

## Minimum Land Development Application Submission Requirements

		Pre-application	Application Submission	Planning Review / Referrals	Planning Report	Final Approval
1	Completed application form <sup>1</sup>		X			
2	Application fees <sup>1</sup>		X			
3	Soil contamination questionnaire <sup>1</sup>		X			
4	Data sheets <sup>1</sup>		X		X	
5	Title Search <sup>1</sup> and all charges on title <sup>1</sup> for all properties, dated within 1 week of application submission.		X			
6	Proposed subdivision layout <sup>3</sup>	X	X			
7	Written justification for proposal if contrary to Plans		X			
8	Written justification for any proposed variances		X			
9	Tree survey <sup>1</sup>		X			
10	Preliminary site plan <sup>2</sup>	X	X			
11	Sustainable Development Checklist <sup>1</sup>		X		X	
12	Copy of all charges on Title <sup>1</sup>			X		
13	Preliminary engineering servicing concept (once proposed layout is accepted) including: <sup>1</sup>			X		
	<i>Road dedication</i>			X		
	<i>Location of proposed on-site sidewalks</i>			X		
	<i>Location of proposed driveways</i>			X		
	<i>Location of proposed tie-in for each utility</i>			X		
14	Arborist report <sup>1</sup>			X		
15	Tree planting /replacement plan <sup>1</sup>			X		
16	Character study <sup>3</sup>			X		
17	Building design guidelines <sup>3</sup>			X		
18	Prelim. lot grading plan to include the following: <sup>1</sup>			X		
	<i>Average increase in the amount of proposed fill</i>			X		
	<i>Trees to be retained</i>			X		
	<i>Building height and proposed grades between proposed structures within the site</i>			X		
	<i>Interface with adjacent land uses</i>			X		
19	Architectural plans to include the following: <sup>2</sup>			X		
	<i>Context plan at scale of 1:500, or as required</i>			X		
	<i>Dimensioned site plan at a scale of 1:250 or as required, showing existing trees; spot grades; proposed building setbacks; and other natural features</i>			X		
	<i>Building elevations from all lot lines, at a scale of 1:100 or as required, showing the relationship (building height and proposed grades) between adjacent land uses</i>			X		
	<i>Coloured elevations at a scale of 1:50 or as required</i>					
	<i>Streetscape at a scale of 1:200 or as required</i>			X		
	<i>Cross-sections at a scale of 1:100 or as required</i>			X		
	<i>Floor plans at a scale of 1:100 or as required</i>			X		
	<i>Roof plans at a scale of 1:100 or as required</i>			X		
	<i>Shadow diagrams</i>			X		
	<i>Signage details at a scale of 1:20 or as required</i>			X		
	<i>Coloured rendering</i>				X	
	<i>Other relevant information such as pictures of surrounding land uses.</i>				X	
	<i>Final coloured drawings including 1 digital copy</i>				X	

Continued . . .

<sup>1</sup> All applications

<sup>2</sup> Multiple residential, commercial, industrial, some institutional

<sup>3</sup> Single family

<sup>4</sup> May be required

<sup>5</sup> To expedite the release of landscape securities in the final stages of your project, it is recommended that you retain a BCSLA registered landscape architect at the initial design stage of the project.

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20	Landscape plans to include the following: <sup>2, 5</sup>			X		
	<i>Minimum scale of 1:250 or as required</i>			X		
	<i>Existing tree location and other natural features</i>			X		
	<i>Proposed plant list using graphic keys</i>			X		
	<i>List of proposed plant materials, quantities, pot sizes or calliper</i>			X		
	<i>Proposed grades</i>			X		
	<i>Proposed garbage enclosures</i>			X		
	<i>Details on proposed outdoor amenity space</i>			X		
	<i>Proposed paving detail and lighting including light fixture details</i>			X		
	<i>Final coloured drawings including 1 digital copy</i>				X	
21	Proposed signage to include the following: <sup>2</sup>			X		
	<i>Proposed number of signs per building and street frontage</i>			X		
	<i>Proposed types of signage</i>			X		
	<i>Elevations, setbacks and height of proposed free-standing signs</i>			X		
	<i>Proposed sign graphics including dimensions, colours and illumination</i>			X		
		<i>Final coloured drawings including 1 digital copy</i>				X
22	For ADP projects, the following are also required: <sup>2</sup>					
	<i>Written brief</i>			X		
	<i>Site analysis, schematic design concept, precedent photos</i>			X		
	<i>Exterior finish sample board</i>			X		
	<i>Digital or physical 3D massing model</i>			X		
	<i>Perspective drawings</i>			X		
23	Title Search <sup>1</sup> for all properties, dated within 1 week of Land Use meeting deadline				X	
24	BC Numbered Company Search <sup>1</sup> , dated within 1 week of Land Use meeting deadline				X	
25	Environmental impact study <sup>4</sup>			X		
26	Geo-technical report <sup>4</sup>			X		
27	Traffic study <sup>4</sup>			X		
28	Parking study <sup>4</sup>			X		
29	Site profile <sup>4</sup>			X		
30	Engineering servicing agreement <sup>4</sup>					X
31	Legal documents and legal undertaking <sup>4</sup>					X
32	Payment of all outstanding fees and charges <sup>1</sup>					X
33	Final subdivision plan and 1 digital copy <sup>4</sup>					X
34	Title Search <sup>1</sup> for all properties, dated within 1 week of Final Approval deadline					X

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### Portable Document Format (PDF) Submission Criteria

- Collate drawings and reports into one file per consultant (e.g. architectural, landscape, civil, arborist, etc).
- Bind drawings in correct order of pagination and in upright orientation.
- Set the drawing scale for reduced output on tabloid size paper (11 x 17 inches) at exactly half the full size drawing scale, or unto a scale of its own for 11 x 17 inch paper title block.
- Flatten all objects in vector graphic PDF drawings and include as few layers as possible.
- Rasterized graphics should be legible when printed at 100% (1:1) scale on tabloid size paper (11 x 17 inches).
- Compress the PDF for Adobe Acrobat Version 10 compatibility and limit each PDF size to 10 megabytes.