

## Application for Development Permit

A Development Permit (DP) is used to guide the form and character of commercial, multiple dwelling residential (duplexes, townhouses, rowhouses, apartments), industrial and comprehensive developments including these uses. The DP process works to prevent development from creating hazardous conditions, protecting the natural environment, and ensuring development is in line with Community objectives. For more information about DP requirements, visit [www.portcoquitlam.ca/business](http://www.portcoquitlam.ca/business).

### TO BE COMPLETED BY APPLICANT

*I/We hereby make application and provide drawings under the provisions of the pertinent Bylaws for permission to construct, repair or alter the following building or structure and agree to comply with all requirements of the Bylaws and to indemnify and keep harmless the City against all claims, liabilities, judgments, costs, and expenses of whatever kind, which may in any way accrue against the said City in consequence of, and incidental to, the granting of this Permit, if issued.*

Application Date: \_\_\_\_\_

Property Owner: \_\_\_\_\_

Owner Address (incl. postal code): \_\_\_\_\_

Owner Phone: \_\_\_\_\_ Owner email: \_\_\_\_\_

**Applicant (Primary Contact)**  Owner (same as above)

Applicant Name: \_\_\_\_\_

Applicant Address (incl. postal code): \_\_\_\_\_

Applicant Phone: \_\_\_\_\_ Applicant email: \_\_\_\_\_

### DEVELOPMENT DETAILS

Legal Description of Property: \_\_\_\_\_

PID: \_\_\_\_\_

Civic Address: \_\_\_\_\_

Current Use of Property: \_\_\_\_\_

Current Zoning of the Property: \_\_\_\_\_

Current OCP Designation: \_\_\_\_\_

Description of Proposed Development: \_\_\_\_\_

## DEVELOPMENT PERMIT APPLICATION CHECKLIST

*The following materials are required as part of the Development Permit Application. All requirements must be submitted in order to process a Development Permit Application.*

Submission Requirement	Description	Applicant Initial	Comment
Application Form	Completed application form with fee.		
Certificate(s) of Title	Current Certificate(s) of Title: <ul style="list-style-type: none"> <li><input type="checkbox"/> Dated within 6 months of application date.</li> <li><input type="checkbox"/> Include description of any restrictions on title.</li> </ul>		
Letter of Authorization	If registered owner is not the applicant, include the following authorization documentation: <ul style="list-style-type: none"> <li><input type="checkbox"/> Letter from the owner authorizing agent to act on their behalf <u>OR</u></li> <li><input type="checkbox"/> Copy of an Option to Purchase <u>OR</u></li> <li><input type="checkbox"/> Copy of Purchase under Registered Agreement.</li> </ul>		
Written Submission	An explanation of the proposed development and how the community would benefit from the project. <u>Include the following information:</u> <ul style="list-style-type: none"> <li><input type="checkbox"/> A description of:                             <ul style="list-style-type: none"> <li>• Site context including use and development of adjoining properties (include dimensioned setbacks and height of adjacent buildings)</li> <li>• Topography and vegetation.</li> </ul> </li> <li><input type="checkbox"/> Present and proposed site development.</li> <li><input type="checkbox"/> Compliance with:                             <ul style="list-style-type: none"> <li>• <a href="#">OCP</a> policies and applicable design guidelines.</li> <li>• <a href="#">OCP</a> policies for environmental conservation (OCP Section 9.11).</li> <li>• The <a href="#">Zoning Bylaw</a> and any variances to the regulations of the zone.</li> </ul> </li> <li><input type="checkbox"/> The rationale for any requested variances to the <a href="#">Zoning Bylaw</a> regulations.</li> <li><input type="checkbox"/> The social, environmental and economic impacts of the proposal.</li> <li><input type="checkbox"/> The design rationale.</li> </ul>		
Site Survey	Site Survey of property(ies) prepared by a BC Land Surveyor identifying: <ul style="list-style-type: none"> <li><input type="checkbox"/> Lot dimensions, including total area of lot(s).</li> <li><input type="checkbox"/> Location and setbacks of existing structure(s).</li> <li><input type="checkbox"/> Existing Statutory right-of-way(s), restrictive covenant(s) and/or easements.</li> </ul>		

<p>Green Building Performance Standards (if necessary: eligibility for fast-track)</p>	<p>Applications for buildings to be constructed that meet specified green building performance standards may be eligible for an expedited process.  <u>Eligible applications shall include:</u></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> A written commitment that the project will meet a Built Green® Gold or LEED® Silver standard, or that it will attain a level of performance acceptable to the Director of Development Services.</li> <li><input type="checkbox"/> A completed green building certification checklist.</li> <li><input type="checkbox"/> A letter from the coordinating professional or energy advisor confirming the proposed building design is on track to meet the green building standards.</li> </ul>		
<p>Site Profile</p>	<p>May be required in accordance with the provincial <i>Waste Management Act</i> and <i>Contaminated Sites Regulation</i>.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> A Site profile package may be obtained at the Development Engineering Division counter or online.</li> <li><input type="checkbox"/> A completed site profile may be submitted concurrently with, or prior to, a DVP application.</li> <li><input type="checkbox"/> If a site has been used exclusively for a residential use, a profile is not required.</li> </ul>		
<p>Works and services</p>	<p>The dimensioned plans shall illustrate infrastructure to be provided pursuant to the <a href="#">Subdivision Servicing Bylaw</a> including:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Curb(s), sidewalk(s), street tree(s), electrical kiosks and street lighting.</li> <li><input type="checkbox"/> Coordinated engineering, architectural and landscape drawings.</li> <li><input type="checkbox"/> Plans to indicate provision for on-site storm water management in accordance with best practices.</li> </ul>		
<p>Subdivision Plan</p>	<p>If a subdivision is proposed, include the following:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Subdivision Application.</li> <li><input type="checkbox"/> Copy of a <b>Subdivision Plan</b> prepared by a BC Land Surveyor.</li> </ul> <p><i>Subdivision applications are administered by the Development Engineering Division and considered by the Approving Officer.</i></p>		
<p>Preliminary Building Code analysis</p>	<p>The plans must be reviewed by a Code Consultant early in the design development for compliance with the <a href="#">BC Building Code</a> and any major issues identified by the consultant addressed prior to submission of the DP application.</p>		

Architectural Plans	<p><b>The Plans to include:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 1 set of reduced architectural plans at 11" x 17" including materials list and colours.</li> <li><input type="checkbox"/> Other sizes may be requested by planning staff.</li> <li><input type="checkbox"/> Perspectives, renderings and elevations in colour for presentation purposes (min. size - 11" x 17").</li> <li><input type="checkbox"/> Electronic (PDF) files of all plans and drawings.</li> <li><input type="checkbox"/> A model, if required by the Director of Development Services for a complex application.</li> </ul> <p><b>Plans and drawings to include:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> North arrow and scale.</li> <li><input type="checkbox"/> Site plan (<i>or proposed subdivision plan</i>) including:             <ul style="list-style-type: none"> <li>• Lot dimensions.</li> <li>• Siting and yard setbacks.</li> </ul> </li> <li><input type="checkbox"/> All drawings must be legible and clearly show:             <ul style="list-style-type: none"> <li>• Dimensions, notes and details.</li> <li>• All measurements in metric.</li> </ul> </li> <li><input type="checkbox"/> Any adaptable units in multi-family buildings should be labeled on the plans.</li> </ul> <p>The data must be shown on the architectural plans and include the following calculations:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Site area.</li> <li><input type="checkbox"/> Floor area ratio.</li> <li><input type="checkbox"/> Lot coverage (building footprint and parking level)</li> <li><input type="checkbox"/> Front, rear and side (external and internal) yard setbacks.</li> <li><input type="checkbox"/> Height.</li> <li><input type="checkbox"/> Indoor and outdoor amenity spaces.</li> <li><input type="checkbox"/> Parking, including resident, visitor, cash-in-lieu and % small car spaces.</li> <li><input type="checkbox"/> Loading bays.</li> <li><input type="checkbox"/> Any other applicable regulation for the zone.</li> </ul> <p>Number of adaptable units in an apartment building. per <a href="#">Building and Plumbing Bylaw</a>.</p>		
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<p>Landscape Plans &amp; Estimate</p>	<p><u>The Plans to include:</u></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 1 set of reduced architectural plans at 11" x 17".</li> <li><input type="checkbox"/> Other sizes may be requested by Planning Staff.</li> <li><input type="checkbox"/> Electronic (PDF) files of all plans and drawings.</li> </ul> <p><u>All landscape plans to include the following information:</u></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Detailed plant list indicating species of vegetation to be used, number of plants and caliper (if applicable)</li> <li><input type="checkbox"/> Number of species of boulevard trees to be planted.</li> <li><input type="checkbox"/> Specification of materials used for hard surfaces (ornamental paving, asphalt, concrete, etc.).</li> <li><input type="checkbox"/> Description and location of children's play areas, if applicable, including number and type of play equipment to be provided.</li> <li><input type="checkbox"/> Description and location of improvements in outdoor recreation areas (e.g. benches, fountains, games areas).</li> <li><input type="checkbox"/> Details and elevation of any proposed fencing.</li> </ul> <p><u>A landscape cost estimate is required for Development Permit applications.</u></p> <p><u>The estimate to include:</u></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> The cost of all planting and materials specified in the landscape plan.</li> <li><input type="checkbox"/> All fencing.</li> <li><input type="checkbox"/> All landscape features such as patios, seating areas, lighting, etc.</li> <li><input type="checkbox"/> Any proposed improvements in outdoor recreation areas such as gazebos, hot tubs, large play equipment.</li> </ul>		
<p>Additional Information</p>	<p>Additional information to evaluate the application may be required by the Director of Development Services such as:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> A traffic or sight line analysis to determine appropriate access and egress.</li> <li><input type="checkbox"/> Parking studies, if a variance to parking is requested.</li> <li><input type="checkbox"/> An arborist's report on existing vegetation and the potential for its retention.</li> <li><input type="checkbox"/> An environmental impact analysis.</li> <li><input type="checkbox"/> Technical information on a green building proposal.</li> <li><input type="checkbox"/> Proposed signage or sign guidelines.</li> <li><input type="checkbox"/> Proposed community consultation.</li> </ul>		

## APPLICANT ACKNOWLEDGEMENT

*The undersigned make this application to the Director of Development Services, have fulfilled the complete application requirements and agree to pay any additional costs incurred by the City for services in processing the application.*

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

*Note: Any documentation of information relating to the application that is in the custody or control of the City is subject to the Freedom of Information and Protection of Privacy Act (B.C.)*

## OFFICE USE ONLY

Permit #: \_\_\_\_\_ Fee Paid: \_\_\_\_\_ Receipt #: \_\_\_\_\_

Cheque    Cash    Visa    MC    AMX    Interac   CSR Initials: \_\_\_\_\_