City of Richmond

Development Applications Submission Checklist

Development Applications Department
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This form is a submission checklist for various types of development applications. Refer to the Development Submission Requirements for a list of required submission documents. Items indicated with an asterisk* require two (2) sets of 11″x17″ drawings.		Applicant Submission	City Verification
1	**Application Form** All fields must be completed and accurate.	☐	☐
2	**This form (Submission Checklist) and a USB flash drive containing all required documents** Applications will not be considered complete until all required documents are received.	☐	☐
3	**Letter of Authorization** All fields must be completed and signed by all property owner(s). If the property owner is a company, the Corporation Certificate and Notice of Articles are required.	☐	☐
4	**Existing and Proposed Housing Profile** Complete form indicating 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.	☐	☐
5	**Application Fees** *Refer to Consolidated Fees Bylaw 8636.*	☐	☐
6	**Land Title Search** Current title search from the Land Title and Survey Authority (LTSA) for each parcel in the application. *Land Title Search must be dated within **60 days of application submission**.*	☐	☐
7	**Ministry of Environment and Climate Change Strategy Site Disclosure Statement** Site Disclosure Statements are used as screening tools to identify potentially contaminated sites. Triggers for submission of a Site Disclosure Statement are established in the Contaminated Sites Regulation. A fillable site disclosure statement is available on the Province of BC Site Remediation Website.	☐	☐
8	**Legal Topographical Survey*** Survey must be dated within 1 year of application submission. *Refer to Bulletin DEVAPPS-01.*	☐	☐
9	**Arborist Report** Arborist report is not required if there are no impact on trees (i.e. no trees on-site or neighbouring property or development does not impact trees). *Refer to Bulletin TREE-04.*	☐	☐
10	**Letter Outlining Proposal** A brief letter prepared by the applicant outlining the purpose of the proposal, description of the property including existing buildings, any significant features, a description of the type of new building(s) proposed, and any benefits to the community. For multi-family, commercial, mixed-use, industrial, and institutional proposals, include the design rationale for the project which addresses how the design fits in with the site context, include a discussion of Crime Prevention through Environmental Design (CPTED) strategies, outline the landscape features and sustainable design features and explain how the building/site design complies with the applicable design guidelines listed in the OCP.	☐	☐
11	**Site Plan*** *Refer to Bulletin DEVAPPS-01.*	☐	☐
12	**Coloured Elevations*** *Refer to Bulletin DEVAPPS-15.*	☐	☐
13	**Landscape Plans & Landscape Overlays*** *Refer to Bulletin DEVAPPS-15.*	☐	☐

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14	**Three Dimensional Drawings*** 3D coloured drawings to depict all elevations of at least two views of the proposed development, and including views from all street frontages. *PDF with images (min. 15 cm x 10 cm (6 in. x 4 in.) at 300 dpi resolution). Include a key plan and caption including the direction of the views.*	☐	☐
15	**Shadow Analysis*** The shadow analysis is a planning submission requirement which provides a visualization of how the proposed development will cast its shadow. The shadow analysis will demonstrate any potential impacts on shadow sensitive areas, such as public spaces, communal amenity areas, traditional and arterial streets and residential private outdoor amenity areas and how these impacts can be mitigated (if applicable). At minimum, for the following times: 10:00am, 12:00pm, 2:00pm, 4:00pm on the Spring Equinox, Fall Equinox and Summer Solstice.	☐	☐
16	**Parking Plan*** Drawing illustrating the proposed on-site vehicle parking spaces, bicycle parking spaces, loading spaces, and pedestrian circulation network. Include dimensions of all spaces, drive aisles and appropriate annotations for designated or reserved spaces.	☐	☐
17	**Fire Access and Response Plan*** Drawing illustrating the required fire access and response provisions consistent with BCBC, including but not limited to distance from hydrant to furthest point of entry as measured down the centerline of the driving surface and truck maneuvering diagram.	☐	☐
18	**Waste Management and Operations Plan*** Drawing illustrating where the proposed garbage/recycling room(s) and collection/loading area(s) will be located, including truck ingress and egress. *Refer to the Waste Management Design Guidelines.*	☐	☐
19	**Drawing Package*** ☐ Project Data Table ☐ Site Grading Plans ☐ Context Plans ☐ Floor Plans ☐ Site Plans ☐ Building Elevations ☐ Overlays ☐ Conceptual Lighting Plans* *(only applicable for DPs)* ☐ Building Sections *Refer to Bulletin DEVAPPS-15.*	☐	☐
20	**Traffic Impact Assessment (TIA)** A memo, prepared by a professional transportation consultant outlines the terms of reference for a TIA which will vary based on local context and development size. It includes discussions on local context, the development, anticipated trip generation, potential transportation and traffic impacts, and the methodology and scope of the traffic assessment (e.g. intersections to be assessed). The TIA must confirm compliance with Section 7 of the City's Zoning Bylaw, covering loading, parking, and TDMs, provide rationale for any variances, review site access and on-site vehicular circulation with turning templates, and include necessary warrant studies and traffic assessments. For significant anticipated trip generation developments, the assessment must align with the City's Engineering Design Specifications.	☐	☐
21	**Environmentally Sensitive Assessment Report** An Environmental Assessment Report is required for land use and development applications for sites within or adjoining environmentally sensitive areas. The Report must be prepared by a qualified environmental professional knowledgeable in Richmond's environmental assets, including watercourses, ravines, wetland, riparian and upland habitats, and stands of trees. *Refer to Bulletin DEVAPPS-08.*	☐	☐
22	**Draft Strata Plan*** A plan prepared by a BCLS designating the locations and boundaries of different categories of a property, outlining in detail the dimensions of the building, the strata lots and the common property. May also include information about unit entitlement, assigned parking stalls, registered easements and rights-of-way and a list of registered bylaws.	☐	☐
23	**Strata Title Conversion Tenant Surveys/Summary of Results** The views of the affected tenants as established by a formal canvass by the applicant. A standard form available from the City's Planning and Development Department may be used for this purpose.	☐	☐

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24	**Building Conditions Report** The life expectancy of the building and any projected major increases in maintenance costs due to the condition of the building. This information shall be supplied by the applicant in the form of a written report in an acceptable form prepared by a registered architect, engineer or similarly qualified professional. The report shall review the building's age, quality, general condition and measure of compliance with current building codes and City bylaws. *Reference residential and commercial.*	☐	☐
25	**Building Code Compliance Report** Report by a Professional Engineer or Architect that provides a BC Building Code review that specifically addresses if the building does not comply with the current BC Building Code. The professional shall identify the work that is required to bring the building up to code. This report will be retained as public record. Ensure to include all subject buildings. *Reference residential and commercial.*	☐	☐
26	**Building Energy Step Code Compliance Memo** A report by a Professional Engineer or a Qualified professional that the proposed buildings demonstrate compliance with the applicable requirements of the BC Energy Step Code (ESC) and Zero Carbon Step Code (ZCSC) to the satisfaction of the City. *Refer to Building Regulation Bylaw No. 7230 and Section 14.2.10 of Schedule 1: Official Community Plan Bylaw 9000.*	☐	☐
27	**Telecom Antenna Consultation and Siting Protocol Letter** As per the Telecommunication Antenna Consultation and Siting Protocol, a rationale letter to ensure compliance with environmental and historic preservation regulations is required. This letter provides a detailed justification for the proposed site, addressing potential impacts and demonstrating efforts to mitigate any adverse effects. The preference for antenna locations is within the OCP Industrial, Commercial, Mixed-Employment, and Airport Designations. As part of this letter, the applicant must provide a detailed explanation as to why the preferred Official Community Plan (OCP) areas were not feasible. The applicant must demonstrate efforts to co-locate and ensure compliance with existing zoning regulations.	☐	☐
28	**Heritage Conservation Plan** *Refer to Bulletin DEVAPPS-15.*	☐	☐
29	**Voluntary Embodied Carbon Report (Development Permit Only)** As part of the City's development of the Richmond Embodied Carbon Approach, applicants are encouraged to voluntarily submit an Embodied Carbon Report for new building applications. The report should quantify the greenhouse gas emissions associated with building materials and construction processes throughout the project's life cycle. The Voluntary Embodied Carbon Reporting Pilot Instructions provide practical guidance on modelling embodied carbon and demonstrating alignment with the City's voluntary requirements to report, assess, or reduce embodied carbon. Participation in this voluntary pilot supports the City's ongoing work to establish local benchmarks and strategies for embodied carbon reduction, while providing applicants an opportunity to demonstrate leadership in low-carbon design, material efficiency, and circular construction practices. Completed Embodied Carbon Reports should be sent to embodiedcarbon@richmond.ca.	☐	☐