11995 Haney Place, Maple Ridge, BC V2X 6A9
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Planning Application Submission Checklist

A. DOCUMENTS

REQUIRED | CONFIRM IF REQUIRED DURING PRE-APPLICATION REVIEW | NOT REQUIRED

APPLICATION REQUIREMENTS	APPLICATION TYPE														
	Land Use			Environment			Form and Character	Subdivision			Other				
The following checklist identifies submission materials required based on application type. Once all materials have been gathered, you may submit your application to Planning@MapleRidge.ca.	**OCP Amendment** and/or **Rezoning**	**Temporary Use Permit**	**Agricultural Land Reserve (All Types)**	**Watercourse Protection DP**	**Natural Features DP**	**Wildfire DP**	**Form and Character DP (All Types)**	**Subdivision**	**Phased Strata**	**Strata Title Conversion**	**Tenant Protection DP**	**Develop. Variance Permit**	**Heritage Designation** or **Heritage Alteration Permit**	**Heritage Agreement (HRA)**	**Applicant Use Only**
Check All Applications Requested	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	**Check Box If Provided**
1. Planning Application Form															☐
2. Pre-Application Review Response Letter															☐
3. Project Overview and Compliance Letter															☐
4. Current Title Search															☐
5. Registered Charges															☐
6. BC Company Summary (if applicable)															☐
7. Site Disclosure Statement															☐
8. Proof of Farm Status															☐
9. Watercourse Protection Development Permit Checklist and Schedule A															☐
10. Natural Features Development Permit Checklist and Schedule A															☐
11. Development Permit Guideline Checklists															☐
12. Form P – Phased Strata Plan Declaration															☐
13. Application Fees															☐

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B. PLANS

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	Land Use			Environment			Form and Character	Subdivision			Other				
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Check All Applications Requested	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	**Check Box If Provided**
14. Certified Tree and Topographic Survey															☐
15. Site Plan															☐
16. Architectural Plans															☐
17. Landscape Plans															☐
18. Tree Management Plan															☐
19. Enhancement and Restoration Plan															☐
20. Preliminary Servicing Plan															☐
21. Preliminary Lot Grading Plan															☐
22. Comprehensive Lot Grading Plan															☐
23. Preliminary Stormwater Management Plan															☐
24. Preliminary Subdivision Plan															☐
25. Subdivision Plan															☐
26. Phased Strata Plan															☐
27. Building Strata Plan															☐
28. Tenant Protection Plan															☐

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C. REPORTS

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Check All Applications Requested	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	**Check Box If Provided**
29. Arborist Report															☐
30. Wildfire Hazard Assessment															☐
31. Geotechnical Report															☐
32. Invasive Species Assessment															☐
33. Environmental Assessment															☐
34. Archaeological Impact Assessment															☐
35. Heritage Impact Assessment															☐
36. Terms of Reference for Traffic Impact Assessment															☐
37. Water System Network Analysis															☐
38. Sanitary Sewer System Network Analysis															☐
39. Preliminary Building Code Analysis															☐
40. Preliminary Energy Step Code Analysis															☐
41. Preliminary Zero Carbon Analysis															☐
42. Heritage Statement of Significance															☐

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Planning Application Submission Details

A. Documents	Details
1. Planning Application Form	The Planning Application Form must be completed by the applicant and reviewed and approved by all property owners.
2. Pre-Application Review Response Letter	A Pre-Application Review Response Letter must be completed by the applicant. The letter must include formal responses to each comment in the City's Pre-Application Review Letter, and detail if/how the documents, plans, and reports have been revised accordingly. If a Pre-Application Review has not been completed, a Pre-Application Review Request should be submitted prior to submitting a Planning Application Form.
3. Project Overview and Compliance Letter	A Project Overview and Compliance Letter must be completed by the applicant. This letter must include a brief project overview and details about: how the proposal meets the City's applicable bylaws, policies, and guidelines; any proposed variances and relevant rationale; and any anticipated impacts to adjacent properties (e.g., shadow, lighting/glare, heat, vibration, odour, privacy). For heritage applications, the Project Overview and Compliance Letter must also include details on the historical significance and character-defining elements of the property, the current use as well as any proposed changes to the heritage buildings, and any affixed interior building features proposed to be subject to heritage protection.
4. Current Title Search	A Current Title Search (dated within 30 days of the application) must be provided by the applicant. A Current Title Search can be obtained through the Land Title and Survey Authority of British Columbia (LTSA).
5. Registered Charges	Registered Charges (e.g., restrictive covenants, easements, rights-of-way) on title and any associated plans must be provided by the applicant. Registered Charges and associated plans can be obtained through the Land Title and Survey Authority of British Columbia (LTSA).
6. BC Company Summary	A BC Company Summary must be provided by the applicant when the registered owner is a corporation. A BC Company Summary can be obtained through a Service BC Location, BC Online, or BC Registries and Online Services.
7. Site Disclosure Statement	The Province's form for a Site Disclosure Statement must be completed and provided by the applicant or property owner to identify any property that may be contaminated due to past or present industrial or commercial activities.

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8. Proof of Farm Status	Proof of Farm Status must be provided by the applicant or property owner. Proof of Farm Status can be obtained through BC Assessment.
9. Watercourse Protection Development Permit Checklist	The Watercourse Protection Development Permit Checklist and Schedule A (Environmental Responsibilities) must be completed by a Qualified Environmental Professional, and submitted with the application.
10. Natural Features Development Permit Checklist	The Natural Features Development Permit Checklist and Schedule A (Environmental Responsibilities) must be completed by a Qualified Environmental Professional, and submitted with the application.
11. Development Permit Guideline Checklists	Development Permit Guideline Checklist(s) must be completed by the specified professional (e.g., Qualified Environmental Professional, Registered Forester, Architect, Landscape Architect) noted on the relevant checklist. Environmental Development Permit Guideline Checklists a. Watercourse Protection Development Permit Area b. Natural Features Development Permit Area c. Wildfire Protection Development Permit Area Form and Character Development Permit Guideline Checklists d. Intensive Residential Development Permit Area e. Ground Oriented Residential Infill Development Permit Area, or Ground Oriented Residential Infill Expedited Processing Program (if applicable) f. Multi-Family Development Permit Area g. Commercial Development Permit Area h. Industrial Development Permit Area Area-Specific Form and Character Development Permit Guideline Checklists i. Hammond Development Permit Area j. Town Centre Development Permit Area (Part 1) ▪ Civic Core Precinct ▪ Downtown West Precinct ▪ Downtown East Precinct ▪ South of Lougheed Precinct ▪ Port Haney Precinct ▪ North View and South View Precinct k. Town Centre Development Permit Area (Part 2) l. Lougheed Transit Corridor Development Permit Area
12. Form P – Phased Strata Plan Declaration	A Form P – Phased Strata Plan Declaration must be drafted by a lawyer and completed by the property owner. A template for a Form P – Phased Strata Plan Declaration can be found on the Land Title and Survey Authority of British

	Columbia (LTSA's) website. A Form P – Phased Strata Plan Declaration must be accompanied by a Sketch Plan completed by a BC Land Surveyor. The Form P Sketch Plan should identify all the land to be included in the Phased Strata Plan, the present parcel boundaries, the approximate boundaries of each phase, and the approximate location of the common facilities.
13. Application Fees	Relevant fees must be provided in accordance with the Fees and Charges Bylaw as amended from time to time.

B. Plans	**Details**
14. Certified Tree and Topographic Survey Plan	**The Certified Tree and Topographic Survey Plan must include:** a. Signature and seal of a BC Land Surveyor b. Legal description, north arrow, and standard scale c. Adjacent streets and lanes with names and road rights-of-way widths d. Location, dimensions, and area of existing lots, proposed lots, proposed road dedication, and proposed park dedication. Existing and proposed property lines should be distinguished with labels and different colours e. Location, dimensions, and area of all encumbrance areas (e.g., covenant, easement, rights-of-way) f. Location/natural boundaries of all waterbodies/watercourses and associated tops-of-bank (e.g., lakes, rivers, streams, ponds, drainage channels, wetlands) and all active floodplain areas g. Location of all environmental setbacks (e.g., waterbody/watercourse, floodplain, geotechnical setbacks) h. Location and width of vehicular access(es) from an adjacent street or lane i. Location and width of maneuvering aisles j. Location, dimensions, and lot coverage for all structures with distances to the relevant lot lines, structures, **and the underlined items above** k. Existing grades at key locations throughout the site l. Existing topographic contours with 1 metre intervals, and location of natural slopes greater than 15% as well as greater than 25% with indication of the elevation of the crest and toe of these slopes m. Location of all existing trees on or adjacent to the site with a diameter of 20 cm or greater

15. Site Plan	**The Site Plan must include:** a. Civic address(es), north arrow, and standard scale b. Measurements in metric c. Adjacent streets and lanes with names d. Location, dimensions, and area of existing lots, proposed lots, proposed road dedication, and proposed park dedication. Existing and proposed property lines should be distinguished with labels and different colours e. Location/natural boundaries of all waterbodies/watercourses and associated tops-of-bank (e.g., lakes, rivers, streams, ponds, drainage channels, wetlands) and all active floodplain areas f. Location of all environmental setbacks (e.g., waterbody/watercourse, floodplain, and geotechnical setbacks) g. Location and width of vehicular access(es) from an adjacent street or lane, including grade percentages and turning radii h. Location and width of pedestrian and maneuvering aisles i. Location and dimensions for surface parking/loading spaces j. Location of any BC Hydro infrastructure (e.g., PMT) and site signage including relevant distances/setbacks k. Location of all fencing and retaining walls l. Location, dimensions, and lot coverage for all structures (all levels) with distances to relevant structures **and the underlined items above** m. Distances for all setbacks from lot lines to building faces and building projections (Section 403.2 of the Zoning Bylaw) as well as the distances between building faces and building projections. These distances should be indicated for all levels including any underground parking levels, with the extent of all levels indicated using a dashed line n. Location and dimensions of the required visual clearance area at intersections (Section 403.8 of the Zoning Bylaw) o. Location, dimensions, and area of common open area, outdoor amenity area, and private outdoor area if required in the zone p. Location, dimensions, and area of any garbage and recycling storage rooms and staging areas q. Garbage truck and firetruck maneuvering diagrams with turning radii (for development other than Single Detached Residential) r. Location of fire related infrastructure, such as the Fire department access

	routes, connections, sprinkler room, annunciator, building entrance(s) etc. This may be shown on a separate plan s. Existing and proposed finished grades at key locations throughout the site t. Location of natural slopes greater than 15% as well as greater than 25% with indication of the elevation of the crest and toe of these slopes
16. Architectural Plans	**The Architectural Plans must include:** **General** a. Signature and seal of an Architect for practice requiring an Architect under the *Professional Governance Act* Architects Regulation b. Civic address(es), north arrow, and standard scale c. Measurements in metric (imperial can follow in parenthesis) d. Plans in colour e. Datasheet specifying site and development details/statistics f. Images of adjoining developments and the neighbourhood context **Site Plan** g. Refer to submission requirements for "Site Plan" **Floor and Roof Plans** h. Floor plans for all levels including any underground parking and rooftop levels i. Floor plans specifying the number, type and dimensions of vehicular parking spaces (e.g., residential, visitor, small car, accessible), distances between parking spaces and any pillars/walls, and dimension of pedestrian and maneuvering aisles j. Floor plans specifying the number, type and dimensions of bicycle parking spaces (e.g., standard, stacked, upright), and aisles k. Floor plans specifying electric vehicle and e-bike charging infrastructure as well as long-term bicycle end-of-trip facilities l. Floor plans specifying the gross floor area with a spatial and numerical breakdown of floors areas including those exempted from gross floor area calculations (Section 403.3 of the Zoning Bylaw) m. Floor plans specifying the location of building faces and building projections as well as the distances between building faces and building projections n. Floor plans specifying the extent of the floor above and any building projections on the floor above using a dashed line with relevant

	measurements o. Floor plans specifying the location, dimensions, and area of common open area, outdoor amenity area, and private outdoor area if required in the zone p. Floor plans specifying the location, dimensions, and area of any garbage and recycling storage rooms and staging areas q. Floor plans specifying the location, dimensions, and screening details of heating, ventilation, air conditioning, and mechanical equipment, including rooftop equipment r. Floor plans specifying the location, dimensions, and details of proposed signs s. Roof plans with indication of rooflines and eaves **Elevation Plans and Cross Sections** t. Elevation plans with elevations for existing grades, proposed finished grades, each floor/level, the mid-point of the main roof (only for roof pitch greater than or equal to a ratio of 4:12), and the highest point of the roof (for a flat roof or a roof pitch less than 4:12) u. Elevation plans with colour renderings for all buildings, including specifications of proposed exterior materials and colours v. Elevation plans with the proposed treatment for any exposed underground structure, retaining walls, or other concrete surfaces w. Elevation plans and cross sections identifying existing and proposed property lines and distinguishing between them with labels and different colours x. Cross sections through the site and building(s) at several locations. Where relevant, the clearance height for parking spaces should be indicated
17. Landscape Plans	**The Landscape Plans must include:** **General** a. Signature and seal of a Landscape Architect b. Civic address(es), north arrow, and standard scale c. Measurements in metric d. Plans in colour e. All landscaping shall be in accordance with the landscaping requirements of the Zoning Bylaw and adhere to Metro Vancouver Stormwater Source Control Design Guidelines 2012 for Tier A stormwater requirements

	f. Landscape Plans are to be coordinated with other plans, including the Tree Management Plan and Stormwater Management Plan g. Landscape Plans should only include what is on-site. Enhancement and Restoration Plans are to include environmentally sensitive areas (e.g., park dedication, covenanted conservation area). Street Tree/Boulevard Planting Plan in the detailed civil submission are to include other off-site areas **Site Plan** h. Refer to submission requirements for "Site Plan" **Planting Plan** i. Location, quantity, botanical name, common name, and size of plants with a distinction between trees and shrubs **Soil Volume Plan** j. Location, depth, and type (e.g., structural soil) of soil for all planting **Hardscape and Permeability Plan** k. Location and details of paved surfaces and other landscaping materials l. Location and size of permeable and impermeable areas **Furnishing Plan** m. Location and details of all furnishings (e.g., benches, gazebos, pergolas, playgrounds, bicycle racks, mailboxes, on-site lighting) **Common Open Area, Outdoor Amenity Area, and Private Outdoor Area Plan** n. Location, dimensions, and details for any common open, outdoor amenity, and private outdoor areas **Grading and Retaining Wall Plan** o. Finished grades at key locations throughout the site with an indication of the location of any retaining walls with bottom-of-wall and top-of-wall elevations, and distances between adjacent retaining walls **Fencing Plan** p. Location and details for all fencing with a clear connection between the location, type, and height of fencing
18. Tree Management Plan	A Tree Management Plan must be completed by a Landscape Architect or Certified Arborist to visually identify existing trees on the site and their critical root zones with specification as to whether the trees are intended to be removed or retained. For trees intended to be retained, the Tree Management Plan should identify the location and details of the Tree Protection Zone fencing. Refer to the Tree Management Plan Requirements bulletin for more information.

19. Enhancement and Restoration Plan	An Enhancement and Restoration Plan must be completed by a Qualified Environmental Professional to identify the location, quantity, botanical name, common name, and planted size of plants to be planted with a distinction between trees and shrubs. Refer to the Enhancement & Landscape Standards for Habitat Restoration Areas document for more information.
20. Preliminary Servicing Plan	A Preliminary Servicing Plan must be completed by a Professional Engineer to identify potential servicing connectivity. The Engineering department will only accept a detailed civil submission after a Water System Network Analysis Report and Sanitary Sewer System Network Analysis Report has been accepted. Refer to Section 1.3 of the Design Criteria Manual for more information.
21. Preliminary Lot Grading Plan	A Preliminary Lot Grading Plan must be completed by a Professional Engineer to identify existing grades and proposed finished grades, including bottom-of-wall and top-of-wall elevations for any retaining walls, and minimum building elevations. Refer to Section 2.10.7 (Site and Lot Grading) and Section 2.10.8 (Minimum Building Elevation) of the Design Criteria Manual and the Lot Grading Requirements document for more information.
22. Comprehensive Lot Grading Plan	A Comprehensive Lot Grading Plan must be completed by a Professional Engineer that identifies existing grades and proposed finished grades, including bottom-of-wall and top-of-wall elevations for any retaining walls, and any minimum building elevations. A Comprehensive Lot Grading Plan is typically required for subdivision applications and has additional requirements beyond those for a Preliminary Lot Grading Plan. Refer to Section 2.10.7 (Site and Lot Grading) and Section 2.10.8 (Minimum Building Elevation) of the Design Criteria Manual and the Comprehensive Lot Grading Plan Requirements document for more information.
23. Preliminary Stormwater Management Plan	A Preliminary Stormwater Management Plan must be completed by a Professional Engineer to identify how the proposed development meets the 3-Tier (Tier A, Tier B, Tier C) stormwater management criteria and whether the proposed development would trigger any storm sewer capacity upgrades and/or downstream improvements. Refer to Section 2 of the Design Criteria Manual and the Stormwater Management Plan Guidelines for more information.

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24. Preliminary Subdivision Plan	**The Preliminary Subdivision Plan must include:** **General** a. North arrow, legal description and civic addresses of all lots included in the subdivision Civic address(es), north arrow, and standard scale b. Measurements in metric c. Location, dimensions, and area of existing lots, proposed lots, proposed road dedication, and proposed park dedication. Existing and proposed property lines should be distinguished with labels and different colours d. Visually indication of, and dimensions for, the proposed lot width and lot depth as defined in the Zoning Bylaw for each lot; this is distinct from the dimensions of a lot e. Visual indication of the maximum building envelope for each lot, with relevant setbacks f. Visual indication of the minimum building envelope (Section 407.1) of the Zoning Bylaw for each lot g. Visual indication of any hooked lots h. Indication for each lot as to whether it will be a non-strata ("fee-simple") lot or a bare land strata lot i. Location, dimensions, and area of all encumbrance areas (e.g., covenant, easement, rights-of-way) j. Location/natural boundaries of all waterbodies/watercourses and associated tops-of-bank (e.g., lakes, rivers, streams, ponds, drainage channels, wetlands) and all floodplain areas k. Location of all environmental setbacks (e.g., waterbody/watercourse, floodplain, and geotechnical setbacks) l. Location and width of vehicular access(es) from an adjacent street or lane m. Location and width of maneuvering aisles n. Location, dimensions, and setbacks of any existing buildings and structures which will be retained o. Existing and proposed finished grades at each corner of all lots, each corner of all building envelopes, and key locations throughout the site p. Location of natural slopes is greater than 15% with an indication of the elevation of the crest and toe of these slopes

25. Subdivision Plan	A Subdivision Plan must be completed by a BC Land Surveyor to delineate existing lots, and any proposed lots, road dedication, and park dedication for the purpose of submission to the Land Title Office to create new lots and/or dedicate land as road or park. At submission, the Subdivision Plan may be in a draft form.
26. Phased Strata Plan	A Phased Strata Plan must be completed by a BC Land Surveyor to delineate how an existing lot would be divided into a phase with strata lots within partially or completely constructed buildings, common property for those strata lots, and a remainder lot for any future phases.
27. Building Strata Plan	A Building Strata Plan must be completed by a BC Land Surveyor to delineate how an existing lot would be divided into strata lots within partially or completely constructed buildings and common property for those strata lots.
28. Tenant Protection Plan	**The Preliminary Subdivision Plan must include:** a. Description of all associated Land Development Applications and those anticipated b. Description of the tenant protection measures required under the Tenant Protection Bylaw and the *Residential Tenancy Act* and how they will be implemented c. Confidential tenant inventory identifying each Eligible Tenant, including the tenant's name, contact information, unit number, unit type (one-bedroom, two-bedroom, etc.), approximate unit size, length of occupancy, rent, utilities included in rent, and any deposits or fees paid (e.g., security deposit, pet damage deposit)

C. Reports	**Details**
29. Arborist Report	An Arborist Report must be completed by a Certified Arborist to assess the trees within and adjacent to the site. Refer to the Arborist Report Requirements bulletin for more information.
30. Wildfire Hazard Assessment	A Wildfire Hazard Assessment must be completed by Registered Professional Forester to assess wildfire interface risk and propose mitigation measures. Refer to the Wildfire Development Permit Checklist and the Province's Wildfire Hazard Assessment and Abatement page for more information.
31. Geotechnical Report	A Geotechnical Report must be completed by a Geotechnical Engineer to assess existing geotechnical considerations and potential geotechnical impacts. Refer

	to the Sloping Sites – Geotechnical Requirements bulletin for more information.
32. Invasive Species Assessment	An Invasive Species Assessment must be completed by a Qualified Environmental Professional to assess whether there are any invasive species within or adjacent to the site and propose a management plan for any invasive species. Refer to the Invasive Species page for more information.
33. Environmental Assessment	An Environmental Assessment must be completed by a Qualified Environmental Professional to assess existing natural conditions and identify opportunities for enhancement and restoration. An Environmental Impact Assessment is a specialized version of an Environmental Assessment that considers the impact of a proposed development on existing natural conditions. Refer to the Guidelines for Environmental Assessments and Environmental Impact Assessments document for more information.
34. Archaeological Impact Assessment	An Archaeological Impact Assessment must be completed by a Qualified Professional to assess any archaeological resources and identify the impact of a proposed development on any archaeological resources. Refer to the Province's Archaeological Permits and Assessments page for more information.
35. Heritage Impact Assessment	A Heritage Impact Assessment must be completed by a Qualified Heritage Professional to identify the impact of a proposed development on any protected heritage property. Refer to the Province's Heritage Impact Assessment Resource Guide for more information.
36. Terms of Reference for Traffic Impact Assessment	Terms of Reference for a Traffic Impact Assessment must be completed by a Qualified Engineer to identify the scope of any required assessment and must be approved by staff prior to proceeding with an assessment. Refer to the Transportation Impact Assessment Guidelines document for more information.
37. Water System Network Analysis	A Water System Network Analysis must be completed by City-approved Professional Engineers to model the water system and determine if a proposed development would trigger any capacity upgrades and/or downstream improvements. It is recommended to make a Pre-Evaluation Query to the Engineering department prior to submitting this report, it must be accepted by the Engineering department before making the 1st civil engineering drawing submission.
38. Sanitary Sewer System Network Analysis	A Sanitary Sewer System Network Analysis must be completed by City-approved Professional Engineers to model the sanitary sewer system and determine if a proposed development would trigger any capacity upgrades and/or downstream improvements. It is recommended to make a Pre-Evaluation Query

	to the Engineering department prior to submitting this report, as it must be accepted by the Engineering department before making the 1st civil engineering drawing submission. It must be a separate report from the Water System Network Analysis.
39. Preliminary Building Code Analysis	A BC Building Code Analysis Summary must be completed by a Qualified Professional to assess how a proposed development complies with the BC Building Code.
40. Preliminary Energy Step Code Analysis	A Preliminary Energy Step Code Analysis must be completed by a Qualified Professional to assess how a proposed development complies with the BC Energy Step Code and its requirements related to energy efficiency. Refer to the BC Energy Step Code page for more information.
41. Preliminary Zero Carbon Analysis	A Preliminary Zero Carbon Analysis must be completed by a Qualified Professional to assess how a proposed development complies with the BC Zero Carbon Step Code and its requirements related to greenhouse gas emissions as adopted by the City. Refer to the BC Zero Carbon Step Code page for more information.
42. Heritage Statement of Significance	A Heritage Statement of Significance must be completed by a Qualified Heritage Professional to assess the heritage value and character-defining elements of a structure or site. Refer to the Heritage Conservation page for more information.