



City of Richmond

Development Application
Development Applications Department
6911 No. 3 Road, Richmond, BC V6Y 2C1

richmond.ca

Contact: 604-276-4017

Please submit this completed form to the Zoning counter located at City Hall. **All materials submitted to the City with a *Development Application* become public property, and therefore, available for public inquiry.**

Please refer to the attached requirements for details on the non-refundable application fees and application attachments.

Type of Application: _____

Property Address(es): _____

Legal Description(s): _____

Applicant: _____

Correspondence/Calls to be directed to Project Contact:

Name: _____

Address: _____

Postal Code

Tel. No.: _____

Business

Residence

E-mail (required)

Fax

Property Owner(s) Signature(s): _____

Please print name

or

Authorized Agent's Signature: _____

Attach Letter of Authorization

Please print name

For Office Use

Date Received: _____

Application Fee: _____

File No.: _____

Receipt No.: _____

Only assign if application is complete



The following items must be submitted depending on the type of *Development Application*:

All Applications:

- Letter outlining the proposal in full along with proof of ownership if you have purchased the property in the last six months. Proof of new ownership is acceptable with a copy of the interim agreement or transfer of property title.

Development Variance Permit Applications:

- Architectural and Landscape drawings – 8 full size sets plus 1 set of reduced 11” x 17” plans.
- Completed BC Ministry of Environment and Climate Change Strategy Site Disclosure Statement for each property covered in this application (gov.bc.ca/gov/content/environment/air-land-water/site-remediation/guidance-resources/forms).
- \$1,941.00 non-refundable application fee.

Agricultural Land Reserve Applications:

- Appropriate Land Reserve Commission applications and attachments.
- A site plan showing a generalized layout of the existing and proposed uses. Where a portion of a parcel is the subject of the application (i.e. subdivision/non-farm use), a plan showing the precise dimensions with distances and bearings is also required.
- Applicable fees are summarized below. Note: the applicant only pays the ALC portion of the application fee if Council forwards the application to the ALC.

Application Type	Fee to Local Government	Fee to ALC	Total Fee
Non-Adhering Residential Use	\$450.00	\$450.00	\$900.00
Non-farm Use	\$750.00	\$750.00	\$1,500.00
Subdivision			

Official Community Plan Amendments (Text and/or Map Without Rezoning Application):

- \$3,871.00 non-refundable application fee.

Note: Where an Official Community Plan Amendment must be submitted to a second or subsequent Public Hearing because of a failure by the applicant to comply with a requirement of the City of Richmond or because of other actions on the part of the applicant, an additional fee of \$975.00 is required to be paid by the applicant for the second and each subsequent Public Hearing.

Temporary Commercial or Industrial Use Permits:

- A site plan showing the generalized layout of the proposed use. Where a portion of a parcel is the subject of the application, a plan showing the precise dimensions with distances and bearings is also required.
- \$2,585.00 non-refundable application fee.

Note: There is an additional fee of \$1,297.00 for a request to renew an existing Temporary Commercial or Industrial Use Permit that has already been issued.

Land Use Contract Amendments:

- \$1,242.00 non-refundable application fee.

Subdivision of Property – not including an air space subdivision or consolidation of property:

- \$975.00 non-refundable application fee and \$136.00 for the second and each additional parcel created.
- Please see the Rezoning Guide for specific details on requests for a rezoning application.
- Completed BC Ministry of Environment and Climate Change Strategy Site Disclosure Statement for each property covered in this application (gov.bc.ca/gov/content/environment/air-land-water/site-remediation/guidance-resources/forms)

Note: A development notification sign may be required for various application types. Please enquire with staff when you apply.

Consolidations:

- \$136.00 non-refundable application fee.

Strata Title Conversions – 2 Residential Units (Duplex):

- Proof that the existing building is used as a two-family dwelling only (not a fourplex); eg. sworn affidavit, building plans or two-family dwelling covenant.
- \$2,585.00 non-refundable application fee.

Strata Title Conversions – 3 or More Residential Units:

- The written proposals by the owner/developer for the accommodation or relocation of tenants.
- A written report in an acceptable form from a registered architect, engineer, or any other qualified person, that the building is of a reasonable quality for its age, including reference to the state of repair, general workmanship and measure of compliance with relevant City Bylaws. All applications for strata title or cooperative conversion will be expected to comply with all City Bylaws and servicing standards/requirements.
- Any proposals for open space, landscaping, common facilities, off-street parking, and loading spaces.
- An analysis of the impact a proposed conversion will have on the stock of rental housing in Richmond, whether the rental vacancy rates are low (under 2%) and if the number of affected units is significant (a dozen or more).
- \$3,871.00 non-refundable application fee.

Note: The written views of the affected tenants, both in favour and not in favour, will be obtained by a formal canvas by the City staff or agents of the City. A standard form available from the City's Planning and Development Division may be used to solicit tenant views.

Strata Title Conversions – 3 or More Commercial / Industrial Units:

- A written report (prepared by a registered architect, engineer, or similarly qualified professional) detailing:
 - The life expectancy of the building and any projected major increases in maintenance costs due to the condition of the building. The report shall review the building's age, quality, general condition and measure of compliance with current building codes and City bylaws. All commercial or industrial strata conversion applications must be compatible with the City's bylaws regulating the use and development of the land, and the servicing standards appropriate to the site.
 - The impact of the proposal on the existing tenants in terms of their existing leases and their ability to offer to purchase the units they occupy or to relocate in comparable and suitable rental premises if unable to purchase their existing units.
 - Any proposals involving upgrading of the buildings or changes affecting open space, landscaping, common facilities, off-street parking and loading spaces. The ownership and management of the off-street parking and loading facilities should be specifically addressed.
 - Any other conditions peculiar to the circumstances of the conversion proposal and requiring special measures to be taken as a condition of approval.
- \$3,871.00 non-refundable application fee.

Note: The views of the affected tenants will be obtained by a formal canvas by City staff or agents of the City. A standard form available from the City's Planning and Development Division may be used for this purpose.

Phased Strata Title Development:

- Written confirmation that each phase of a strata project is consistent with the City's Richmond Zoning Bylaw 8500 in terms of minimum lot area, building setbacks and parking requirements.
- A plan drawn to scale indicating the location of all proposed access points, internal roadways and parking areas. Where access points, internal roadways or parking areas are proposed to serve more than one phase of the strata project, reciprocal access and parking easements/covenants will be required.
- A description of any common facilities to be included in any phase of the strata project and a plan indicating their location. The applicant shall state whether he intends to provide security for the provision of these facilities and shall provide substantiating documents in this regard.
- A design drawing indicating the location of all utilities (i.e. water, sanitary sewer, storm sewer, electric power, telephone, cable TV, and natural gas) intended to service each proposed phase of the strata project. Each phase of the strata project should be configured to allow for utility servicing from public roads or rights-of-way.
- A copy of the disclosure statement that will be submitted to the Superintendent of Real Estate must be included with an application for Form P approval.
- \$653.00 non-refundable application fee per phase.

Note: Applicants are encouraged to prepare and submit the above-noted material for review prior to preparing plans and documents for final approval (i.e. phased strata mylar drawings; Form P or Amended Form P documents).

Telecommunication Antenna Consultation and Siting:

- \$2,585.00 non-refundable application fee.

Site Disclosure Statement Submission:

- \$69.75 non-refundable submission fee.

Additional Information

Each applicant should review the following information brochures and policies to ensure they have provided all of the necessary information, forms and plans and have a more complete understanding of the entire Development Application process:

- *Strata Title Conversion Applications – Residential Policy*
- *Strata Title Conversion Applications – Commercial and Industrial Policy*
- *Development Variance Permit Application Sign Information*
- *Acceptable Letters of Credit*
- *Notice to Applicant: Offsite Requirements for Works and Services*
- *Development Cost Charges Bylaw*
- *Insurance Coverage Requirements*
- *Tree Protection Bylaw*



Richmond Zoning Bylaw 8500 requires a *Development Application* to be filed by the owner of the land. Where an agent purports to act on behalf of an owner, it will be presumed that (a) he or she has the authority of the owner to act on his or her behalf and (b) that the agent will be responsible for all matters connected with the development, including the timely payment of fees for services rendered by the City. Please note that where the owner is a registered company, the signature of all the Directors or authorized signatures will be required. If you have any questions, please call the Zoning staff at 604-276-4017.

It is also important for owners and agents to notify the City in writing of any change in their status with respect to the application, as they will be held responsible for the payment of costs incurred by the City while they appear on the file as the person responsible for the application. This is particularly important where the agent has been relieved of his or her authority to act on behalf of the owner, or where the property has been sold to a third party. If you have any questions or changes, please contact the Development Applications Clerk at 604-276-4395.

Applicants are encouraged to consult with the Development Applications Department prior to making their application to ensure they are aware of pertinent criteria and the extent of documentation required to support the application. If you have any questions or would like to know who to contact in the Development Applications Department, please call the Program Coordinator, Development at 604-276-4138.



Please submit this completed form regarding the existing housing profile as part of the application submission.

Purpose

The purpose of this form is to obtain information regarding the current status of existing housing on the development site, to assist in determining the impact of the proposed development on existing residents, and to assist in determining the eligibility of the existing dwelling to be considered for Richmond’s House Moving and Salvage program.

Property Address(es): _____

Current Use(s): Single-family Duplex Townhouse
 Other, please specify: _____

Current Status of Existing Housing Units

Owner Occupied: Yes No
If yes, please indicate the number of units currently owner occupied: _____

Property Address(es): _____

Rented: Yes No
If yes, please indicate the number of units currently rented: _____

Property Address(es): _____

Existing

Secondary Suites: Yes No
If yes, please provide the following information:

Number of Suites: _____

Rented: Yes No
If yes, please indicate the number of suite(s) currently rented: _____

Number of Bedrooms per Suite: _____

Size of Suite(s): _____

Eligibility for House Moving and Salvage

Existing House

Type:

Crawl Space: Yes No

If yes, are you agreeable to having the City's House Moving and Salvage Program Coordinator contact you about potential participation in the City's House Moving and Salvage Program as an alternative to house demolition?

Yes No

If yes:

Contact Person: _____

Tel. No.: _____

E-mail: _____

Signature: _____

Date: _____

Please print name



Survey & Site Plan Guidelines

No.: DEVAPPS-01

Date: 1997-10-27

Revised: 2018-12-20

Purpose:

- To inform **all applicants for development applications (i.e. rezonings, subdivisions, development permits etc.)** to submit a **survey and site plan** with the application. *Site survey requirements for areas designated as Environmentally Sensitive are different and applicants should contact the Planning and Development Division for additional information.*

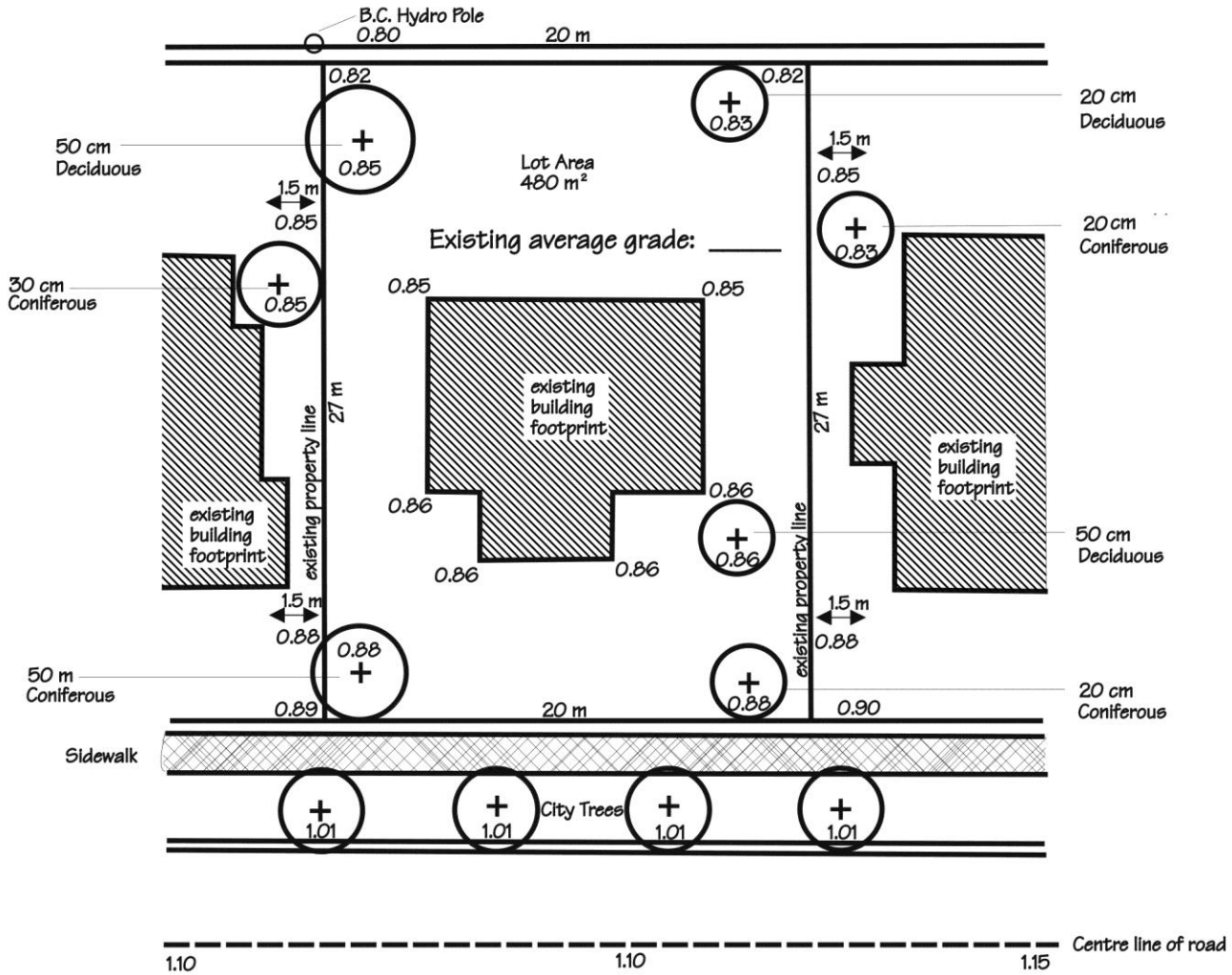
Survey:

- The **survey** should include the following (see attached sample):
 - All dimensions included on the survey should be **metric**.
 - The location and type of all known **utilities** entering or immediately adjacent to the subject site.
 - Legal description, rights-of-way, easements, existing property lines and building footprints, existing lot dimensions and area, and existing grades** at each of the four corners of the subject lot, including the **existing average grade** (i.e. the average of the existing grade at the lot corners and building/s corners).
 - Elevations at 1.5 m onto adjacent properties.
 - Elevations of existing retaining walls.
 - The highest elevation of the crown of any public road abutting the lot.
 - The **location and diameter** of:
 - ALL** trees on the **subject site** having a trunk diameter of 20 cm or greater measured at a point 1.4 m above the ground. **NOTE:** the diameter of trees having multiple trunks or clumped trees is the sum of 100% of the diameter of the largest trunk plus 60% of the diameter of each additional trunk;
 - ALL** trees or hedges within 2 m of the property line on adjacent lots;
 - ALL** trees or hedges on adjacent lots whose crown (drip line) encroaches onto the subject site;
 - ALL** trees or hedges on any City street or lane allowance adjacent to the subject site;
 - ALL** tree stumps greater than 20 cm in diameter.
 - The **crown** (drip line) of all trees identified in item 7.
 - The **type** (i.e. coniferous or deciduous) of all trees identified in item 7.
 - The **base elevations** (tree grades) for all trees identified in item 7.
 - The location of any **Riparian Management Area (RMA)** on or immediately adjacent to subject site as well as the RMA Site Note. Please refer to Bulletin INFO-23 for more information on the Site Note as well as the identification and delineation of RMAs.

See attached →

Centre line of lane

Rear Lane



Centre line of road



Sample Survey

Original Date: 01/27/09

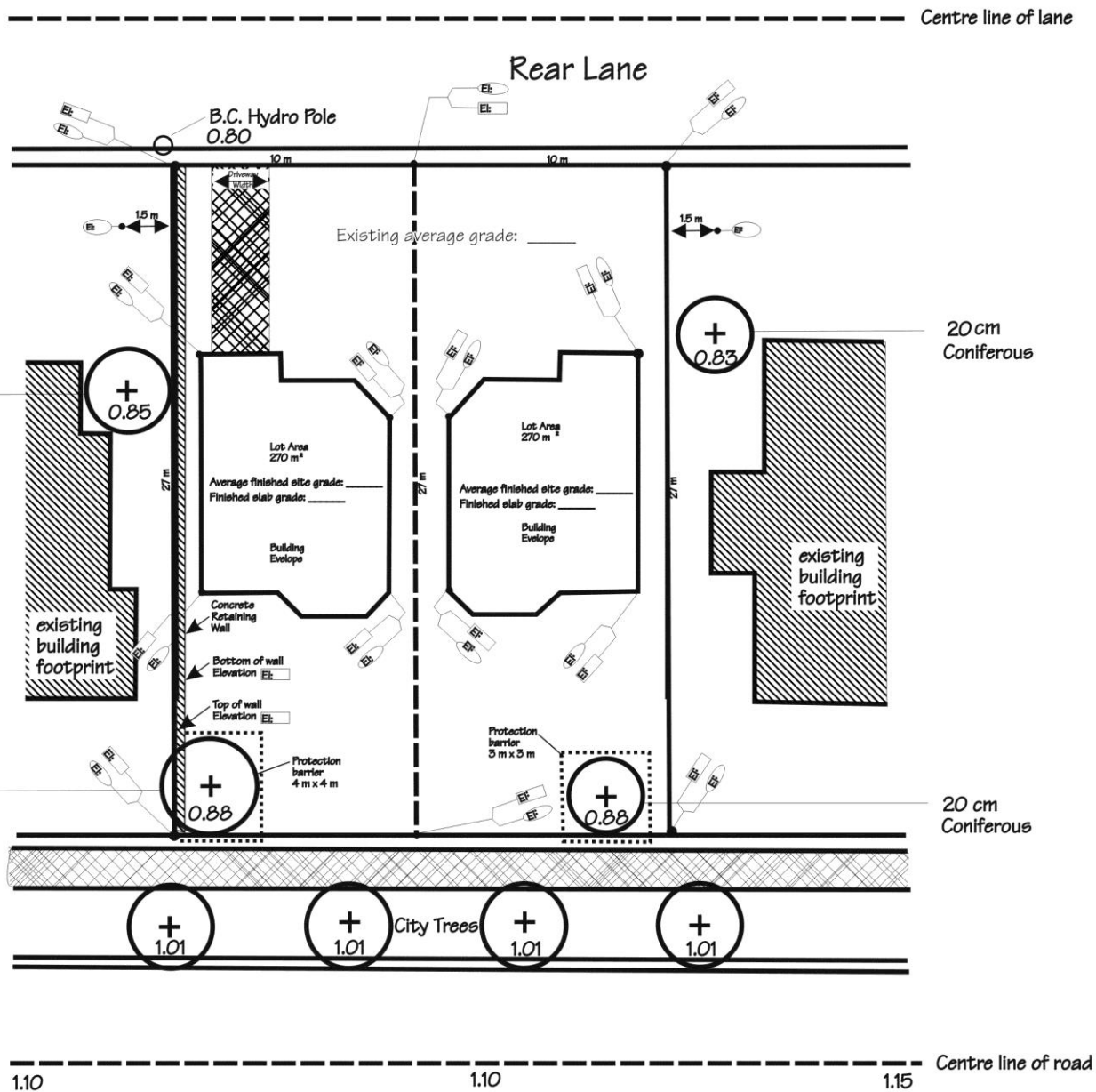
Amended Date: 02/23/09

Note: Dimensions are in METRES

Site Plan:

- The **site plan** should include the following (see attached sample):
 1. All dimensions included on the site plan should be **metric**.
 2. The location and type of all known **utilities** entering or immediately adjacent to the subject site.
 3. **Legal description, rights-of-way, easements**, proposed **property lines**, proposed **building footprints/envelopes**, proposed **lot dimensions** and **area**, **existing grades** at each of the proposed **lot corners**.
 4. Elevations at 1.5 m onto adjacent properties.
 5. The highest elevation of the crown of any public road abutting the subject lot.
 6. All **tree** information from the **Survey**.
 7. Existing and proposed **finished grades** at all proposed **building/s corners** and proposed **finished slab elevations**.
 8. The **finished site grade** of the proposed **lot corners** and the **average finished site grade** (i.e. the average of the finished grade at the **lot corners** and **building/s corners**).
 9. All proposed **retaining walls** at property lines, with top and bottom of wall elevations.
 10. The location of any **RMA** on or immediately adjacent to the site as well as the RMA Site Note. Please refer to Bulletin INFO-23 for more information regarding the Site Note as well as the identification and delineation of RMAs.

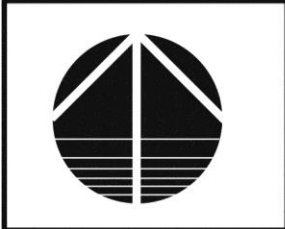
See attached →



Legend

El: Existing grade elevation from survey

El: Finished grade elevation



Sample Site Plan

Original Date: 01/27/09

Amended Date: 02/05/09

Note: Dimensions are in METRES