



DISTRICT OF MAPLE RIDGE PLANNING DEPARTMENT

Development Application Submission Checklist

DEVELOPMENT PERMIT APPLICATION (for intensive residential development)

Applications for Development Permit are to be made to the Planning Department, and must include the following:

- 1) A completed application form with the prescribed fee;
- 2) A Certificate of Title and a Consent Form (if the applicant is different from the owner shown on the certificate of title) plus copies of any restrictive covenants registered against title to the lands;
- 3) A Site Profile;
- 4) A written statement describing the proposed development including an assessment as to consistency of the proposal with Official Community Plan Development Permit area guidelines;
- 5) Three sets of architectural plans at 11x17, one set at 8.5 x 11 and four extra site plans folded. The plans should be drawn to metric scale and sufficient in detail to demonstrate what is being proposed on the site, compliance with development permit area guidelines and basic siting and height provisions of the Zoning Bylaw. The plans should include:
 - i) A fully dimensioned site plan showing:
 - Site reconciliation information including lot size, lot coverage and required and provided parking spaces;
 - All proposed buildings and structures and setbacks from property lines;
 - Location and dimensions of vehicular and pedestrian accesses and showing driveway grades in percentages;
 - ii) Elevation drawings for the front elevations of the buildings on the proposed lots including detached garages, indicating architectural expression and exterior materials and clearly demonstrating compliance with the Zoning Bylaw as to building height. (see below);
 - iii) Floor plans, dimensioned at a reasonable scale for the size and type of development;
 - iv) Landscape plans for front and exterior side yards showing planting sizes, numbers, species and location as well as:
 - a. The location and details of fencing and retaining structures;
 - b. Street tree locations;

Notes:

- Staff or Council may require additional information at any time to properly assess the application;
- All plans to be in metric scale;
- Incomplete applications **will not** be accepted;
- A pre-application meeting with staff prior to submission of an application is strongly recommended to assist in identifying issues and expedite processing times;

- This document is a guide only.

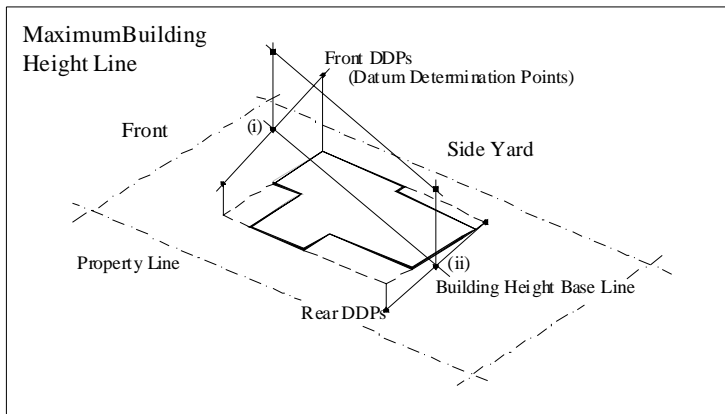
Excerpt from Zoning Bylaw

HEIGHT- means the greatest vertical distance from the Building Height Base Line to the topmost part of the building.

BUILDING HEIGHT BASE LINE - means:

- i) averaging the two front Datum Determination Points on the lot; and
- ii) averaging the two rear Datum Determination Points on the lot; and
- iii) longitudinally extending a line joining (i) and (ii);

illustrated by way of the following diagram



April, 2008