

DEVELOPMENT PERMIT CHECKLIST

Requirements for all Development Permits

- Application Fee(s)
- Development Permit Application Form
- Development Plans (1 reduced 11: X 17" digital copy)
- Site Disclosure Statement
- Title Search and a copy of all charges on title

Requirements for Form and Character (incl, Intensive Residential) Development Permits

- Coloured Building Elevations for new construction
- Coloured Renderings for Façade improvements
- Interior Floor Plan for Secondary Dwellings (for confirmation of Zoning Bylaw regulations)
- Design Rationale
- Development Data *may be required for Façade improvement
- Landscape Plan
- Material/Sample Board

Requirements for Riparian Protection Development Permits

- Riparian Area Assessment
- Survey Plan showing top of bank and natural boundary of watercourse

Additional Information - as Required

Required *Submitted*

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Appointment of Agent |
| <input type="checkbox"/> | <input type="checkbox"/> | Cross Sections |
| <input type="checkbox"/> | <input type="checkbox"/> | BCLS Height Survey |
| <input type="checkbox"/> | <input type="checkbox"/> | Digital Massing Model |
| <input type="checkbox"/> | <input type="checkbox"/> | Geotechnical Report |
| <input type="checkbox"/> | <input type="checkbox"/> | Groundwater Protection Plan |
| <input type="checkbox"/> | <input type="checkbox"/> | Hazard Assessment (i.e. Flood, Wildfire, etc.) |
| <input type="checkbox"/> | <input type="checkbox"/> | Shadow Study |
| <input type="checkbox"/> | <input type="checkbox"/> | Site Grading Plan |
| <input type="checkbox"/> | <input type="checkbox"/> | Slope Analysis |
| <input type="checkbox"/> | <input type="checkbox"/> | Snow Management Plan |
| <input type="checkbox"/> | <input type="checkbox"/> | Storm Water Management Plan |
| <input type="checkbox"/> | <input type="checkbox"/> | Streetscape Context |
| <input type="checkbox"/> | <input type="checkbox"/> | Traffic Study |
| <input type="checkbox"/> | <input type="checkbox"/> | Tree Management Plan |
| <input type="checkbox"/> | <input type="checkbox"/> | Other (additional information may be required) |

Incomplete applications will be returned to the applicant

I/we declare that all of the above statements and the information and materials have been submitted in support of this application.

Relevant documents and plans must be sealed by a Professional in the applicable field.

Development Plans (1 full size 24" x 36" copy / 1 reduced 11" x 17" digital copy): Legal data (survey) showing:

- existing and proposed parcel lines, rights-of-ways and easements;
- location and dimensions of City and private utilities, on-site services and site lighting;
- location and dimension of vehicular, pedestrian and cycling access and egress, travel lanes in adjacent road right of ways, and numbering and dimension of off-street parking and loading areas;
- setbacks and dimensions of existing and proposed buildings;
- elevations of proposed buildings and structures including the buildings external mechanical equipment;
- where applicable, wetlands, top of banks, leave strips or Agricultural Land Reserve (ALR) boundaries;
- north arrow, legend, metric scale, date of plan and the name, address and seal or signature of the qualified professional who has reviewed the plan.

Site Profile Form (1 copy): Forms and information available at <http://princegeorge.ca/CityBusiness/CurrentPlanning>

Title Search (1 copy): Title Search for subject land(s), and a copy of all relevant covenants, no older than two weeks at the time of application.

Coloured Building Elevations: See above "Development Plans", bullet #5. Coloured Building Elevations are required for all Multiple Residential or Industrial, Commercial, Intensive and Downtown Development Permits.

Coloured Rendering (1 copy): Graphic representation, in colour, showing project conformity to relevant guidelines (to be provided upon staff's request)

Design Rationale (1 copy): Description of project and written explanation of how project meets Development Permit Guidelines and relevant policies.

Development Data (to be provided on Development Plan): A table that summarizes features of the proposed development: parking requirements, site area, site coverage, number of units, total floor area (gross and net), height of building, natural or finished grade, floor area ratio, open space locations and amenity areas provided.

Landscape Plan (1 full size 24" x 36" copy / 1 reduced 11" x 17" digital copy): Including, but not limited to, written landscape rationale, existing trees and plant material, proposed plant material including typical plant details, mitigation plans to maintain trees, required perimeter landscape buffers, understory and significant site features, surface materials, fabrics or liners, grading information for retaining walls, berms and swales, kiosks, landscape structures, fencing, garbage enclosures, lighting and treatment of the edges and adjacent road right of ways.

Materials/Sample Board: samples of exterior finishings (i.e. siding, roofing, cladding) of development, paint swatches, and glazing

Variance Rationale (1 copy): A written rationale for all proposed variances

Riparian Area Assessment (1 copy): This assessment must be completed for projects proposing development within the riparian leave strip. The assessment must be completed by a Qualified Environmental Professional.

Cross Sections: may be required for: existing and proposed grade; existing and proposed buildings and structures.

BCLS Height Survey (1 copy): The B.C. Land Surveyor (BCLS) survey must include the natural and finished grade for all outer points of a building or the natural grade for any fence or retaining wall variance.

Digital Massing Model (1 copy): Simplified computer generated rendering of the form of a development including the general shape, dimensions and footprint of buildings.

Geotechnical Report (1 copy): Assessment of site suitability if land stability problems are present.

Groundwater Protection Plan (1 copy): A report identifying impacts on an aquifer and methods to preserve, protect, restore, or enhance the viability of the aquifer.

Hazard Assessment: information related to applicable hazardous area (i.e. Flood Plain Bylaw, Wildfire Interface, etc.)

Site Grading Plan (1 copy): A report showing the final grade of the property with proposed drainage works such as swales, gutters, catch basins, sub-drains, curbs, ponds or other drainage works (1 metre contour interval).

Slope Analysis (1 copy): Assessment of slope sensitivity to sliding or collapsing and methods to mitigate risk.

Snow Management Plan (1 copy): To include, but not limited to, snow storage locations and procedures for snow clearing and removal off-site.

Storm Water Management Plan (1 copy): A report identifying how stormwater is dealt with. For greenfield development, the objective is to restore the dispersal of snowmelt and rainfall to near predevelopment levels.

Streetscape Context (1 copy): A drawing or photograph showing how the proposed development fits in with the street.

Traffic Study (1 copy): To include, but not limited to, impact to area traffic patterns, additional loads on local and major intersections, proposed improvements to area street systems, and a rationale for vehicle access points.

Tree Management Plan (1 copy): A report showing general location and type of vegetation, description of trees and tree groupings, listing species, size of trees and identifying any significant trees.