



City of Richmond

Development Permit 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 for a *Development Permit Application* become public property, and therefore, available for public inquiry.**

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

Property Address(es): _____

Legal Description(s): _____

Applicant: _____

Correspondence/Calls to be directed to:

Name: _____

Address: _____

Postal Code

Tel. No.: _____

Business

Residence

E-mail

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 completed and submitted with your *Development Permit Application*:

1. Letter outlining the proposal in full including design rationale conveying the proposal's urban design and architectural concept and its response to the immediate urban context (existing and future) and relevant sections of the Official Community Plan (OCP) and applicable design guidelines and policies. Justifications for **ALL** variances requested, if any, must also be provided.
2. **Site Survey Plan** prepared by a registered BC Land Surveyor including all items indicated in the attached Bulletin entitled *Survey and Site Plan Guidelines* (DEVAPPS-01).
3. **Lot Grading Plan**: approved lot grading plan indicating the existing grade, proposed amount of fill, proposed finished grade, and the location, height and construction materials of any proposed retaining walls.
4. The applicant should consult with the Development Applications Department prior to application to be aware of criteria pertinent to the application and the extent of documentation required to support the application (i.e. pertinent Development Permit Guidelines, Public Art Guidelines for Private Development Projects, Waste Management Guidelines for Multiple-Family Residential and Mixed Use Buildings, etc.).

All applicants are required to provide eight full-size sets and one set of reduced 11" x 17" drawings capable of being reproduced, of the following:

- a) **Site plan** showing the street, visitor and disabled parking, landscaped areas, loading, access and all buildings. Calculations should indicate parking, floor area ratio and coverage. All variances to the Richmond Zoning Bylaw 8500 must be clearly listed, within a table, on the site plan and dimensioned in metric units, including variances to the location and height of fences and screening. Structures in the setbacks (such as kiosks, garbage/recycling enclosures and mailboxes) must be drawn. All setbacks must be shown in metric units. Building setbacks to all property lines and between buildings must be dimensioned as minimums. The building envelopes may be shaded in. The objective is to allow some flexibility in siting the buildings within the setbacks and envelopes.
- b) **Floor plans** should indicate general interior layouts, main front entrances, balconies, outdoor living areas and amenity areas. Preliminary plans are sufficient but should indicate all entries and major rooms.
- c) **F.A.R. tracing overlays** with detailed calculations and summary of all floor areas and exclusions.
- d) **Building sections or elevations** should be in sufficient detail to determine heights, bulk, variances and building finish materials. All elevations should be shown, with building materials and colours indicated. A schedule of typical materials may be included if exact finishes are yet to be determined. Maximum building heights must be dimensioned. The finished grade should be indicated on the elevation in relation to either the curb or geodetic. In some cases cross-sections and contextual street frontage(s) elevation(s) may be required.

- e) **Landscape plans** should indicate required landscaping, screening, fencing, walkways, trees, and boulevard treatment. Photos and a plan of the streetscape and all existing trees are requested by the Design Panel. A plant list is required. The plan should be drawn in sufficient detail to determine the general planted size and spacing of plants and the finish of all site surfaces and fences. Where substitute plants or materials are anticipated, they should be listed on the plans. All street trees shown on the plan must be planted. Special provisions for tree retention during construction shall be shown on the plans. The plant list must be printed with lettering no less than 2 mm (3/32") high. A typical fence detail and accessory building detail should be included. All site surfaces should indicate the character of finish materials. The paving materials on driveways, walkways and emergency access lanes should be labelled. The finish of fences and parking garage interiors (e.g. paint) should be noted.
- f) **Perspective drawings** or birdseye/isometric, CAD or computer imaging of the development and an 8" x 11" coloured xerox or photo of the perspective or model.
- g) **Diagrams and a Model** illustrating the proposed development and its relationship to the surrounding areas. Context photos are requested by the Design Panel.
- h) **Context plan** showing proposed building(s) and its relationship to existing urban context, including adjacent streets, driveways and surrounding properties and buildings.

Renovations and minor projects may be exempt from providing particular sets of drawings or the model with the written consent of the Manager of Development Applications or designated alternate (see *Development Permit Submission Checklist and Exemption Form*).

The drawings will form part of the Development Permit document. Additional drawings may be added to clarify more complex designs. Drawings and notes must be sufficiently detailed to describe the project yet to allow for construction tolerances and minor variations. Drawings should be to standard architectural practice either CAD or hand-drawn in ink. The 11" x 17" drawings should be clear and readable when reproduced. Lettering and numbers must be no smaller than 2 mm (3/32") in height after reduction. Site plans should contain a north arrow and, if reduced, must have a bar scale. If the site plan is divided up on more than one sheet, each sheet should contain a key plan. Pages should be numbered in sequence: 1, 2, 3, 4, 5, etc., (Not A1, L1, P1). Numbers will be referred to in the Development Permit text.

- 5. Proof of ownership. Proof of new ownership is acceptable with a copy of the interim agreement or transfer of property title.
- 6. 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).
- 7. The applicant will be required to undertake a servicing capacity analysis as part of their development permit application unless otherwise specified by the City. This capacity analysis will assess the infrastructure needs to adequately service the proposed and future developments within the designated drainage, sanitary, and water catchment areas and recommend upgrades as required. This analysis must be completed and approved by City Engineering staff prior to the staff report on the development permit application being prepared. Any servicing capacity upgrades identified through the servicing analysis are to be provided at the applicant's cost and are currently not eligible for development cost charge credits.

8. Fees

The following application fees are required and are non-refundable:

Application Fee \$1,941.00, and for Development Permit Applications not involving an Environmentally Sensitive Area (ESA) or Agricultural Land Reserve (ALR):

\$646.00 for the first 464.5 m² (5,000 ft²) plus **\$136.00** for each additional 92.9 m² (1,000 ft²), or part thereof, of gross floor area up to 9,290 m² (100,000 ft²) plus **\$26.75** for each additional 92.9 m² (1,000 ft²), or part thereof, of gross floor area over 9,290 m² (100,000 ft²)

Proposed square footage: _____

Example: Application Fee	= \$1,941.00
\$646.00 for the first 464.5 m² (5,000 ft²) _____	= \$ _____
plus \$136.00 for each additional 92.9 m ² (1,000 ft ²), or part thereof, of gross floor area up to 9,290 m ² (100,000 ft ²)	
\$136.00 x additional square footage _____	= \$ _____
plus \$26.75 for each additional 92.9 m ² (1,000 ft ²), or part thereof, of gross floor area over 9,290 m ² (100,000 ft ²)	
\$26.75 x additional square footage over 9,290 m² (100,000 ft²) _____	= \$ _____
Total Development Permit Fee	\$ _____

(Note: There is a \$653.00 fee for every General Compliance Ruling for an issued Development Permit.)

9. Development Permit for Coach House or Granny Flat \$1,242.00.

10. Additional Information

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

- *Development Permit*
- *Development Permit Submission and Exemption Form*
- *Advisory Design Panel*
- *Development Permit Application Sign Information*
- *General Compliance Guidelines*
- *Site Survey Guidelines*
- *Tree Protection Bylaw*
- *Arborist Report*
- *Vegetation Survey Guidelines*
- *Protection of Existing Trees During Construction*
- *Landscaping Inspection*



City of
Richmond

Notice to Development Permit Applications

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

richmond.ca

Contact: 604-276-4017

Richmond Zoning Bylaw 8500 requires a *Development Permit 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. Additional material is available from the Development Applications Department with respect to Development Permit Guidelines, Richmond Public Art Program, etc. 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.*

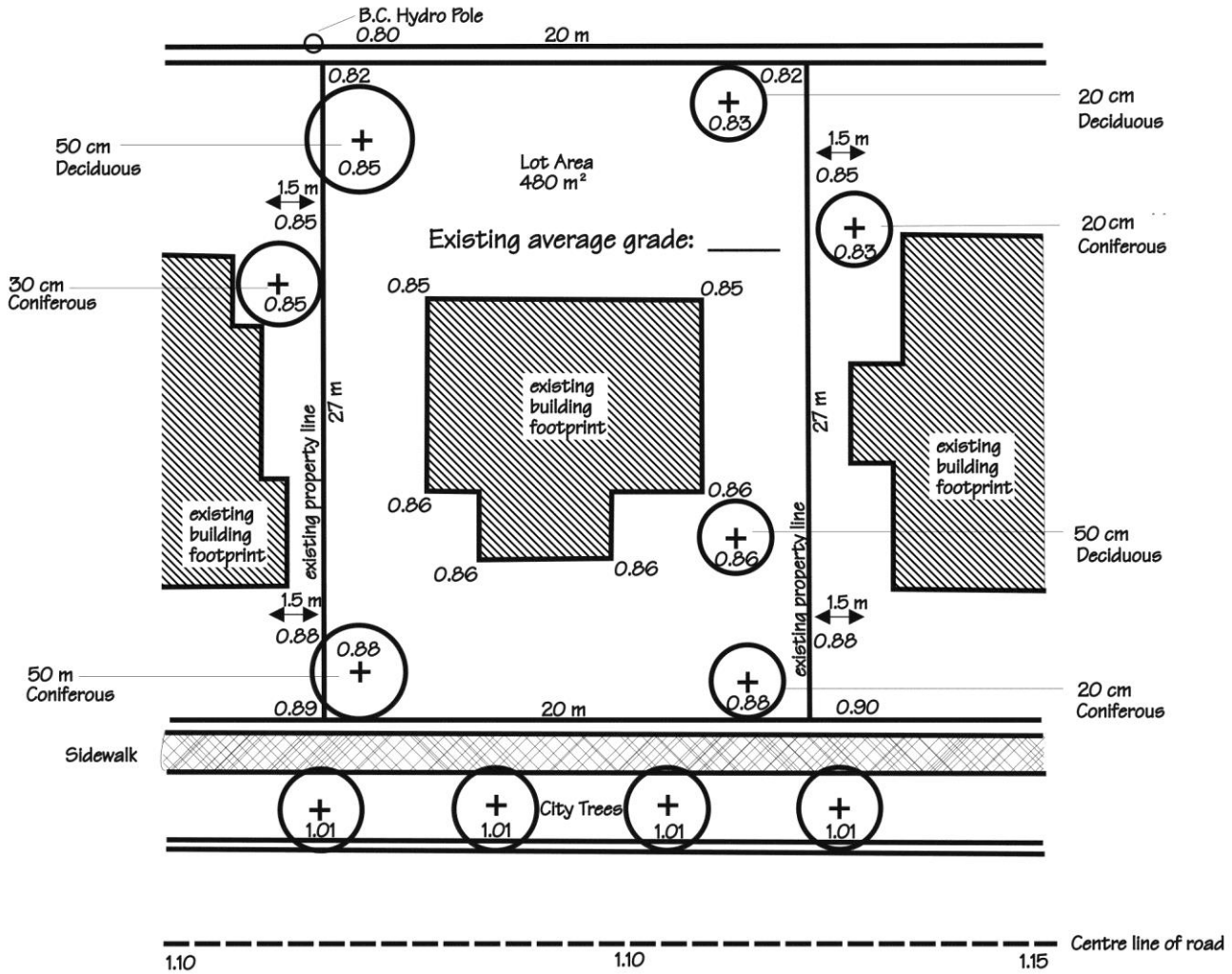
Survey:

- 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



Sample Survey

Original Date: 01/27/09

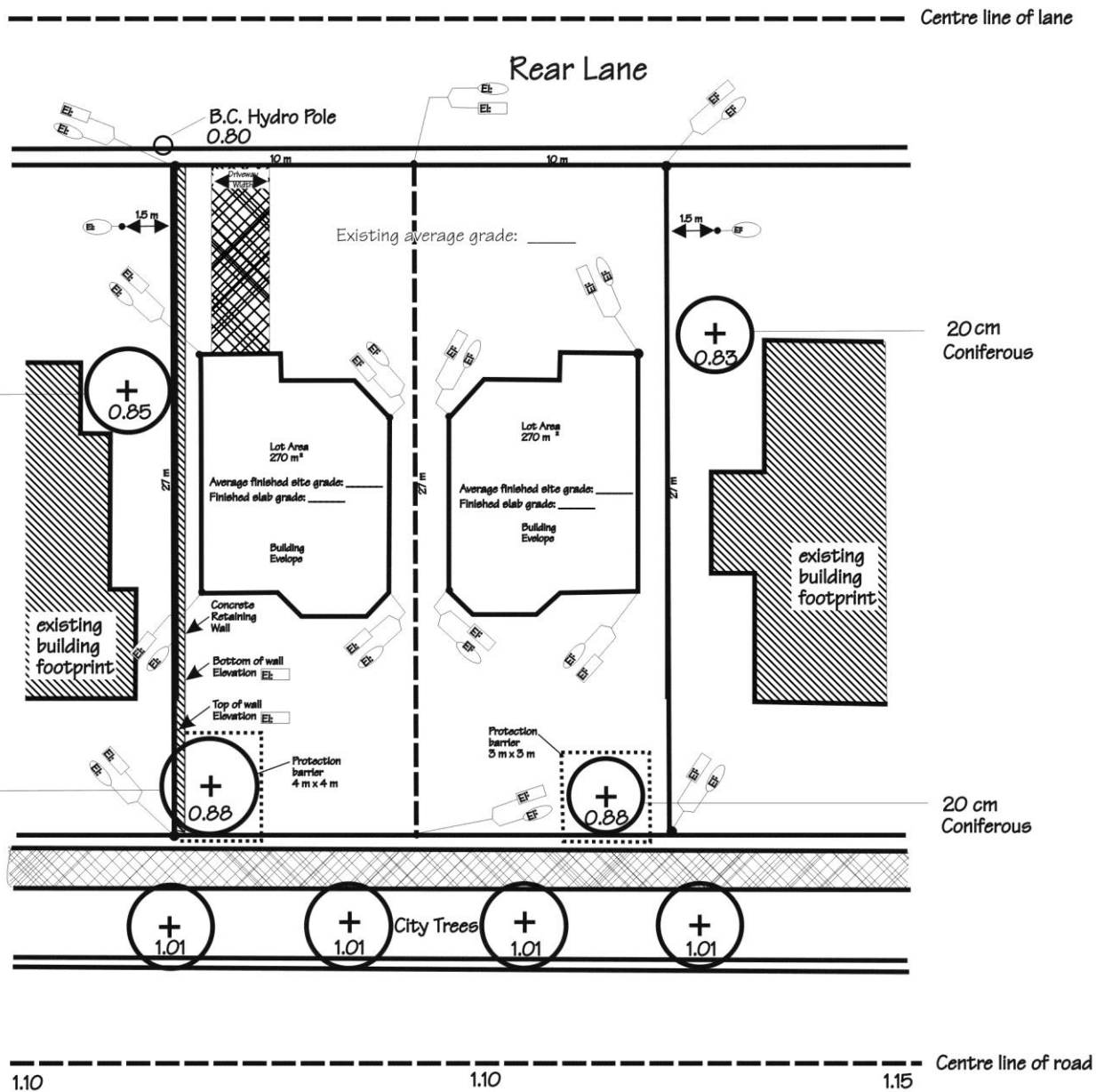
Amended Date: 02/23/09

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