

Application Submission Checklist																		
<b>Submission Requirements:</b>  √ = Required TBD = To be Determined at Pre-Application Meeting Blank = Not Required  This checklist shall be used in conjunction with the Pre-Application Review Letter. Additional supporting documents may be required at the Pre-Application review.	Master Development Plan (For Larger Phased- Developments)	Official Community Plan Amendment	Rezoning	Development Permit (Form & Character)	Development Permit (Watercourse Protection and Natural Features)	Development Permit (Wildfire)	Development Variance Permit	Temporary Use Permit	Subdivision – Fee Simple	Subdivision – Lot Line Adjustment	Subdivision – Air Space Parcel	Bareland Strata	Phased Strata	Strata Conversion	Heritage Revitalization Agreement	Heritage Alteration Permit	Heritage Designation	Agricultural Land Reserve
Forms and Documents																		
Completed Application Form	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√
Signed Submission Requirement Checklist	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√
Response to Pre-Application Review Letter (if provided by the City)	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√		√	√
Title Search and a Copy of all registered covenants, rights-of-way, and easements (requested no later than 14 days prior to submission of the application)	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√
Authorized Agent Consent Form	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√
Coordinated Assessment Strategy Statement	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√
Site Disclosure Statement	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√		√	√
Project Description and Rationale, Neighbourhood Context, Project Statistics, etc.	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√
Bylaw/Policy Compliance Review	√	√	√	√	√	√	√	√	√	√	√	√		√	√	√	√	√
Development Permit Design Guidelines Compliance Checklist				√	√	√												
Impacts of the Proposal/Use on Adjacent Properties (odor, heat, glare, vibration, shadow, privacy, etc.)				TBD			√	TBD										
Description of Current Use of Heritage Building															√	√	√	
Description of Proposed Changes to Heritage Building															√	√	√	
Details of Affixed Interior Building Features Proposed to be Subject to Heritage Protection															√	√	√	
Statement of Significance Completed by a Heritage Professional															√	√	√	
Proof of Farm Status																		√
Form P													√					
Application Fees	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√
Reports and Assessments																		
Terms of Reference for Traffic Impact Assessment	TBD		TBD	TBD			TBD	TBD	TBD			TBD						
Servicing plan and Statement Regarding the Availability and Adequacy of sanitary sewer, storm sewer and water supply	TBD		TBD	TBD			TBD	TBD	TBD			TBD	TBD					
Geotechnical Report	TBD		TBD	TBD	TBD		TBD	TBD	TBD			TBD	TBD		TBD			TBD
Wildfire Hazard Assessment						√												
Arborist Report			√	√	√		TBD	TBD	TBD			TBD			TBD			

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Environmental Impact Assessment, Prepared by a Qualified Professional	TBD		TBD	TBD	√			TBD	TBD			TBD	TBD		TBD			TBD
Invasive Plant Inventory			TBD	TBD	√			TBD	TBD			TBD			TBD			
Completed Leadership in Energy and Environmental Design (LEED B.C.)				TBD											TBD			
Preliminary Stormwater Management Plan (SMP) Outlining Proposed Strategies to Meet City’s 3 Tier Criteria for SMP			√	√	TBD			TBD	TBD			TBD		TBD	TBD			
Heritage Impact Assessment			TBD	TBD														
Archaeological Assessment			TBD	TBD					TBD			TBD	TBD		TBD			
Building Code Analysis Summary				TBD				TBD						TBD	TBD			
Energy Step Code Compliance				TBD														
Zero Carbon Analysis				TBD														
Alternative Solutions				TBD				TBD										
Drawings and Plans– Drawings Should be in Metric																		
Architectural Plans			√ <sup>1</sup>	√			TBD	TBD						√	√	TBD	TBD	
Site Plan	√	√	√	√	√	√	√	√	√	√	√	√	√	√	√	TBD	TBD	√
Survey Plan	√	√	√	√	√	√	TBD	√	√	√	√	√	√	√	√			√
Preliminary Grading Plan, if Major Re-grading is Proposed			TBD	TBD	TBD		TBD	TBD	TBD		TBD	TBD			TBD			TBD
Landscape Plan			√ <sup>2</sup>	√	TBD		TBD	TBD	TBD		TBD	TBD		TBD	TBD	TBD	TBD	
Subdivision Plan					√		TBD		√	√	√	√		√	TBD			
Tree Survey	TBD		√	√	√	√	TBD	TBD	√		√	√		TBD	TBD		TBD	TBD
Solid Waste and Recycling Plan			√ <sup>3</sup>	√ <sup>4</sup>				TBD						TBD	TBD			
Colored Building Elevations				√											√	TBD	TBD	
Fire Services Plan			√	√				TBD	√		√	√		TBD	TBD			

I acknowledge that as part of the complete application package, I have provided all the plans, reports, and supporting documents which are required in accordance with the Application Submission Checklist.

Applicant’s Signature \_\_\_\_\_

Date: \_\_\_\_\_

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<sup>1</sup> Architectural Drawings are only required for the applications that are proposing to rezone the site to RT-1 zone.  
<sup>2</sup> Landscape Drawings are only required for the applications that are proposing to rezone the site to RT-1 zone.  
<sup>3</sup> Only applies to applications that are proposing to rezone the site to Institutional zones.  
<sup>4</sup> Only applies to applications that are proposing developments other than Single Detached Residential.