

Expedited Processing Program (EPP) Application Checklist

Eligibility requirements for the Expedited Processing Program: (Note: all requirements will need to be met for eligibility)	Reference	Met (✓)
Proposed development is one triplex or fourplex building.		☐
Property is eligible for the Urban Infill Residential use.	• Urban Infill Locator • Zoning Bylaw (Section 402.29)	☐
Property is located in an eligible area for the Expedited Processing Program.	• Urban Infill Locator	☐
Property is not located in an Environmental Development Permit Area due to nearby watercourses, steep slopes, or floodplain.	• RidgeView Mapping (select Environmental DP Area Layer)	☐
Proposed development does not propose or require variances to City bylaws.		☐
This application is submitted and certified by a Qualified Professional.		☐
Preliminary Steps required before submitting an EPP Application:		
An Engineering Servicing Review (ESR) has been submitted, and the preliminary engineering comments have been incorporated into the proposed development.	• Engineering Servicing Review	☐
A preliminary stormwater management plan, including on-site detention of the 1 in 100-year storm, was submitted for preliminary review, and the Preliminary Engineering Comments have been addressed.	• Design Criteria Manual (Section 2) • Stormwater Management Guidelines	☐
Applications submitted under the Expedited Processing Program may be redirected to the standard processing stream if additional review is warranted due to project complexity or where the application fails to satisfy all eligibility and submission requirements.		

The following checklist is provided as a summary of applicable City bylaws, policies, and requirements to assist applicants in preparing their development proposals. Additional requirements not identified herein may apply, and all regulations are subject to amendment from time to time.

	Requirement	Reference	Met (✓)
	Building and Site Design		
1.	Existing statutory rights-of-way, easements and covenants on the property have been reviewed and considered in the site design.	• Land Title and Survey Authority	☐
2.	An Engineering Servicing Review (ESR) dated within the last six months has been obtained, and the requirements provided in the preliminary engineering comments are incorporated into the design.	• Engineering Servicing Review	☐
3.	Lot coverage is below the permitted value. Lot area calculation reflects the net lot area after road dedication.	• Zoning Bylaw (Section 402.29.4) • Urban Infill Locator	☐
4.	Required setbacks (front, rear, interior and exterior side) for the principal and accessory buildings are met. Building projections (e.g., decks, unenclosed balconies, porches, overhangs) comply with siting requirements.	• Zoning Bylaw (Section 402.29.5 and 403.5)	☐
5.	Building height does not exceed 9.5 m for principal buildings and 4.5 m for accessory buildings. The pitch of the roof determines how the building height is measured.	• Zoning Bylaw (Section 402.29.6 and 403.4)	☐
6.	A sufficiently sized ground-level private outdoor area has been provided for each unit. Private outdoor areas should not include shared spaces (e.g., pathways).	• Zoning Bylaw (Section 402.29.7(a))	☐

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7.	The existing neighbourhood character is reinforced by common architectural patterns and elements (e.g., façade elements, roof forms, porches, doors, windows).	• GORI DP Guidelines	☐
8.	Units are oriented and designed to appear as a “single detached house” with at least one dwelling unit entrance facing the street.	• GORI DP Guidelines	☐
9.	The form, massing and setbacks of the surrounding properties have been considered, and a thoughtful interface has been provided. Shadowing and daylight impacts on adjacent properties are avoided.	• GORI DP Guidelines	☐
10.	Privacy impacts on adjoining properties have been minimized. Upper-level balconies that directly overlook adjacent outdoor areas are avoided.	• GORI DP Guidelines	☐
11.	Window placement maximizes natural light, visual connections to the street, and views of outdoor spaces.	• GORI DP Guidelines	☐
12.	Distinct exterior treatments and facades are used to differentiate between the units. Clear unit addressing is provided.	• GORI DP Guidelines • Building Numbering Bylaw	☐
13.	Lots with two street frontages provide an equal level of architectural treatment on both frontages (i.e., double fronting).	• GORI DP Guidelines	☐
14.	Pedestrian corridors are provided from the street to each unit entrance and do not cut through another unit’s private outdoor space.	• GORI DP Guidelines	☐
15.	Universal accessibility and barrier-free access have been incorporated.	• GORI DP Guidelines	☐
16.	Unit entrances are clearly visible, weather protected, and well-lit.	• GORI DP Guidelines	☐

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17.	Retention of existing significant and mature trees has been considered in the siting and design. Tree protection zones are shown on architectural drawings.	• GORI DP Guidelines • Tree Bylaw	☐
18.	Tree protection zones for trees located on adjacent properties have been considered. If a tree is proposed for removal, written consent from the adjacent property owner is required.	• Tree Bylaw	☐
19.	Areas for garbage and recycling containers are provided in each dwelling unit's garage or in a shared structure screened from public view.	• GORI DP Guidelines	☐
	Landscaping and Open Spaces		
20.	A landscape plan, prepared by a Landscape Architect and providing a pleasing street presence has been submitted and includes: • Stormwater management plan requirements • Replacement tree planting plan • Tree protection zones within 10 m of the development • Height and type of fencing. Chain link fencing is not to be used • Pedestrian corridors and private and semi-private space are clearly delineated through landscape screens or fences • Landscaped areas have been maximized, and impervious paved surfaces are minimized • Energy-efficient landscaping is achieved through native and/or drought-resistant planting and strategic tree placement to provide shade while allowing daylight into buildings • Associated landscaping cost estimate	• Development Application Checklist • Stormwater Management Guidelines • Tree Bylaw (Section 7.1 and 10.1) • Zoning Bylaw (Section 405.4) • GORI DP Guidelines	☐

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21.	An arborist report and tree management plan prepared by a Certified Arborist has been provided.	• Tree Bylaw (Section 7.1)	☐
22.	Retained trees within the developable area meet the 100 trees per hectare ratio (100 trees/ha), or replacement trees have been provided.	• Tree Bylaw (Schedule A Section 6)	☐
23.	A minimum of 40% of the lot area is permeable surface, and at least 50% of the front yard is landscaped with permeable materials. Permeable areas and calculations are clearly identified on the landscape plan.	• Zoning Bylaw (Section 405.1.1 and 405.1.3(e))	☐
Vehicle Access, Parking and Circulation			
24.	Vehicle access is limited to one access per lot and is not from a major arterial classified road. When available, access is from the rear of the property (i.e., rear lane).	• Access Management Policy 9.14 • Design Criteria Manual	☐
25.	Vehicle access from the street is between 4 m to 6 m wide and is not greater than 50% of the frontage width. Access is at least 7.5 m from the lot corner of an intersection and visual clearance at street intersections has been provided.	• Design Criteria Manual • Zoning Bylaw (Section 403.8)	☐
26.	The required number of parking spaces for each proposed use has been provided. Parking provided in a tandem configuration belongs to the same dwelling unit or business.	• Parking Bylaw (Section 2.07)	☐
27.	Garages, carports, and driveways (i.e., unenclosed parking spaces) meet the required minimum dimensions. Small car parking spaces are not permitted for these uses.	• Parking Bylaw (Section 2.05)	☐
28.	Detached parking structures are architecturally compatible and in keeping with the principal building and adequately screened.	• GORI DP Guidelines	☐

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29.	One parking space per dwelling unit is electric vehicle ready. (i.e., has an adjacent energized outlet capable of providing level 2 charging)	• Parking Bylaw (Section 2.09)	☐
30.	Movement aisles meet the required minimum dimensions. Two-way vehicle movement is necessary where a movement aisle provides shared access to multiple independent dwelling units.	• Parking Bylaw (Section 2.03)	☐
31.	One long-term bicycle parking space is provided for each dwelling unit, except where a garage is provided that meets the required minimum dimensions.	• Parking Bylaw (Section 3.01)	☐
Civil Plans and Reports			
Important: A detailed Engineering review occurs at the Building Permit stage. The applicant should anticipate engineering-related offsite upgrades, frontage improvements, registration of legal documents, servicing agreements, security deposits, and City fees to apply at the Building Permit stage.			
32.	A servicing plan including water and sewer service connections and sizes is provided. Development is serviced by underground utilities.	• Subdivision and Development Servicing Bylaw	☐
33.	A stormwater management plan demonstrating on-site detention of the 1 in 100-year storm with a two-year forested release rate is provided.	• Design Criteria Manual (Section 2) • Stormwater Guidelines	☐
34.	Fire flow confirmation at the property line, using the latest version of the Fire Underwriters Survey's <i>Water Supply for Public Fire Protection</i> , is provided.	• Fire Underwriters Survey	☐
35.	A water meter sizing calculation sheet is provided.	• Design Criteria Manual (Part 5 Appendix A)	☐

The undersigned Qualified Professional confirms that they have independently reviewed the project, including the plans and supporting documents submitted with this application. Based on that review and in the exercise of their professional judgment, the Qualified Professional is of the opinion that the project, as shown in those documents, complies in all material respects with the applicable requirements of the City's bylaws.

Note: A Qualified Professional includes individuals registered with specific professional bodies including professional architects, certified building designers, and professional engineers.

Qualified Professional		
Company:	Business Licence/Account:	
Name:		
Address:	City:	Postal Code:
Phone:	Email:	

Qualified Professional:

Print Name

Signature

Date

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