

## 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                           |                 |                |
|    | <i>If applicable, proposed retaining walls (type of material, height, solutions to mitigate impact)</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.