

Planning, Urban Design, and Sustainability

The development permit enquiry service provides advice to applicants prior to submission of a development permit application. Guidance from staff includes identifying design challenges and advice and direction on variances, relaxations and discretionary regulations within the Zoning and Development By-law. The objective is to support project readiness in advance of development permit application.

Submission

Complete the [development permit enquiry form](#) and attach the documents listed below.

Fee Payment

The development permit enquiry fee corresponds to 5% of the standard development permit application fee (see Schedule 1, Section 20 of the [Fee Schedule](#)) for only the following categories:

- 2(b) - Multiple Dwellings and Freehold Rowhouses
- 3(b) - Other Uses (Other Than Single Detached Houses, Duplexes or Multiple Dwellings)
- 6(a) - Developments Requiring Development Permit Board Approval

A payment notice will be provided after the application is checked for completeness. Incomplete applications will delay issuance of the payment notice and the start of the review process. Refer to the [electronic permit application guidelines](#).

Required drawings

All drawings are to be assembled within a single PDF booklet (tabloid size, 11"x17"). If the project is a CD-1 rezoning, drawings should incorporate the guidance described in the conditions of approval. Drawings provided in excess of what is described below may not be reviewed by staff.

Drawing Title	Description
Technical Data Summary (Zoning Analysis)	Cover Sheet on the drawings with project statistics provided, including but not limited to: <ul style="list-style-type: none"> • Total site area • Permitted and proposed: <ul style="list-style-type: none"> ○ Floor space ratio (FSR) ○ Site coverage ○ Building height(s) ○ Yard setbacks • Required and Proposed - Parking, loading, bicycle parking, and passenger spaces • Uses, including number of dwelling units/types/sizes
Design and Relaxation Rationale	A written statement, with illustrations as needed, conveying the project's urban design and architectural concept and its response to the Zoning and Development By-law and relevant sections of applicable guidelines, including justification of any requests for discretionary zoning provisions (relaxations, increases, etc.) and any parking and loading relaxations sought. Describe any specific guidance/feedback desired from staff. <ul style="list-style-type: none"> • If applicable, include responses to rezoning conditions. • If applicable, identify which rental incentives are being sought.
Site Plan	<ul style="list-style-type: none"> • Address and street name(s) • Dimensions of site and site area • Location and dimensions of all buildings (principal and accessory) • Property lines, existing City curb lines, adjacent footprints • Required yards, setbacks and building lines • Size and location of all off street parking and loading • Access to parking and loading

Floor Plans	<ul style="list-style-type: none"> All storeys, including all levels of underground parking, with all outer wall to outer wall dimensions provided Include all uses, unit sizes, and bedroom counts (i.e., unit layout) Indicate all locations of doors and window
Elevations	<ul style="list-style-type: none"> Four elevations, front, rear and two sides All floor levels and height above and below finished grades Elevation on each floor level, peak of pitched roof or parapet wall of flat roof Weather protection, if required
Sections	<ul style="list-style-type: none"> Longitudinal and cross sections (include sidewalks, roadways) Floor-to-floor heights Envelope or height protrusions Current and proposed setbacks
Renderings	<ul style="list-style-type: none"> Coloured rendering of the front elevation 3-D renderings / perspective drawings
Additional documents (Optional)	
Submission of additional documents will better inform staff's review of your project. Missing details will be noted within the Letter of Response. Review the descriptions to determine applicability and include with your submission as desired.	
Document	Description
Arborist Report	<p>Recommended for all projects. Applicable to sites that has any permit-sized trees (on site or adjacent to the site) and any City street trees as defined by the Protection of Trees By-law. Review Protection of Trees for more information.</p> <ul style="list-style-type: none"> Permit-sized trees are 20 cm/8 in. in diameter and greater, measured at 1.4m/4.60 ft. above the existing grade at its base <p>An arborist report must be prepared by an ISA Certified Arborist to assess existing trees either for retention or removal. Refer to "Submission of arborist's report" section of the Protection of Trees By-law for more information.</p>
Survey Plan	Recommended for all projects. Prepared, signed, and sealed by a BC Land Surveyor.
Shadow Analysis	<p>Recommended for all projects. Depict incremental shadowing impacts of proposed building(s) on adjoining properties, the street(s), and any usable outside open spaces on the subject site:</p> <ul style="list-style-type: none"> Depict sun and shadow patterns on March 21, June 21 and September 22, separately at 10 am, noon, 2 pm and 4 pm PST (UTC: -7) Diagrams must show the full extents of building shadows and must be graphically discernable from any existing shadows <p>Extended shadow impact studies for developments potentially shadowing public spaces (e.g., parks, schools, plazas and shopping streets) may also be helpful for staff review.</p>
View Protection Analysis	<p>If applicable, an analysis of the impact of the development on any existing view corridors or any view impact 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.</p> <ul style="list-style-type: none"> Review City of Vancouver View Protection Guidelines and visit Protecting Vancouver's Views for more information and to request a view cone assessment.
Statement of Significance and conservation strategy	<p>Applicable for a site listed on the Heritage Register or a site with potential to be added to the Heritage Register.</p> <ul style="list-style-type: none"> Refer to Find a Registered Heritage Building Refer to Statement of Significance guidelines Refer to Conservation Plan guidelines (provided upon request) As an alternative, consider the Character Home Retention Incentives Program (separate process)
Renter Screening Form & Applicant Checklist for Projects Involving Tenant Relocation	<p>Applicable for a site with existing rental units:</p> <ul style="list-style-type: none"> Renter Screening form Applicant checklist for projects involving tenant relocation [select applicable]: <ul style="list-style-type: none"> Rezoning and DP process applicant checklist DP process only (within existing zoning) applicant checklist <p>For projects with existing rental units on site, Housing Policy & Projects staff is required to discuss tenant relocation requirements. Visit Renter Relocation Resources for Owners and Developers for more information. Contact the Tenant Relocation Plan group at trp@vancouver.ca.</p>