



Date: _____

Application Type*

- | | | |
|--|--|---|
| <input type="checkbox"/> Agricultural Land Reserve Appeal | <input type="checkbox"/> Heritage Revitalization Agreement | <input type="checkbox"/> Strata Title Conversion |
| <input type="checkbox"/> Air Space Subdivision | <input type="checkbox"/> Heritage Alteration Permit | <input type="checkbox"/> Telecommunication Protocol |
| <input type="checkbox"/> CP Folder Type (OCP Amendment) | <input type="checkbox"/> Phased Strata | <input type="checkbox"/> Temporary Use Permit |
| <input type="checkbox"/> Development Permit (including
ESA, General Compliance) | <input type="checkbox"/> Rezoning | <input type="checkbox"/> Zoning Text Amendment |
| <input type="checkbox"/> Development Variance Permit | <input type="checkbox"/> Subdivision | |

Property Information (Note: if there are multiple properties with different owners, complete a new form for each property)

Property Address(es)*: _____

PID (Only required if property does not have an address): _____

Legal Description(s)*: _____

Applicant (Project Contact) Information

Name*: _____

Email*: _____ Tel No.*: _____

Mailing Address*: _____

Signature*: _____ Print Name*: _____

Owner Information (Note: if the Owner is not the Applicant, complete section below) Owner is Applicant

Name*: _____

Email*: _____ Tel No.*: _____

Mailing Address*: _____

Signature*: _____ Print Name*: _____

If there are multiple owners, complete the section below (if there are more than two owners, complete a new form for each additional owner):

Name*: _____

Email*: _____ Tel No.*: _____

Mailing Address*: _____

Signature*: _____ Print Name*: _____

**Required fields*

For Office Use	
Date Application Received: _____	Application Fee: _____
Date Electronic File Received on USB: _____	Application Complete Date: _____
Checklist Verified: <input type="checkbox"/> Yes Date: _____	Rec'd by: (Zoning Staff Name) _____
File No.: _____	Receipt No.: _____
<small>Only assign if application is complete</small>	

Project Description

Air Space Subdivision (complete if applying for Air Space Subdivision)

Number of Air Space Parcels Being Created: _____

Phased Strata Subdivision (complete if applying for Phased Strata Subdivision)

Number of Proposed Phases: _____

Project Information

Complete the table below if applying for a **DEVELOPMENT PERMIT APPLICATION** or **REZONING APPLICATION**.

RESIDENTIAL USES					
Dwelling Type	Ownership/ Strata	Rental Units			Total Units
		Low End Market Rental (LEMR)*	Moderate** Market Rental	Market Rental	
Single-family (e.g., RS)					
Two-unit housing (duplex) (e.g., RD)					
Three-unit housing (triplex) (e.g., RTA)					
Small-scale multi-unit housing (e.g., RSM)					
Townhouse (e.g., RTL)					
Apt – Studio					
Apt – 1 Bedroom					
Apt – 2 Bedroom					
Apt – 3 or more Bedroom					
Secondary Suite					
Rear yard infill (e.g., coach house/granny flat)					
Total					
OTHER USES					
Hotel – Total Number of Rooms					
Non-Residential Uses – Total Area (m ²)					

*Low End Market Rental (LEMR) unit means a non-market rental unit that is to be rented at LEMR rates as prescribed by the City’s Affordable Housing Strategy.

**Moderate Market Rental unit means a non-market rental unit that is to be rented at a rate which is above the rates prescribed by the City’s Affordable Housing Strategy but less than prevailing market rates.



City of
Richmond

**Notice to All Development
Application Applicants**
Development Applications Department
6911 No. 3 Road, Richmond, BC V6Y 2C1

richmond.ca

Contact: 604-276-4017 | zoning@richmond.ca

Richmond Zoning Bylaw 8500 requires a *Development Application* including Rezoning Application (except Servicing Agreements) 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. If you have any questions, contact 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, contact Zoning staff at 604-276-4017.

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, contact the Program Manager, Development at 604-276-4138.

For a list of fees, visit our website at richmond.ca or the [Consolidated Fees Bylaw](#).