

PLANNING DEPARTMENT SUBMISSION CHECKLIST (FOR APPLICANT)

This list is a comprehensive list of submission requirements for development applications. Some application types or proposals may not require all the items listed. Please check with your Planner or contact planning@westvancouver.ca to confirm which submission requirements are applicable for your project.

Complete	Required Submittals
<input type="checkbox"/>	Completed application form
<input type="checkbox"/>	Completed housing form (mandatory where new residential dwelling units are proposed)
<input type="checkbox"/>	Registered owner's authorization form (if you are an architect or other agent acting on behalf of the property owner)
<input type="checkbox"/>	This completed checklist (submit with application)
<input type="checkbox"/>	Fees paid (fees may be paid online, contact your planner for a link at time of submission) Additional fees are applicable through the review process that are not collected at application submission including: <ul style="list-style-type: none"> • Fees for any relevant required consultant services • Fee for a required Council report • Fees for required mailed notifications and/or advertisements • Fee for registering a notice of permit on title
<input type="checkbox"/>	Title search(es) (dated within 30 days of submission)
<input type="checkbox"/>	Written confirmation detailing all registered easements, covenants and / or statutory rights-of-way (if applicable): <ul style="list-style-type: none"> • copies of all registered easements, covenants, and / or statutory rights-of-way • information demonstrating compliance with any relevant easement, covenants, and / or statutory rights-of-way
<input type="checkbox"/>	A letter detailing the proposal including: <ul style="list-style-type: none"> • how the proposal meets policy directions in the OCP • outlining any variances requested, the rationale for the variance(s) the likely impact of the proposal, the potential site and community benefits, and why the proposal is preferable to a conforming situation • Show variances on plans (see "Section A: Site Plan" below)
<input type="checkbox"/>	Development permit guideline response table (provide line-by-line response to each Development Permit guideline applicable to your application)
<input type="checkbox"/>	Materials page with specifications and images
<input type="checkbox"/>	Location and context plan showing proposal in relation to buildings, driveways, and natural features on adjacent properties, and established views (show past the property lines to neighbouring properties, building locations, and other significant site features)
<input type="checkbox"/>	Site and contextual photographs including photo montage of the streets
<input type="checkbox"/>	Completed zoning table
Topographical Survey Requirements: All surveys must include the minimum requirements listed below:	
<input type="checkbox"/>	Current Survey (within 6 months) - minimum scale: 1:100 or 1/8"=1'-0" and survey includes original seal or stamp from registered BC Land Surveyor (digital)
<input type="checkbox"/>	Survey includes reference geodetic datum points in metres (especially at corner of each existing and proposed structures)
<input type="checkbox"/>	Slopes exceeding 35% and/or where driveway grades cannot be provided at less than 20% using existing topography
<input type="checkbox"/>	Setbacks (in metric and imperial units) measured perpendicular from 5 metre and 15 metre top-of-bank of watercourse (show 5 m and 15 m riparian setback areas on site plan)
<input type="checkbox"/>	Lot dimensions and lot area(s)
<input type="checkbox"/>	Topography and natural site features such as trees, rock outcrops and watercourses, waterfront boundaries, and accretions
<input type="checkbox"/>	Roof peak height(s) of existing buildings and structures

<input type="checkbox"/>	Outline of the proposed building(s) showing: outermost walls including basement walls and upper floor overhangs
<input type="checkbox"/>	Outline of original building(s), adjacent roads/lane allowance, all other structures on adjoining boulevards, rights of way and all building(s) and structures on the foreshore (if applicable)
<input type="checkbox"/>	Survey shows location of trees, DBH (diameter measured at 1.4 m above natural ground) and species of each identified tree on the site . Significant hedge rows must also be shown.
<input type="checkbox"/>	Survey includes features adjacent to the site including: <ul style="list-style-type: none"> • trees and hedges on adjoining boulevards and rights of ways • the critical root zone of protected trees on neighbouring properties • above ground infrastructure such as driveways, edge of roadway, parking, telephone poles, hydro kiosks and street lamps.

Architectural Package Requirements: All architectural packages must include the minimum requirements listed below: A-G

(A) Project Statistics:

<input type="checkbox"/>	Floor Area Ratio (FAR) calculations (include information on exempted areas)
<input type="checkbox"/>	Lot or site area and lot width
<input type="checkbox"/>	Existing, permitted and proposed: site coverage, number of storeys, building height, highest building face, and setbacks. <i>Note: Where existing buildings or portions of buildings are being retained show detailed floor area and site coverage</i>
<input type="checkbox"/>	Percentage of impermeable surfaces and unvegetated permeable surfaces of each front yard (single-family zones only) <i>Note: Show on Site Plan</i>
<input type="checkbox"/>	Number of dwelling units and a breakdown of square footage between uses/by dwelling unit types
<input type="checkbox"/>	Mixed Use and Commercial projects: include proposed demising and floor areas of CRUs; building circulation, and exiting
<input type="checkbox"/>	Parking summary and calculations (and distribution for mixed use proposals)
<input type="checkbox"/>	Bicycle summary and calculations (including secure and visitor parking) and locations
<input type="checkbox"/>	All proposed variances clearly listed and shown on plans <i>Note: additional fees may be required for each variance proposed</i>

(B) Site Plan:

<input type="checkbox"/>	Site plan - minimum scale: 1:100 or 1/8"=1'-0"
<input type="checkbox"/>	Outline of the proposed building(s) and accessory building(s) showing the outermost walls including basement walls and upper floor overhangs
<input type="checkbox"/>	Distances between buildings on the site (e.g., For single family development: single family dwelling, coach house, accessory buildings, etc.; for Mixed Use, Commercial, or Multifamily Development: distances between proposed buildings if more than one on site)
<input type="checkbox"/>	All building cantilevers, roof overhangs, deck outlines, fireplace projections, window wells, floor projections, exterior stairs, parking spaces and loading areas with clearly indicated dimensions
<input type="checkbox"/>	Retaining walls and planters showing: setbacks to prop lines, distance from adjacent walls, top-and bottom-of-wall elevations, and grade-line envelope
<input type="checkbox"/>	Setbacks (in metric and imperial units) measured perpendicular from all property lines to all structures
<input type="checkbox"/>	Setbacks (in metric and imperial units) measured perpendicular from 5 metre and 15 metre top-of-bank of watercourse (show 5 m and 15 m riparian setback areas on site plan)
<input type="checkbox"/>	Lot or site area and lot width (dimensioned)
<input type="checkbox"/>	Natural and finished grade elevations at each building corner
<input type="checkbox"/>	Average grade calculations
<input type="checkbox"/>	North arrow, rights-of-way, easements, creeks, and restrictive covenants shown on site plan
<input type="checkbox"/>	Proposed driveway location, slope, and area of impermeable and permeable surfaces in the front yard only
<input type="checkbox"/>	Exterior garbage areas and kiosks
<input type="checkbox"/>	Proposed location for Pad Mounted Transformer (PMT) (Multifamily, Mixed Use, or Commercial Developments)

<input type="checkbox"/>	Cross section locations and directions are indicated. A cross section of the driveway must also be provided.
<input type="checkbox"/>	Indicate the permitted building envelope and the trees that are proposed to be cut to permit construction
(C) Floor Plans:	
<input type="checkbox"/>	Floor plans - minimum scale: 1:50 or ¼"=1'-0"
<input type="checkbox"/>	Floor plans must be fully dimensioned and labeled (and include all floors including basement and roof level)
<input type="checkbox"/>	Floor plans indicate floor area above or below the floor level shown (i.e. overhead decks or underground areas)
<input type="checkbox"/>	Floor Area Ratio (FAR) plan overlays (show areas included and exempted from FAR calculations on floor plans e.g., green for FAR included, red for FAR exempted)
(D) Elevations:	
<input type="checkbox"/>	Coloured elevation drawings - minimum scale: 1:50 or ¼"=1'-0"
<input type="checkbox"/>	"Highest building face" calculation must be shown
<input type="checkbox"/>	Elevation drawings for each side of all buildings
<input type="checkbox"/>	Proposed building height shown (measured from average grade)
<input type="checkbox"/>	Spatial separation calculation for all elevations
<input type="checkbox"/>	Roof slope ratio and eave overhang dimensions, and distances to property lines
<input type="checkbox"/>	Elevations of all finished floors, top plates, parapet walls, roof mean height and roof ridges
<input type="checkbox"/>	Average grade line and detailed grade elevations around all proposed buildings
<input type="checkbox"/>	Windows and doors shown complete with dimensions and areas
<input type="checkbox"/>	Materials, finishes and colours must be displayed on each elevation (coloured)
<input type="checkbox"/>	Signage (Mixed Use, Commercial, or Multifamily developments only). All signage must comply with the Sign Bylaw.
(E) Cross Sections:	
<input type="checkbox"/>	Cross sections - minimum scale: 1:50 or ¼"=1'-0"
<input type="checkbox"/>	Section drawings should extend at least 10 feet beyond the lot line
<input type="checkbox"/>	Floor to ceiling dimensions
<input type="checkbox"/>	Proposed building height measured from average grade
<input type="checkbox"/>	All roof, floor, wall and foundation assemblies and provide roof and deck venting information (where applicable)
<input type="checkbox"/>	Details for any decks over living space
<input type="checkbox"/>	Identification and dimensions of any crawlspace areas
<input type="checkbox"/>	Show conformance and provide information for BCBC Sections 9.32 and 9.36
(F) Landscape Plan Requirements:	
<input type="checkbox"/>	Landscape plan - minimum scale: 1:100 or 1/8"=1'-0" (should match scale of site plan)
<input type="checkbox"/>	Coloured landscape plans & cross sections showing: location and species of all trees, shrubs and plants that are to be retained or planted on the lot and proposed surface storm water management features. Grading, retaining walls, walkways, driveways, paths, fences, planters, lighting, tree and plant sizes, and landscaping structures to be fully detailed. (<i>Species list and cost estimate from a BCLSA or licensed landscape contractor not required upon submission but will be required later in the development process</i>)
<input type="checkbox"/>	Show any/all work on DWV rights-of-way or lands on the adjacent boulevard and include applicable grading information
(G) Renderings:	
<input type="checkbox"/>	At least 4 renderings included within architectural drawing package

Miscellaneous (where applicable):	
<input type="checkbox"/>	Evidence that the applicant has had preliminary discussions with adjacent neighbours about the proposed development (prior to application), the issues raised, and how these are proposed to be addressed as part of the formal application. <i>Note: for most delegated permits neighbourhood notification is required and comments that are received must be deemed resolved for the Director to consider the application.</i>
<input type="checkbox"/>	Transportation Impact Assessment (see TIA handout)
<input type="checkbox"/>	“Conceptual” servicing plan (civil engineering plan). See accompanying Memo on submission requirements for utility modelling.
<input type="checkbox"/>	Stormwater management plan (civil engineering plan)
<input type="checkbox"/>	Public art proposal (where applicable)
<input type="checkbox"/>	Subdivision Plan
<input type="checkbox"/>	Arborist report and tree removal and retention plan
<input type="checkbox"/>	View corridors from neighbouring properties
<input type="checkbox"/>	Geotechnical report
<input type="checkbox"/>	Community Amenity Contribution (CAC): A proforma analysis will be required to determine applicable CACs. This work will begin upon rezoning submission. We will prepare estimated fees for work, which are billed at cost plus administrative fees as per the Fees & Charges Bylaw, as well as a complete list of information required to assist with the analysis (e.g. servicing and infrastructure costs, estimated construction costs, materials, etc). Payment for the work is taken as a deposit prior to CAC work beginning.
<input type="checkbox"/>	Sustainable Buildings Policy: rezoning proposals are expected to achieve greater than the minimum requirement for the BC Energy Code specified in the <i>Building Bylaw</i> . Contact staff for further information on requirements.
<input type="checkbox"/>	Site Disclosure Statement
<input type="checkbox"/>	Variance(s) impact assessment and support rationale letter
<input type="checkbox"/>	Plan Coordination (Do the landscape, civil, and architectural plans all match?)
<input type="checkbox"/>	Digital submissions only. PDF (no scans) of all submission requirements listed above. Maximum file size of 25 MB. Submit multiple PDF's if required.
<p><i>Please Note: this may not be a complete list.</i></p> <p><i>Further review of the application, drawings or documents may reveal additional requirements.</i></p>	