



DISTRICT OF MAPLE RIDGE PLANNING DEPARTMENT

Development Application Submission Checklist

SUBDIVISION APPLICATION

Applications for subdivision preliminary approval are to be made to the Planning Department, and shall include the following:

- 1) A completed application form with the prescribed fee.
- 2) A Certificate of Title for each property and a Consent Form (if the applicant is different from the owner shown on the certificate of title).
- 3) A Site profile for each property.
- 4) A preliminary plan of the proposed subdivision layout at a scale of 1:200 or 1:500 in accordance with all applicable bylaws and regulations and showing the following:
 - Required building envelopes;
 - The exterior boundaries of the subdivision boldly outlined;
 - Complete legal description for each parcel included in the subdivision;
 - North point;
 - Accurate location of any buildings and structures proposed to remain after subdivision;
 - Present or proposed zoning category;
 - Accurate dimensions and lot areas of all parcels to be created by the proposed subdivision;
 - Required minimum building envelopes;
 - All existing property lines proposed to be cancelled;
 - All road and lane dedications with widths and arcs clearly dimensioned;
 - The date the subdivision plan was prepared and any revision dates;
 - Access and proposed subdivision layout for parcels lying beyond or adjacent to the proposed development;
- 5) A servicing concept plan indicating how the applicants intend to service the site with sanitary sewer, storm sewer and municipal water supply.
- 6) Accurate topographic mapping of the parcel(s) involved in the application, with contours at 1 metre intervals, and accurate delineation of all watercourses.
- 7) A legal survey of the top of bank of any watercourse or wet lands lying within the proposed subdivision or on adjoining lands if the required setback will affect the lands.
- 8) The proposed setback from the top of bank of any watercourse based on District of Maple Ridge bylaws and policies.

- 9) A Tree Survey Plan and Arborist Report prepared by a qualified Arborist that includes the following:
- On sites larger than 1 hectare identify mature groves of trees with tree diameters generally over 25cm diameter; unique ecological groves of trees; and individual trees >25cm diameter to be removed;
 - On sites less than 1 hectare identify individual trees larger than 25cm diameter;
 - Hazard trees within the setback boundaries, park boundaries and District lands that are within striking distance of building envelopes;
 - Description of forested area, including species, age classes, size and condition;
 - Recommendations for retention where possible; mitigation and/or removal of hazard trees and action plan; mitigation and protection of root zones; and replanting and habitat restoration plan.
- 10) A letter from a professional Engineer advising of any underground or above ground fuel storage tanks and the plan for their removal.

Additional information may also be required as follows:

- 11) An Environmental Assessment prepared by a qualified environmental consultant. ☐
A more detailed Environmental Impact Assessment may also be required.
- 12) A geotechnical report in support of the proposed development with any recommended geotechnical setback line shown on the proposed subdivision and building envelope plans. ☐
- 13) A detailed Comprehensive Lot Grading Plan showing all earthworks, retaining structures, maximum and minimum basement elevations, driveway grades etc. ☐
- 14) A Conceptual Stormwater Management Plan, including any retention or detention facilities. ☐
- 15) An Erosion and Sediment Control plan prepared by a Professional Engineer in accordance with requirements of the Watercourse Protection Bylaw. ☐

Notes:

- The Approving Officer may, at any time, request additional information necessary to assess the application.
- This is a guide only; please refer to Maple Ridge Subdivision and Servicing Bylaw No. 4800-1993 as amended for more detailed requirements and information.