



# DEVELOPMENT PERMIT APPLICATION CHECKLIST: MF, C, I, IA, & CD Districts

**Appointment required for DP Application submission.  
Incomplete applications will not be accepted.**

<b>Date:</b>
<b>DP #:</b> <small>Office Use</small>

Forms, Fees, & Required Information (1 Copies & 1 Digital PDF*)		Applicant Submitted	Staff Accepted
1	<b>Application Form</b> fully completed.	<input type="checkbox"/>	<input type="checkbox"/>
2	<b>Application Fee</b> Cheques are made payable to the University Endowment Lands.	<input type="checkbox"/>	<input type="checkbox"/>
3	<b>Letter of Authorization</b> if applicant/agent is not the property owner. The original copy must be submitted. If the owner is a company, the Certificate of Incorporation and Notice of Articles are required.	<input type="checkbox"/>	<input type="checkbox"/>
4	<b>Title Search &amp; Copies of any non-financial charges listed on Title</b> from the Land Title Office for each parcel involved in the application. Title Search must be current (within 30 days from date of application).	<input type="checkbox"/>	<input type="checkbox"/>
5	<p><b>Statement of Design Rationale</b></p> <p>A written statement, with illustrations as needed, conveying the proposal's urban design and architectural concept and its response to the Bylaw. Explain how the proposal complies with all applicable sections listed in the OCP, Bylaws, Design Guidelines and Policies. Must include:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Details of the existing property and buildings;</li> <li><input type="checkbox"/> Rationale addressing how the proposed building design fits in with the site context;</li> <li><input type="checkbox"/> how consultation has informed design;</li> <li><input type="checkbox"/> a discussion of Crime Prevention through Environmental Design (CPTED) strategies;</li> <li><input type="checkbox"/> an outline of the landscape features and sustainable design features;</li> <li><input type="checkbox"/> benefits to the community; and</li> <li><input type="checkbox"/> efforts to minimize negative impacts on neighbouring properties.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>

Drawings Required (2 Copies & 1 Digital PDF)		Applicant Submitted	Staff Accepted
<p><i>All drawing dimensions are to be in METRIC units.</i></p> <p><i>All drawings must be size ARCH D (610mm x 914mm).</i></p> <p><i>Digital file submissions must have a verifiable digital seal &amp; signature and conform to the PDF/A standard.</i></p>			
6	<p><b>Survey Plan</b> sealed by BCLS less than 3 months from time of application.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Submit additional "Requirements for BCLS Survey Plans" checklist.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>

Drawings Required (2 Copies & 1 Digital PDF)		Applicant Submitted	Staff Accepted
7	<p><b>Project Statistics</b> sealed by Registered Architect containing:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Total Site Area;</li> <li><input type="checkbox"/> Site Coverage, allowable and proposed as a percentage of site area;</li> <li><input type="checkbox"/> Floor Space Ratio, allowable and proposed;</li> <li><input type="checkbox"/> Floor Area of each floor, covered balconies/sundecks/patio, and accessory building;</li> <li><input type="checkbox"/> Average Grade Calculation Table for all buildings;</li> <li><input type="checkbox"/> Building Height, allowable and proposed;</li> <li><input type="checkbox"/> Building Depth, allowable and proposed;</li> <li><input type="checkbox"/> Yard Setbacks, required and proposed; and</li> <li><input type="checkbox"/> Impermeable Material Area, existing, allowable, and proposed as a percentage of site area.</li> <li><input type="checkbox"/> Number of units, allowable and proposed; and breakdown of unit types (number of bedrooms, affordable units, etc.).</li> <li><input type="checkbox"/> Technical paragraph describing the project, including site area, FSR, unit breakdown (number, bedrooms, size). Max 200 words.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
8	<p><b>Site Plan</b> Min 1:100 scale sealed by Registered Architect showing:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> North arrow and scale;</li> <li><input type="checkbox"/> Civic and legal address;</li> <li><input type="checkbox"/> Street name(s) adjacent to site;</li> <li><input type="checkbox"/> Dimensions of site;</li> <li><input type="checkbox"/> Required setbacks dimensioned;</li> <li><input type="checkbox"/> Proposed setbacks dimensioned, with the notation "<b>Setbacks are to exterior finish of building</b>";</li> <li><input type="checkbox"/> Location of all existing and proposed buildings;</li> <li><input type="checkbox"/> Dimensions of all proposed buildings (to exterior cladding);</li> <li><input type="checkbox"/> Natural and proposed finished grade elevation points used for average grade calculations;</li> <li><input type="checkbox"/> Location, dimensions, and slope of proposed driveway(s);</li> <li><input type="checkbox"/> Location of heating, cooling, and mechanical equipment, and venting/exhaust locations;</li> <li><input type="checkbox"/> Off-site details such as trees, curb cuts, street furniture (which includes lights, fire hydrants, signs, mailboxes, and utilities);</li> <li><input type="checkbox"/> Location of easements and rights-of-way; and</li> <li><input type="checkbox"/> Exterior garbage areas, kiosks, and mailboxes.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
9	<p><b>Floor Plans</b> Min 1:50 scale sealed by Registered Architect for all buildings showing:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Outline of required setbacks on each floor and roof plan;</li> <li><input type="checkbox"/> Fully dimensioned including overall width and depth (to exterior cladding);</li> <li><input type="checkbox"/> Room uses and dimensions; and</li> <li><input type="checkbox"/> Location of heating, ventilation, air conditioning, mechanical structures or equipment, including roof top mechanical equipment and enclosures.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>

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10	<p><b>Overlay Sheets</b> sealed by Registered Architect in the same scale as the floor plans and site plan, illustrating compliance (manually verifiable).</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> FSR of each floor, including covered balconies/sundecks/patio, and accessory building(s);</li> <li><input type="checkbox"/> Site Coverage of all buildings, including covered decks and patios exceeding 305mm higher than natural or finished grade; and</li> </ul> <p>Proposed Impermeable Material Area of all buildings, paving, covered decks, patios, pools, fences, landscaping walls, etc. which stop rainwater from directly entering the soil.</p>	<input type="checkbox"/>	<input type="checkbox"/>
11	<p><b>Building Elevations</b> Min 1:50 scale sealed by Registered Architect for all buildings showing:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Proposed building elevations design.</li> <li><input type="checkbox"/> Finished and natural grade elevations at every elevation change as per the points of the average grade calculation;</li> <li><input type="checkbox"/> Outline of the comparable existing building (house or accessory building) on the front elevation drawing;</li> <li><input type="checkbox"/> Outline of the comparable existing building (house or accessory building) on one of the side elevation drawings;</li> <li><input type="checkbox"/> Elevation of each floor level, average grade, peak of pitched roof, 2.4m point above top floor, and mean roof height (<i>see Guide to Building Height</i>); and</li> <li><input type="checkbox"/> Dimension of eaves measured from exterior cladding.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
12	<p><b>Cross Sections</b> Min 1:50 scale sealed by Registered Architect for all buildings showing:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Elevation of each floor level, average grade, peak of pitched roof, 2.4m point above top floor, and mean roof height (<i>see Guide to Building Height</i>); and</li> <li><input type="checkbox"/> Vaulted areas and adjacent attic spaces if applicable.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
13	<p><b>Landscape Plans</b> Min 1:100 scale showing:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Proposed plantings with Table containing both botanical and common names, size and height, quantity, mature height, and watering requirements;</li> <li><input type="checkbox"/> Proposed trees to be retained and removed (and their replacement) on site;</li> <li><input type="checkbox"/> Existing planting to be removed and/or retained;</li> <li><input type="checkbox"/> Hard landscaping elements;</li> <li><input type="checkbox"/> Proposed grades throughout the site;</li> <li><input type="checkbox"/> Elevation notations for top and bottom of landscaping walls, top and bottom of fences, and top and bottom of landscaping elements; and</li> <li><input type="checkbox"/> Note on plans that applicant will provide a letter of confirmation from the certified permeable system installer, stating that the permeable system has been installed to required specifications.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>

Drawings Required (2 Copies & 1 Digital PDF)		Applicant Submitted	Staff Accepted
14	<p><b>Tree Protection Plan</b> Min 1:100 scale showing:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Location and trunk diameter of trees proposed to be retained on site;</li> <li><input type="checkbox"/> Location and trunk diameter of trees located on the UEL boulevard adjacent to the site;</li> <li><input type="checkbox"/> Location and truck diameter of trees located on adjacent properties within 2 metres of shared property lines;</li> <li><input type="checkbox"/> Location and dimensions of proposed tree protection barriers for the trees identified above, in accordance with UEL Works and Services Bylaw Schedule C Section 1.16; and</li> <li><input type="checkbox"/> Monthly watering schedule for all retained planting on site (including retained trees) during construction.</li> <li><input type="checkbox"/> Statement that tree plantings meet at least a 40% canopy coverage on the lot within a 25-year period. See UEL Tree Management Policy on the UEL website.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
15	<p><b>Detailed Elevation Drawings</b> Min 1:50 scale sealed by Registered Architect showing:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> All proposed fencing, retaining walls, gates, permeable paver systems, and landscape structures with details and dimensions.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
16	<p><b>Civil Drawings</b> Min 1:100 scale showing:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Water, sanitary, and stormwater service connections;</li> <li><input type="checkbox"/> Street and sidewalk connections;</li> <li><input type="checkbox"/> Proposed electrical / natural gas connections;</li> <li><input type="checkbox"/> Location of existing and proposed driveway, service boxes, trees, utility poles, fire hydrants, roads, streetlights etc.; and</li> <li><input type="checkbox"/> Proposed grades throughout the site.</li> <li><input type="checkbox"/> Any other public realm improvement required by the Works and Services Bylaw.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>

Graphic and Other Required Material (1 Copy & 1 Digital PDF)		Applicant Submitted	Staff Accepted
17	<p><b>Materials Plan</b> showing proposed colours and materials of exterior finishes (physical samples not required).</p>	<input type="checkbox"/>	<input type="checkbox"/>
18	<p><b>Scale Model</b> of the proposed development at a scale not less than 1:100.</p> <p><i>Note: UEL staff may permit the model to be submitted later to avoid physical model revisions. May not be required for applications proposing only additions, accessory building(s), and/or renovations, at the discretion of UEL staff.</i></p>	<input type="checkbox"/>	<input type="checkbox"/>
19	<p><b>Stormwater Management Plan</b>, signed and sealed by a certified professional. Please refer to UEL Stormwater Management Requirements Policy on the UEL Website for details.</p>	<input type="checkbox"/>	<input type="checkbox"/>
20	<p><b>Acoustics Report</b> by a qualified acoustics professional that includes noise mitigation to ensure required noise levels will be met.</p>	<input type="checkbox"/>	<input type="checkbox"/>

Graphic and Other Required Material (1 Copy & 1 Digital PDF)		Applicant Submitted	Staff Accepted
21	<b>Emergency / Fire Access Plan</b> with drawings showing required access, turn around, and response provisions consistent with BCBC.	<input type="checkbox"/>	<input type="checkbox"/>
22	<b>BC Hydro / Telecoms Clearance Letters</b> for properties showing easement per the Building Lines Schedule 5 in the Bylaw, ROW on title, or near power/telephone lines.	<input type="checkbox"/>	<input type="checkbox"/>
23	<b>Traffic Impact Assessment</b> prepared by a professional transportation consultant to assess the impact of the proposal on existing transportation network infrastructure.	<input type="checkbox"/>	<input type="checkbox"/>
24	<b>Arborist Report</b> if trees will be impacted on site or adjacent properties and how proposal will meet UEL policy. See UEL website for details.	<input type="checkbox"/>	<input type="checkbox"/>
25	<b>LEED® Certification Assurance Letter</b> from a certified professional of how each building will achieve LEED® Gold certification.	<input type="checkbox"/>	<input type="checkbox"/>
26	<b>Building Energy Step Code Compliance Memo</b> completed by a Professional Engineer or a Qualified professional that the proposed buildings demonstrate compliance with the applicable requirements of the BC Energy Step Code (ESC) and Zero Carbon Step Code (ZCSC).	<input type="checkbox"/>	<input type="checkbox"/>
27	<b>Riparian Areas Protection Regulations Assessment</b> per UEL Riparian Areas Protection Regulations Policy, if applicable. See UEL website for details.	<input type="checkbox"/>	<input type="checkbox"/>
28	<b>Works and Services Agreement</b> per UEL Works and Services Bylaw.	<input type="checkbox"/>	<input type="checkbox"/>
29	<b>Colour Photos</b> of existing buildings (e.g. when DP Application is for an addition to an existing structure)	<input type="checkbox"/>	<input type="checkbox"/>

UEL Public Works Advisements	
<p>Site service upgrades (water, storm, and sanitary connections) are expected to be upgraded at the expense of the applicant per the UEL Works and Services Bylaw. Work orders for site services are to be scheduled with the UEL Administration Office. Service locations and elevations at the property line are to be approved by the UEL Public Works Department – contact early to determine location and expectations. The Owner/Applicant must complete all public realm restorations (curbs/sidewalks/boulevards) to the satisfaction of UEL Public Works Department.</p> <p>The Owner/Applicant will be required to enter into a Works and Services agreement and provide a Letter of Credit for said works prior to a Development Permit being issued.</p>	<input type="checkbox"/>