



APPLICATION SUBMISSION INFORMATION		OCP Amendment	Rezoning/Zoning Text Amendment				DP Application	Development Application			Servicing Agreement	Telecom	Agricultural	Temporary Use Permit	Heritage	
Item	Forms and Documents	Official Community Plan Amendment	Single Detached Housing/Small Scale Multi Unit Housing	Duplex/Triplex/Townhouse	Apartment/Mixed Use	Commercial/Industrial	Development Permit Application	Development Variance	Strata Title Conversion	Environmentally Sensitive Area (ESA) DP	Servicing Agreement	Telecommunication Protocol	Application to Agricultural Land Commission (ALC)	Temporary Use Permit	Heritage Alteration Permit	Heritage Revitalization Agreement
Below outlines the minimum submission requirements for various types of land use and development applications. All required information must be provided at the time of application. Applications will not be considered complete until all required documents are received. Other studies/plans may be required on a case-by-case basis. ✓ = Required TBD = To be Determined by Staff (not required at the time of submission) Blank = Not Required * = two sets of drawings For explanations and details on the items below, refer to Bulletin DEVAPPS-15 - Submission Requirements . For Subdivision Requirements, visit our website at richmond.ca under the Subdivision Application section. For Strata Title Conversion applications, refer to Bulletin DEVAPPS-16 Strata Title Conversion Applications .																
1	Application Form	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
2	Submission Checklist & USB Flash Drive	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
3	Letter of Authorization & Corporation Certificate + NOA	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
4	Existing Housing Profile	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
5	Application Fees	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
6	Land Title Search	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
7	Ministry of Environment and Climate Change Strategy Site Disclosure Statement	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
8	Legal Topographical Survey*	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
9	Arborist Report	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	TBD	✓	✓	✓	✓
10	Letter Outlining Proposal	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
11	Site Plan*	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
12	Coloured Elevations*	✓	TBD				✓	TBD				✓	TBD	TBD	✓	✓
13	Landscape Plans & Landscape Overlays*	✓	TBD	TBD	TBD	TBD	✓	TBD		✓			TBD	✓	✓	✓
14	Three Dimensional Drawings*	✓		✓	✓	✓	✓	TBD				TBD			✓	✓
15	Shadow Analysis*			✓	✓	✓	✓	TBD							TBD	✓
16	Parking Plan*			✓	✓	✓	✓	TBD					TBD	✓	✓	✓
17	Fire Access And Response Plan*			✓	✓	✓	✓	✓	✓	TBD			TBD	TBD	✓	✓
18	Waste Management and Operations Plan*			✓	✓	✓	✓	✓	TBD				TBD	TBD	✓	✓
19	Drawing Package*	✓		✓	✓	✓	✓	✓	✓	TBD		✓	TBD	TBD	✓	✓
20	Traffic Impact Assessment			TBD	TBD	TBD	TBD	TBD		TBD			TBD	TBD	TBD	TBD
21	Environmentally Sensitive Assessment Report									✓						
22	Draft Strata Plan*								✓							
23	Strata Title Conversion Tenant Surveys/Summary of Results								✓							
24	Building Conditions Report								✓						TBD	TBD
25	Building Code Compliance Report								✓						TBD	TBD
26	Building Energy Step Code Compliance Memo							✓								
27	Telecom Antenna Consultation and Siting Protocol Letter										✓					
28	Heritage Conservation Plan														TBD	✓