

Development Permit Application Checklist



This checklist guides you through the requirements for your development permit application. The checklist, all required application supporting documents, and other requirements as described in this checklist, must be completed and accompany your development permit application form. Applications must be submitted in both electronic and paper form. The Development Permit application form can be found [here](#).

Pre-Application Meeting

A pre-application meeting with an SCRDP Planning staff member is required before submitting an application in order to help you ensure that all the required materials are present. You can contact the Planning Department at planning@scrd.ca. Please provide the subject property street address or property ID (PID) when contacting the Planning Department.

Parcel regulated by Zoning Bylaw: 722 337 Zone Designation: _____

Email Correspondence Ticket Number: _____ Pre-application Meeting Number: _____

Development Permit Areas to be Assessed (check all that apply)

Coastal Hazards:	DPA 1A – Coastal Flooding	DPA 1B – Coastal Slopes
Stream Hazards:	DPA 1C – Creek Hazards	DPA 2A – Creek Corridor
	DPA 2B – Ravines	DPA 2C – Floodplain
	DPA 2D – Low Channel Confinement	
Slope Hazards:	DPA 3 – Open Slope Failures/ Rockfall	DPA 5 – Stormwater and Aquifer
Environmental Protection:	DPA 4 – Riparian Assessment Area	DPA 5 / 6 – Shoreline Protection

Required Application Supporting Documents

- 1 Development Permit Area Assessment Report
- 2 Development Permit Area Statement of Conformance [form](#) for each Development Permit Area assessed
- 3 Completed Development Permit Application Checklist
- 4 Site Plan [see details below]
- 5 Construction drawings if required by project [see details below]
- 6 Certificate of Title not older than 30 days upon application submission. Easements, covenants, and statutory right of ways on title must also be provided.
- 7 Site Disclosure Statement [form](#).

Site Plan Requirements

The site plan must be to scale and all information must be clearly identified with measurements in metric. Refer to an example of a site plan on page 3. The proposed building/structure location and footprint in the site plan must align with the buildable location identified by the Geotechnical or Environmental Professional conducting the Development Permit Area assessment.

Note about structures:

Existing and proposed structures must be shown on the site plan. A structure is a construction of any kind whether fixed to, supported by, or sunk into land or water. This includes fences over 2 metres tall, retaining walls over 1.2 metres tall, decks more than 2ft above ground, and pools. Artificial surfacing, such as walkways or laneways, is not considered a structure.

Required Site Plan Item (check item when complete)

Required

Complete

Property lines and adjacent roads

All property lines must be shown, and adjacent roads must be labelled.

Proposed building or structure location and footprint

Footprint is the ground surface area between the exterior of the outside walls of a building, and can also be the total surface area of deck structures and pools, etc.

Existing building or structure location, footprint, and type

Examples of “type” may include, but are not limited to: garage, shed, gazebo, deck, residential structure, cabin, pool, etc.

Required Site Plan Item (Cont.)

Required

Complete

Setbacks from all lot lines to edges of proposed building or structure

Please ensure that the setbacks meet the minimum required setbacks as indicated in the Zoning Bylaw (Zoning Bylaw 722, 310 or 337).

Approximate locations of vegetation proposed for removal

Vegetation includes trees over 20 centimetres, measured at 1.5 metres in height, or 10 square metres of vegetated area.

Off street parking location and surface area

Please refer to the Zoning Bylaw (Zoning Bylaw 722, 310 or 337) for required off-street parking space minimums. If your property is water access only, you must speak with a Planner.

Proposed location and area of septic system where applicable

If a proposed septic system is located within a development permit area, submit a copy of the filing of the system with Vancouver Coastal Health. New septic location must align with the surveyed location identified safe for septic by the Geotechnical Professional.

Easements, Right of Ways, Covenants on Title

This information can be retrieved from the Land Titles and Survey Authority of British Columbia, and it must be displayed on the site plan.

Setbacks from natural features of concern to edges of proposed building or structure

Features may include the high-water mark of a water feature, crest or toe of slope, Streamside Protection and Enhancement Area, etc. Ensure that these features are surveyed and that the setbacks meet the minimum required setbacks as indicated by your Geotechnical or Environmental Professional. Note that zoning bylaw minimum setbacks must be observed.

Staff Notes

Construction Drawing Requirements

Construction drawings must contain, at a minimum, the following required items. Required items in the Project Summary Table must be provided in metric.

Required Item (check item when complete)

Required

Complete

Construction Drawings Materials (two sets of 11" x 17" size drawings)

Project Summary Table

Refer to Summary Table required items on page 3.

Clear demonstration that underside of flooring for occupied indoor spaces is above FCL

Applicant Acknowledgement

Incomplete applications will not be accepted.

To the best of my knowledge, the proposal is consistent with the property use, density, and siting regulations within the Zoning Bylaw and I understand that should any nonconformance be discovered, the development permit application will require more time to complete.

I / we hereby declare that all of the above requirements and supporting documentation and materials have been submitted in support of this application.

Date: _____

Applicant Name: _____ Signature: _____

Office Notes

Pre-application meeting/assessment conducted by: _____ Heritage Conservation Act: YES NO (if yes, applicant notified?)

Internal referrals complete: YES NO Application intake completed by: _____ Application Number: _____

Site Plan Requirements

Areas determined an environmental protection or hazard area by your Qualified Environmental Professional must be surveyed and shown on your site plan, including trees deemed critical (examples in green).

Site plan must show that the structure adheres to the Zoning Bylaw while also being situated in a **buildable location** as identified by Geotechnical or Environmental Professional (example in blue)

Site plan must show the surveyed location and footprint of existing buildings and structures, septic field, and any easements, statutory rights-of-ways or covenant areas registered on Title (examples in red).

Note: A planned new septic location must also align with the surveyed location identified safe for septic by the Geotechnical Professional.

Project Summary Table Requirements

Project Summary Table to be included with construction drawings, and must provide the following, in metric:

- Floor area of existing structures
- Floor area of planned structure
- Percentage of floor area of existing and planned structure relative to parcel size (R1 and R2 zoned parcels <1500m² only)
- Total parcel coverage of existing structures
- Total parcel coverage of planned structures
- Percentage of parcel coverage of existing and planned structures relative to parcel size
- Total height of planned structure above average natural grade
- Accurate measure of extent of structural projections where projections are in parcel line setbacks

Height of proposed building or structure

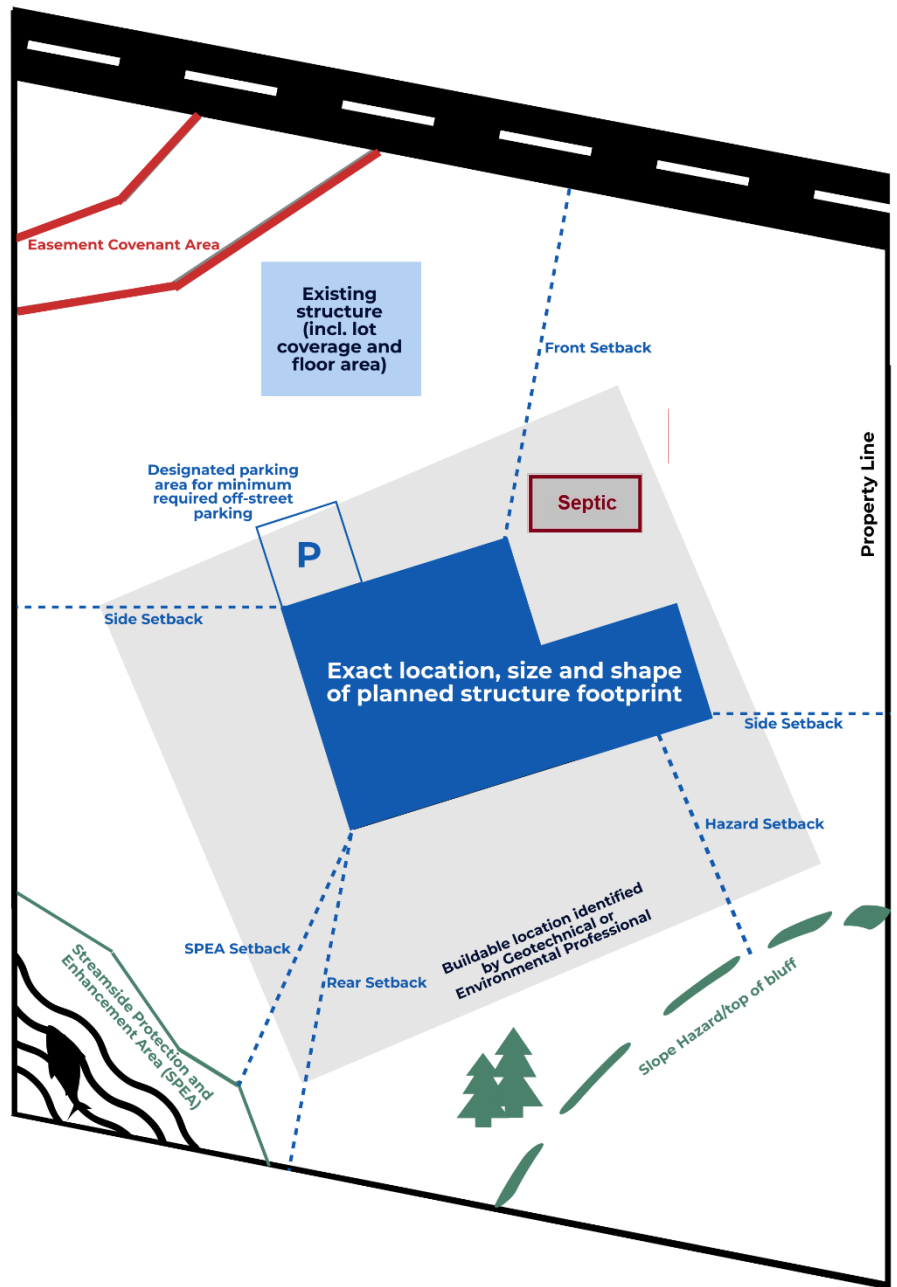
Height is the vertical distance from the lower of the average finished grade or the average natural grade to the highest point of a building or structure.

Parcel coverage of existing and proposed buildings and structures

Parcel coverage includes the top of a building's roof and roof overhangs, but it can also include the surface area of a deck structure or swimming pool. Provide in square metres and as a percentage of the parcel's total land area.

Projection measurements of proposed building or structure

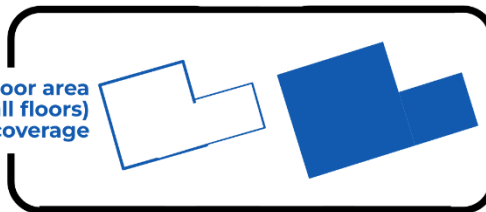
Where a building or structure's exterior wall is at or near a minimum required setback, you must provide clear setback information for projections such as roof overhangs, cantilevers, bay windows, and staircases.



Peak structure height



Total floor area (including all floors) and total lot coverage



Distance of projections into setbacks



Heritage Conservation Act

Except as may be authorized by the Minister responsible for heritage conservation, no person may damage, alter, or remove from a site any object, artifact, feature, material or other physical evidence of unknown origin that may be protected under the Heritage Conservation Act. In the event of finding a possible archaeological site or artifact, immediately stop work and use the contacts below.

In advance of land alteration, please determine your responsibilities by contacting:

Archaeology Branch

Ministry of Forests, Lands, Natural Resource Operations and Rural Development

PO Box 9816 Stn Prov Govt

Victoria, BC V8W 9W3

250-953-3334

The Land Management Division, Squamish Nation

320 Seymour Blvd, North Vancouver, V7J 2J3

604-982-0510

shíshálh Nation Rights and Title Department

5555 Sunshine Coast Highway, Sechelt, BC

Phone: (604) 885-2273 Toll Free: 1-866-885-2275

PO Box 740, Sechelt, BC V0N 3A0