

## URBAN FARM CHECKLIST

Below outlines the necessary information required to apply for a business licence and development permit for Urban Farm Class A and Urban Farm Class B. All farm applications are required to complete this form and ensure all accompanying information is complete.

### All Farm Applicants

Applicants are advised to ensure a preliminary assessment of the site and operation against the Urban Farming Guidelines prior to submission of any application. Please review the Urban Farming Guidelines at [www.vancouver.ca/foodpolicy](http://www.vancouver.ca/foodpolicy)

		Date:
Applicant Name:		
Applicant Address:		
Applicant Phone:		Applicant email:
Organization/business name:		

Urban Farm Site Address:	Size of planting area (m <sup>2</sup> ) :
If using soil based growing medium, has this site had soil testing? Yes / No      Date of soil test:	
Does your organization/company have other urban farming sites in Vancouver      Yes / No	
Addresses of other urban farming sites (if applicable and use additional page if needed)	
1.	2.
3.	4.
5.	6.
7.	8.
9.	10.

### For Urban Farm Class A (under 325m<sup>2</sup>) Applicants

Please complete this form and include all information below.  
Email to Social Policy at [foodpolicy@vancouver.ca](mailto:foodpolicy@vancouver.ca)

Include with this form			Staff Use Only
Document	Details to Include	Notes	
Business Licence General Application	<ul style="list-style-type: none"> <li>▪ Completed application</li> </ul>	<ul style="list-style-type: none"> <li>▪ Form can be found here: <a href="http://vancouver.ca/files/cov/business-licence-general-application.pdf">http://vancouver.ca/files/cov/business-licence-general-application.pdf</a></li> </ul>	
Site Plan/Map of site	<ul style="list-style-type: none"> <li>▪ Site Address</li> <li>▪ Dimensions of site (including north arrow)</li> <li>▪ A sketch indicating locations of:               <ul style="list-style-type: none"> <li>- Planting area (including dimensions),</li> <li>- Storage shed or other accessory buildings</li> <li>- Organics management</li> <li>- Surrounding property lines,</li> <li>- Main building(s) streets, sidewalks, etc.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>▪ <u>VanMap</u>/Google Earth maps are acceptable if image and format is clear and legible</li> <li>▪ Application must meet zoning and development bylaws for urban farming and Urban Farming Guidelines</li> </ul>	
Copy of lease agreement	<ul style="list-style-type: none"> <li>▪ Copy of lease agreement that includes confirmation of address, who lease agreement is between, and length of term.</li> </ul>		

## For Urban Farm Class B (and Class A greater than 325m<sup>2</sup>) Applicant

Please complete this form and include all information below.

Once all information is prepared, please call the Development and Building Services Centre at 604-873-7611 to book an intake appointment.

Include with this form				Staff Use Only	
Document	Copies Required	Details	Notes	Copies Attached	Accepted
Development Permit Application	1	<ul style="list-style-type: none"> <li>Completed application</li> </ul>	<ul style="list-style-type: none"> <li>Form can be found here: <a href="http://vancouver.ca/files/cov/dev-build-app-form.pdf">http://vancouver.ca/files/cov/dev-build-app-form.pdf</a></li> </ul>		
Copy of lease agreement	1	<ul style="list-style-type: none"> <li>Copy of lease agreement that includes confirmation of address, who lease agreement is between, and length of term.</li> </ul>			
Site Plan	3	<ul style="list-style-type: none"> <li>Address</li> <li>Legal description (lot #, block #, plan #, district lot #)</li> <li>Street names</li> <li>Dimensions of site (including north arrow)</li> <li>Location of any permanent or accessory/storage buildings</li> <li>Location and dimensions of planting area, garden plots, or other growing medium</li> <li>Size and location of off-street parking and loading spaces</li> <li>Location of washrooms and garbage</li> <li>Location of organics management facilities</li> <li>Location of source of water intake and point of discharge</li> <li>If buildings are involved, submit building plans</li> </ul>	<ul style="list-style-type: none"> <li>Suggest a drawing scale not less than 1:100 (1/16" = 1'-0")</li> <li>Pencil drawings are not acceptable. <a href="#">VanMap</a>/Google Earth maps are acceptable if image and format is clear and legible.</li> </ul>		
Farm Management Plan	1	<p>Overall farm operational letter outlining the following:</p> <ul style="list-style-type: none"> <li>Hours of operation</li> <li>Number of staff, and anticipated number of patrons</li> <li>The materials for planters and growing medium</li> <li>Description of building and storage uses (if applicable)</li> <li>Description of any onsite selling and distribution of products on- and off-site.</li> <li>Description of security and safety of the site</li> <li>Description of mitigation of any impact to neighbours</li> <li>Indication of the degree of soil contamination, and provide proof of soil testing (if applicable)</li> <li>Description of the management of organic waste generated onsite</li> <li>Description of mitigation strategies for run-off and leachate from precipitation and irrigation water</li> </ul>			
* Note to applicant	<p>Once Development Permit has been approved, applicant will need to obtain a business licence prior to use or occupancy of the site. Business Licence General Application Form can be found here: <a href="http://vancouver.ca/files/cov/business-licence-general-application.pdf">http://vancouver.ca/files/cov/business-licence-general-application.pdf</a></p>				

**Additional Information:** If you have any questions regarding the information requested on this form, please call the Development and Building Services Centre at 604-873-7611.

Document	Details	Notes
Building Permit	If your operation involves a building, greenhouse or other structure, you will also need to obtain a building permit. You may want to hire or work with a building code consultant to assist in preparation of required information and plans.	
Liability Insurance	Urban Farms are encouraged to obtain liability insurance prior to occupancy of the site.	
Health and soil safety	<p>Urban Farms must comply with all food safety procedures as set out in the Guide for Planting, Growing and Harvesting Fresh Produce to Reduce Health Risks at <a href="http://www.vancouver.ca/foodpolicy">www.vancouver.ca/foodpolicy</a></p> <p>It is the urban farming operators' responsibility to ensure proper procedures and processes are in place to reduce health risks</p>	Vancouver Coastal Health (VCH) is part of the application review process for Urban Farm Class B.