RS-6 and RS-7, show the Horizontal Datum Plane			
Site Coverage Plan	5	<input type="checkbox"/> All property dimensions <input type="checkbox"/> All outside building dimensions including accessory buildings	i.e., garages, carports and sheds.		
Impermeable Material Site Coverage Plan	5	<input type="checkbox"/> Dimensions and areas covered by impermeable materials to be clearly shown (Materials considered impermeable include the projected area of the outside of the outermost walls of the buildings, carports covered porches and entries; asphalt, concrete, brick, stone, and wood - see Section 4.8 of District Schedule).			

DE Checklist - One Family Dwelling (RS-1, RS-6, RS-7) Located on their own Individual Site cont'd.

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Cross-Section	5	<input type="checkbox"/> Floor levels indicated and height above and below finished grades (cellar and basement heights) <input type="checkbox"/> Stair detail <input type="checkbox"/> Height of all crawl spaces <input type="checkbox"/> Height of half-storey or dormers where floor area has a minimum ceiling height of 1.2 m <input type="checkbox"/> Crawlspace detail	Floor plan for half-storey or dormer must indicate exact location where a minimum ceiling height of 1.2 m occurs.		
Landscape Drawings	5	<input type="checkbox"/> Full Landscape Plan for conditional development applications (RS-6 Conditional) - provide a full Landscape Plan illustrating both common and botanical names, sizes and quantity of all proposed plant material. Proposed plant material, paving surfaces, other landscape elements and existing trees should be clearly illustrated on the Landscape Plan (Refer to Landscape Design Guidelines for RS-6 Conditional zoning). <input type="checkbox"/> Existing site contours, landscaping and material to be removed, include size, common name and placement <input type="checkbox"/> All landscape elements and details, including new/existing surfaces to be retained, enclosures, site furniture and structures <input type="checkbox"/> Indicate the location of the sewer, water and gas lines	Refer to Sections 7 & 8 of the guidelines (http://vancouver.ca/home-property-development/rs-policies-guidelines.aspx) 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.		
Arborist Report	1	<input type="checkbox"/> 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 Not required for applications without site or adjacent trees, or for applications that meet Section 7.3 of the Protection of Trees By-law.		
Accessory Building (Garage/ Carport)	5	<input type="checkbox"/> Location to be shown on site plan <input type="checkbox"/> Existing grades at the corners of proposed accessory building <input type="checkbox"/> Floor plan with full dimensions <input type="checkbox"/> Elevations showing height <input type="checkbox"/> No roof gardens or sun decks permitted Location of Accessory Building - within 7.9 m of the ultimate rear property line - in no case less than 7.3 m from a corner flanking street	See "Guide for Permit Application for Detached Garages and Carports" Refer to Section 11.1 for setbacks on corner flanking sites		
Context Plan	5	<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	May be required.		
Context Photographs and Photos of Existing Buildings	1	<input type="checkbox"/> A set of photos is required <input type="checkbox"/> Photos showing relationship of the proposed building(s) to surrounding development at front, rear and sides <input type="checkbox"/> Four sides of building <input type="checkbox"/> Typical views of the property and streetscape <input type="checkbox"/> Adjacent streetscape and houses	May be required.		
Model	1	<input type="checkbox"/> A model of the development and the surrounding buildings	May be required.		

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View Analysis	5	<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	May be required.		
Design Rationale	5	<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.)	May be required.		
Charge Summary	1	<input type="checkbox"/> A complete Charge Summary prepared by a solicitor, summarizing "all" the charges listed on title for the subject property	May be required. (Not required for one and two family dwellings.)		
Material and Colour Sample Board	1	<input type="checkbox"/> All material must be submitted with the Development Application, except the model which must be submitted one week before the scheduled review	May be required.		
Proximity to BC Hydro Lines Checklist	1				
Development Data Summary					
Site	Dimension (Total Area)		Permitted/Required	Proposed	
FSR Total					
FSR Total above basement					
Front Yard					
Side Yard (n/s)					
Side Yard (e/w)					
Rear Yard					
Building Depth					
Site Coverage					
Impermeable Material Site Coverage					
Deck Area					
Covered Porch					

DE Checklist - One Family Dwelling (RS-1, RS-6, RS-7) Located on their own Individual Site cont'd.

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Other Requirements for Conditional Approval Uses (i.e., For Additional Above-Grade Floor Space Ratio)	Copies Attached	Accepted																
<input type="checkbox"/> Photographs of existing streetscape for the whole block <input type="checkbox"/> Drawings and documentation of the house on each side and others in the area are at the higher floor space ratio. <input type="checkbox"/> Roof Plan - drawing to scale of roof with use indicated <input type="checkbox"/> Drainage Plan, if applicable (may be shown on site plan)																		
Additional Information and Details Required for RS-6																		
<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:60%;"></th> <th style="width:40%; text-align: center;">Relevant Section of RS-6</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;"> FSR calculation tracing overlay for <input type="checkbox"/> All floors including basement <input type="checkbox"/> All impermeable materials on site plan <input type="checkbox"/> Areas of roof decks and roof gardens <input type="checkbox"/> Areas of dormers <input type="checkbox"/> Bay windows </td> <td style="padding: 5px; vertical-align: top;"> <ul style="list-style-type: none"> ▪ 4.7.1 - 4.7.4 ▪ 4.8.4 ▪ 4.17.8 ▪ 4.17.9 ▪ 4.17.11 and 4.7.2 </td> </tr> <tr> <td style="padding: 5px;"> Show calculation regarding <input type="checkbox"/> Horizontal datum plane <input type="checkbox"/> Side yard <input type="checkbox"/> Rear yard <input type="checkbox"/> Width and area of garage </td> <td style="padding: 5px; vertical-align: top;"> <ul style="list-style-type: none"> ▪ 4.3.3 ▪ 4.5.1 ▪ 4.6.1 ▪ 2.2A(c), (d) and 4.6.1 </td> </tr> <tr> <td style="padding: 5px;"> Provide dimensions in compliance with <input type="checkbox"/> Envelope height <input type="checkbox"/> Building depth <input type="checkbox"/> Roof slopes and other information <input type="checkbox"/> Gable end walls <input type="checkbox"/> Projecting basements <input type="checkbox"/> Covered porches <input type="checkbox"/> Covered porch columns </td> <td style="padding: 5px; vertical-align: top;"> <ul style="list-style-type: none"> ▪ 4.3.1 ▪ 4.16 ▪ 4.17.6 ▪ 4.17.10 ▪ 4.17.12(c) ▪ 4.17.31 ▪ 4.17.32 </td> </tr> <tr> <td style="padding: 5px;"> Specify <input type="checkbox"/> Window glass <input type="checkbox"/> Exterior wall cladding <input type="checkbox"/> Roofing material and colour (a sample may be requested) </td> <td style="padding: 5px; vertical-align: top;"> <ul style="list-style-type: none"> ▪ 4.17.33 ▪ 4.17.34 ▪ 4.17.35 </td> </tr> <tr> <td style="padding: 5px;"> For applications seeking more than FSR 0.16 + 130 m² for new houses or more than 0.20 + 130 m² for additions, submit a plan showing site landscaping (Design Guidelines Section 8). </td> <td></td> </tr> <tr> <td style="padding: 5px;"> A statement noting any relaxations requested under the RS-6 District Schedule, including relaxations under Section 5.4 and 5.5. </td> <td></td> </tr> <tr> <td style="padding: 5px;"> Other materials may be requested should specific aspects of the proposed design warrant. </td> <td></td> </tr> </tbody> </table>		Relevant Section of RS-6	FSR calculation tracing overlay for <input type="checkbox"/> All floors including basement <input type="checkbox"/> All impermeable materials on site plan <input type="checkbox"/> Areas of roof decks and roof gardens <input type="checkbox"/> Areas of dormers <input type="checkbox"/> Bay windows	<ul style="list-style-type: none"> ▪ 4.7.1 - 4.7.4 ▪ 4.8.4 ▪ 4.17.8 ▪ 4.17.9 ▪ 4.17.11 and 4.7.2 	Show calculation regarding <input type="checkbox"/> Horizontal datum plane <input type="checkbox"/> Side yard <input type="checkbox"/> Rear yard <input type="checkbox"/> Width and area of garage	<ul style="list-style-type: none"> ▪ 4.3.3 ▪ 4.5.1 ▪ 4.6.1 ▪ 2.2A(c), (d) and 4.6.1 	Provide dimensions in compliance with <input type="checkbox"/> Envelope height <input type="checkbox"/> Building depth <input type="checkbox"/> Roof slopes and other information <input type="checkbox"/> Gable end walls <input type="checkbox"/> Projecting basements <input type="checkbox"/> Covered porches <input type="checkbox"/> Covered porch columns	<ul style="list-style-type: none"> ▪ 4.3.1 ▪ 4.16 ▪ 4.17.6 ▪ 4.17.10 ▪ 4.17.12(c) ▪ 4.17.31 ▪ 4.17.32 	Specify <input type="checkbox"/> Window glass <input type="checkbox"/> Exterior wall cladding <input type="checkbox"/> Roofing material and colour (a sample may be requested)	<ul style="list-style-type: none"> ▪ 4.17.33 ▪ 4.17.34 ▪ 4.17.35 	For applications seeking more than FSR 0.16 + 130 m ² for new houses or more than 0.20 + 130 m ² for additions, submit a plan showing site landscaping (Design Guidelines Section 8).		A statement noting any relaxations requested under the RS-6 District Schedule, including relaxations under Section 5.4 and 5.5.		Other materials may be requested should specific aspects of the proposed design warrant.			
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