

Minimum Land Development Application Submission Requirements

		Pre-application	Application Submission	Planning Review / Referrals	Planning Report	Final Approval
1	Completed application form ¹		X			
2	Application fees ¹		X			
3	Soil contamination questionnaire ¹		X			
4	Data sheets ¹		X		X	
5	Title Search ¹		X			
6	Proposed subdivision layout ³	X	X			
7	Written justification for proposal if contrary to Plans		X			
8	Written justification for any proposed variances		X			
9	Tree survey ¹		X			
10	Arborist report ¹			X		
11	Preliminary site plan ²	X	X			
12	Standard Step Code Letter		X			
13	Sustainable Development Checklist ¹		X		X	
14	Copy of all charges on Title ¹			X		
15	Preliminary engineering servicing concept (once proposed layout is accepted) including: ¹			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		
16	Tree planting /replacement plan ¹			X		
17	Character study ³			X		
18	Building design guidelines ³			X		
19	Prelim. lot grading plan to include the following: ¹			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		
20	Architectural plans to include the following: ²			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 . . .

¹ All applications

² Multiple residential, commercial, industrial, some institutional

³ Single family

⁴ May be required

⁵ 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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21	Landscape plans to include the following: ^{2, 5}			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	
22	Proposed signage to include the following: ²			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
23	For ADP projects, the following are also required: ²					
	<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		
24	Title Search ¹ for all properties, dated within 1 week of Land Use meeting deadline				X	
25	BC Numbered Company Search ¹ , dated within 1 week of Land Use meeting deadline				X	
26	Environmental impact study ⁴			X		
27	Geo-technical report ⁴			X		
28	Traffic study ⁴			X		
29	Parking study ⁴			X		
30	Site profile ⁴			X		
31	Engineering servicing agreement ⁴					X
32	Legal documents and legal undertaking ⁴					X
33	Payment of all outstanding fees and charges ¹					X
34	Final subdivision plan and 1 digital copy ⁴					X
35	Title Search ¹ 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.