

PLANNING AND DEVELOPMENT SERVICES

This list is for pre-loading of a site only in preparation for future building(s). If you have any questions regarding the information requested on this form, please call 604-873-7611.

Staff Use Only:

Project Address:	BP/DP/DB number:
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Drawings Required - Scale not less than 1/16" = 1'0"			Staff Use Only	
Drawing Title	Copies Required	Notes / Details	Copies Attached	Accepted
Survey Plan	5	See full list of survey requirements on the last page of this checklist. Minimum 2 original sealed surveys, prepared by a BC Registered Land Surveyor, additional surveys may be copies.		
Architectural Site Plan	5	Indicate location of any/all existing buildings on the site, show proximity of pre-loading to adjacent neighbours.		

Documents Required - All letters/ documents MUST have original signatures. Photocopies, fax copies, or emails will NOT be accepted.			Staff Use Only	
Document Title	Copies Required	Notes / Details	Copies Attached	Accepted
Application Form	1			
Flood Proofing Policies	1	Where applicable.		
Filling and Drainage Plan	1	Where applicable, a filling and drainage plan, prepared and certified by a professional engineer registered in the Province of B.C., to the satisfaction of the City Engineer.		
Commitment Letter/ Letter of Credit	1	This letter will need to be signed by the owner stating that upon removal of the fill, the grades will be restored to the pre-existing site condition or to the approved grade elevation where applicable. A Letter of Credit may be required.		
Erosion and Sediment Control		For reference refer to Bulletin 2002-002-EV http://bulletins.vancouver.ca/2002/2002-002.pdf or Bulletin 2002-003-EV http://bulletins.vancouver.ca/2002/2002-003_and_Attachment.pdf		
Owner's Undertaking Letter	1	Form available here: http://vancouver.ca/files/cov/schedule-e1-owners-undertaking-letter.pdf		
Site Profile (BC Ministry of Environment)	1	A guide to aid you in determining when a Site Profile is required, and to aid in the completion of the form, can be found on the Ministry of Environment website here: http://www2.gov.bc.ca/assets/gov/environment/air-land-water/site-remediation/docs/administrative-guidance/ag01.pdf		
Geotechnical Report and Drawings	1	Length of time of pre-loading to be noted, dimensions and indication of slope required.		
Geotechnical Letter of Assurance (Schedule B)	1			
Title Search	1	Copy of current title search from the Land Title Office.		
Charge Summary	1	If there are charges on title, a charge summary will also be required.		
Payment	1	Full payment of the application fee is required at intake. Cash, Cheque, Debit, or Credit Card (Visa, Mastercard, or American Express) are accepted.		

Pre-Loading cont'd.

Additional Clearances Required from other departments <u>within</u> the City of Vancouver			Staff Use Only	
Document Title	Required Prior to or After Permit Application	Notes / Details	Copies Attached	Accepted
Zoning Clearance	Prior to or after application	All sites.		
Environmental Contamination Team	After application	A Waste Discharge Permit will also be required in the event that dewatering activities are anticipated for the project.		
Landscape Clearance	Prior to or after application	If applicable with survey identifying all existing trees that need to be removed or replaced. Obtain pre-application advice from the Landscape Review group located in the Services Centre, West Annex - 515 W 10 th Avenue. Separate Tree Removal permits may be required.		
Heritage Status or Historic Area	Prior to or after application, if applicable	Contact a Heritage Planner at 604.873.7056.		
Vancouver Fire and Rescue Services	Prior to issuance if applicable	Fire permit required if underground tank removal is proposed. Contact Fire Prevention Office Captain at frctl@vancouver.ca		
Engineering Department Clearance	After application	All sites requiring use of City road requires notification to Engineering Services. Traffic Management Plan will be required. Damage deposit and/or Street Crossing Permit may also be required. Work on/near the property line may require a Street Occupancy (Hoarding) Permit. Contact the Engineering Department for more information: 604-873-7322 or 604-873-7773 or 5 th floor - 507 W Broadway		

Additional Clearances from agencies <u>outside</u> of the City of Vancouver (if applicable)			Staff Use Only	
Document Title	Required Prior to or After Permit Application	Notes / Details	Copies Attached	Accepted
Archaeological Clearance	Prior to application	If the property is located in an archaeological area, the applicant is required to contact: Provincial Archaeological Branch Sustainable Resource Management Website: https://www.for.gov.bc.ca/archaeology/archaeology_in_BC.htm e-mail: archwebfeedback@gov.bc.ca telephone: 250.953.3334 fax: 250.953.3340 Written proof of clearance from this agency will need to be provided for the permit application.		
Notification of Neighbours	After application, if applicable	Adjacent neighbours to be notified of proposed pre-loading. City requires confirmation of notification.		

Survey Plan (By BC Registered Surveyor) Requirements:

- 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;
- Ultimate property line;
- Lane dedications, registered easements, encroachments and right-of-ways must be indicated on the surveys;
- Location of existing street crossings;
- Existing grades at each of the four corners of the site;
- Existing grade on the adjacent property, parallel to side property lines at regular intervals approximately 3 m (9.84') into the neighbouring sites;
- 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 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 (4.60') above the ground;
- 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)