

**DEVELOPMENT, BUILDINGS & LICENSING**

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 Services Centre at 604.873.7611.

<b>Project Address:</b>	<b>Development Application:</b>
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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	<ul style="list-style-type: none"> <li>A complete set of reduced drawings on minimum of 8 1/2" x 11" paper, maximum 11" x 17"</li> </ul>	Not required in Industrial zones (M or I).		
Site Plan	8	<ul style="list-style-type: none"> <li>Address</li> <li>Legal description (found on tax notice)</li> <li>Street name(s)</li> <li>North arrow</li> <li>Dimensions of site</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>Statement of parking and loading</li> <li>Size of manoeuvring aisles</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 Sewer, water and gas lines (new buildings)</li> </ul>	<p>This includes principal and accessory building(s).</p> <p>Including paving material.</p> <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> <p>Required and proposed.</p> <p>Where applicable.</p> <p>Including curbs and paving materials.</p>		
Building Grades Plan	1	<ul style="list-style-type: none"> <li>Building grades at all four corners of the site will be required.</li> </ul> <p>Submission for Development Application will not be accepted without Building Grades Plan.</p>	<p>Contact 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> <p>Note: it will take several weeks for building grades to be available and a fee will be required.</p>		

## DE Checklist - Commercial and Industrial Buildings cont'd.

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Document	Copies Required	Details	Notes	Copies Attached	Accepted
Survey Plan [ Scale NOT less than 1/16" = 1' 0" (1:200) ]	8	<ul style="list-style-type: none"> <li>▪ The PID (The Property Identifier Number)</li> <li>▪ Legal description (found on tax notice)</li> <li>▪ Street address, street name(s) and location, as well as location and width of any lane(s)</li> <li>▪ Dimensions of site and site area, including north arrow</li> <li>▪ Location and dimensions of all existing buildings on the site</li> <li>▪ Front and rear yard depth at each corner of the proposed building</li> <li>▪ Setbacks must be taken from the established building line (where applicable)</li> <li>▪ Location and elevations at the top and bottom of any existing retaining walls at regular intervals of approximately every 3 metres (10' 0")</li> <li>▪ Ultimate property line</li> <li>▪ Lane dedications, registered easements, encroachments and right-of-ways must be indicated on the surveys</li> <li>▪ Location of existing street crossings</li> <li>▪ Existing grades at each of the four corners of the site</li> <li>▪ Existing grades at each corner of the existing and/or proposed principle building envelope (based on Zoning and Development By-law requirements)</li> <li>▪ Existing grade levels at the four corners of the proposed accessory building envelope</li> <li>▪ 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)</li> <li>▪ Location, height &amp; diameter of all stumps 20 cm (8") caliper or greater</li> <li>▪ 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 metres (4.5') above the ground</li> <li>▪ Tree grades (existing tree base elevations) for those trees exceeding 20 cm (8") in diameter that are affected by development</li> <li>▪ 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 (4.5') above the ground</li> </ul>	<p>2 original surveys and 6 copies are acceptable.</p> <p>Especially important where the site dimensions are irregular.</p> <p>Where lane dedications are required, setbacks must be measured from dedication line.</p>		

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Document	Copies Required	Details	Notes	Copies Attached	Accepted
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>▪ Proposed changes or alterations to existing buildings (areas fully dimensioned and outlined or highlighted in red pen)</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> </ul>			
F.S.R. Compliance	1	<ul style="list-style-type: none"> <li>▪ Proof of compliance with F.S.R.</li> </ul> <p>May be submitted directly to the Project Coordinator, when assigned.</p> <p>Not required at time of application submission.</p>	<p>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.</p> <p>Refer to bulletin at:  <a href="http://former.vancouver.ca/commsvcs/BYLAW/bulletin/a008.pdf">http://former.vancouver.ca/commsvcs/BYLAW/bulletin/a008.pdf</a></p>		
F.S.R. Exclusion	1	<ul style="list-style-type: none"> <li>▪ Floor Space Exclusion for additional wall thickness to control Building Envelope Leaks</li> </ul>	<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> <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>		
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.</p> <p>Existing and proposed.</p>		

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Document	Copies Required	Details	Notes	Copies Attached	Accepted
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 (new buildings)</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>		
Arborist Report	1	<ul style="list-style-type: none"> <li>▪ Report to include details of existing site trees and adjacent trees (as noted on the survey) and relevant comments as noted in the <a href="#">Protection of Trees By-law</a> Section 7.2</li> </ul>	<p>Prepared by an ISA Certified Arborist</p> <p>Not required for applications without site or adjacent trees, or for applications that meet Section 7.3 of the Protection of Trees By-law.</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>	Not required in Industrial zones (M or I).		
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 (not required in M or I zones)</li> </ul>	<p>Not required in Industrial zones (M or I).</p> <p>To ensure that residential privacy issues are dealt with.</p>		

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Document	Copies Required	Details	Notes	Copies Attached	Accepted
Parking, Loading and Bicycle Parking Plans	8	<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 crossfall 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 3.5m)</li> <li>▪ Length and width of parking stalls</li> <li>▪ Length, width and throat width (where applicable) for loading bays</li> <li>▪ Width of manoeuvring aisles for parking stalls</li> <li>▪ Handicapped stall to be clearly designated</li> <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>	<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>▪ Special Needs Residential Facility - Community Care - Class B</li> <li>▪ Health Care Office</li> </ul>		
Coloured Rendering	1	<ul style="list-style-type: none"> <li>▪ Colour rendering of the front elevation indicating the details of finished materials must be included in at least one set of drawings</li> </ul>	Not required in Industrial zones (M or I).		
Design Rationale	8	<ul style="list-style-type: none"> <li>▪ 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.)</li> </ul>	Not required in Industrial zones (M or I).		
Charge Summary	1	<ul style="list-style-type: none"> <li>▪ A complete Charge Summary prepared by a solicitor, summarizing "all" the charges listed on title for the subject property</li> </ul>	<b>MUST</b> be submitted at the time of application for ALL NEW buildings, except new one and two family dwellings.		
Model	1	<ul style="list-style-type: none"> <li>▪ A model of the development and the surrounding buildings</li> </ul>	Not required in Industrial zones (M or I).		
Context Photographs and Photos of Existing Buildings	1	<ul style="list-style-type: none"> <li>▪ A set of photos is required</li> <li>▪ Photos showing relationship of the proposed building/s to surrounding development at front rear and sides</li> <li>▪ Four sides of the building</li> <li>▪ Typical views of the property and running streetscape</li> <li>▪ Adjacent streetscape and buildings</li> </ul>	Photomontage. Not required in Industrial zones (M or I).		

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Document	Copies Required	Details	Notes	Copies Attached	Accepted
View Analysis	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>	Not required in Industrial zones (M or I).		
Shadow Analysis	1	<ul style="list-style-type: none"> <li>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)</li> </ul>	May be required.		
Acoustical Reports	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>	Not required in Industrial zones (M or I).		
Material and Colour Sample Board	1	<ul style="list-style-type: none"> <li>All material must be submitted with the Development Application, except the model which must be submitted one week before the scheduled review</li> </ul>	Not required in Industrial zones (M or I).		
Site Profile	1	<ul style="list-style-type: none"> <li>Site Profile must be completed for all demolitions where any Schedule 2 activities have taken place in the past. See the link to the right for more information.</li> </ul>	<a href="http://vancouver.ca/home-property-development/demolition-deconstruction-permit.aspx">http://vancouver.ca/home-property-development/demolition-deconstruction-permit.aspx</a>		
Written Information	8	<ul style="list-style-type: none"> <li>FSR statement including accessory uses and amenities</li> <li>Parking, loading and bicycle parking statement</li> <li>Statement of dwelling uses (units/types where applicable)</li> <li>Statement of balconies (where applicable)</li> <li>Statement of industrial uses to determine accessory use implications (where applicable)</li> </ul>	Can be included in technical data statement as shown below.		
Servicing Plan <b>(Cambie Corridor Applications Only)</b>	3	<ul style="list-style-type: none"> <li>Finalized professional signed and sealed Rainwater Management Plan</li> <li>Finalized professional signed and sealed Hydrogeological Study that include (if required):</li> <li>Finalized Groundwater Management Plan, if required</li> <li>Finalized Impact Assessment, if applicable</li> </ul>	<ul style="list-style-type: none"> <li>Rainwater Management Plan must be signed &amp; sealed by a qualified engineer.</li> <li>Hydrogeological Study must be signed &amp; sealed by a Certified Professional with experience in hydrogeology.</li> <li>Refer to the Rainwater Management Bulletin &amp; Groundwater Management Bulletin for more information.</li> <li>Servicing Plan not required for applications outside the Cambie Corridor.</li> </ul>		

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Document	Copies Required	Details	Notes	Copies Attached	Accepted
<b>Technical Data - A technical statement is required on all cover sheets (sample below)</b>					
Total Site Area					
Total Floor Space	Permitted		Proposed		
Site Coverage	Permitted		Proposed		
Height	Permitted		Proposed		
Front Yard	Permitted		Proposed		
Rear Yard	Permitted		Proposed		
Side Yard	Permitted		Proposed		