

# Development Permit And Rezoning Checklist

(Incomplete applications will not be accepted)



**Note: Terms 2-19 should be in the form of a Data Sheet on the general site plan.**

- 1. Completed Application Form and Fee
- 2. **Proposal Summary:** An outline of the type of development or land use proposed, the number of units, lots and/or gross floor area if applicable. Where a Development Variance Permit is requested, justification for the variance is to be provided. Where the application is for an OCP and/or Zoning Bylaw Amendment, the proposal is to be justified in terms of its benefit to the community and impact on the land use pattern and surrounding properties.
- 3. Legal Description and Certificate of Title (Dated within 30 days of the date of application)\*
- 4. Registered owner and letter of authorization to agent, if applicable.
- 5. (Interim purchase agreements are not applicable)
- 6. Address of subject property.
- 7. Architect/Designer/Phone and Fax Numbers.
- 8. Lot Area in m<sup>2</sup>.
- 9. Lot Coverage (%).
- 10. Gross Floor Area in m<sup>2</sup>
- 11. Floor Area Ratio.
- 12. Number of Dwelling Units & Residential Density per Hectare.
- 13. Dwelling Unit Breakdown by Unit Type.
- 14. Parking Calculation (Required & Provided).
- 15. Existing Average Grade of Building (Provide Calculations)
- 16. Height in meters of Building (from natural grade).
- 17. Number of Storeys.
- 18. Setbacks/Yard Dimensions in meters.
- 19. Useable open space (%).
- 20. Floor Plan(s) indicate uses of all existing and proposed
- 21. Building spaces.
- 22. **Site Plan- two full size copies and two reduced copies (11"x17") drawn to scale** showing dimensions of the proposed development including:
  - Dimensions of the property, existing and proposed roads
  - Location and dimensions (including setbacks) of existing and proposed buildings on site (a recent survey plan is preferable)
  - The location of watercourse(s), mature vegetation, steep banks or slopes, easements or statutory rights-of-way
- 23. **Development Plans (two full size copies and two reduced copies (11"x17") drawn to scale):** Detailed drawings of the proposed development, including building sections and elevations, parking layout and access, proposed means of servicing, existing vegetation and landscape plan. This must also include a project summary sheet outlining gross site area, density and number of dwelling units, site coverage, heights, setbacks and other relevant data. Sealed building design and siting plans are to specify building materials and exterior finish, and access and parking guidelines in the Official Community Plan and Zoning Bylaw.
  - Elevation Drawings
  - Landscape Plan
  - Site Grading and Storm Drainage Plan
  - Any other information in support of your development (i.e. renderings or perspective views)

- 24. One CD containing electronic copies of all drawings.
- 25. Exterior treatment on all elevations identifying materials and colour displayed on colour board.
- 26. Sections through building indicating line of finished and existing average grade.
- 27. Number of parking and loading spaces, access, layout and dimensions, screening, curbing, conformance with accessibility and surface treatment
- 28. Garbage and recycling provisions (individual curbside pick-up or centralized bin locations), including truck-turning movements, clearly identified for multifamily residential development projects.
- 29. Roof plans showing treatment of all exposed surfaces, including vents, chimneys and elevator housing.
- 30. Off-site information as may be relevant to the design; e.g. Environmental assessments, boulevard trees, adjacent building locations and parks, sidewalks, street furnishing, or overhead utilities.
- 31. Zoning checklist (proposal data vs. zone standards) on site plan.
- 32. Compliance with Bear and Wildlife garbage and recycling enclosures.
- 33. Universally Accessible Units

Additional information may be required, such as:

- Geotechnical Analysis
- Detailed Initial Environmental Review



Please visit the Planning Department at the District of Squamish Website for more information on how you can become Bear Aware.



Please visit the Planning Department at the District of Squamish Website for information on how to build Green Buildings.

\*Copy of Certificate of Title should include copies of any easements and all covenants. This information is available from B.C. Land Title's office, Suite 300, 88 -Sixth St., New Westminster, B. C., V8W 1B4, 604-660-2595, and online at [www.ltsa.ca](http://www.ltsa.ca). Alternatively the certificate of title can be obtained at the Government Agent's Office located at 1360 Pemberton Ave., Squamish, B.C., V8B 0A7, 604-892-2400. The copy of certificate of Title should be less than 30 days old.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**Staff Comments:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Applicant Name:** \_\_\_\_\_ **Address:** \_\_\_\_\_  
 \_\_\_\_\_