



***Incomplete applications will not be accepted.***

Date:
DP # <span style="float: right; font-size: small;">Office Use</span>

Forms, Fees and Required Information			
Copies Required	Item	Copies Submitted	Accepted by Staff
1	<b>Application Form</b> fully completed.	<input type="checkbox"/>	<input type="checkbox"/>
1	<b>Application Fee</b> Cheques are made payable to the University Endowment Lands.	<input type="checkbox"/>	<input type="checkbox"/>
1	<b>Letter of Authorization</b> if applicant/agent is not the property owner. The original copy must be submitted.	<input type="checkbox"/>	<input type="checkbox"/>
1	<b>Title Search &amp; Copies of any non-financial charges listed on Title</b> from the Land Title Office for each parcel involved in the application. Title Search must be current (within 30 days from date of application).	<input type="checkbox"/>	<input type="checkbox"/>

Drawings Required			
Copies Required	Item	Copies Submitted	Accepted by Staff
2 Copies 1 Digital PDF	<b>Survey Plan</b> sealed by BCLS less than 3 months from time of application. <input type="checkbox"/> Submit additional "Requirements for BCLS Survey Plans" checklist.	<input type="checkbox"/>	<input type="checkbox"/>
2 Copies Max size A1, 1 Digital PDF	<b>Project Statistics (fact sheet)</b> sealed by Registered Architect containing: <ul style="list-style-type: none"> <li><input type="checkbox"/> Total Site Area;</li> <li><input type="checkbox"/> Site Coverage, allowable and proposed as a percentage of site area;</li> <li><input type="checkbox"/> Floor Space Ratio, allowable and proposed;</li> <li><input type="checkbox"/> Floor Area of each floor, covered balconies/sundecks/patio, and accessory building;</li> <li><input type="checkbox"/> Average Grade Calculation Table for all buildings;</li> <li><input type="checkbox"/> Building Height, allowable and proposed;</li> <li><input type="checkbox"/> Building Depth, allowable and proposed;</li> <li><input type="checkbox"/> Yard Setbacks, required and proposed; and</li> <li><input type="checkbox"/> Impermeable Material Area, existing and proposed as a percentage of site area.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>

Drawings Required			
Copies Required	Item	Copies Submitted	Accepted by Staff
2 Copies Max size A1, 1 Digital PDF	<p><b>Site Plan</b> Min 1/8" scale sealed by Registered Architect showing:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> North arrow and scale;</li> <li><input type="checkbox"/> Civic and legal address;</li> <li><input type="checkbox"/> Street name(s) adjacent to site;</li> <li><input type="checkbox"/> Dimensions of site;</li> <li><input type="checkbox"/> Required setbacks dimensioned;</li> <li><input type="checkbox"/> Proposed setbacks dimensioned, with the notation <b>Setbacks are to exterior finish of building;</b></li> <li><input type="checkbox"/> Location of all existing and proposed buildings;</li> <li><input type="checkbox"/> Dimensions of all proposed buildings (to exterior cladding);</li> <li><input type="checkbox"/> Natural and proposed finished grade elevation points used for average grade calculations;</li> <li><input type="checkbox"/> Location and dimensions of proposed driveway(s);</li> <li><input type="checkbox"/> Location of heating, cooling, and mechanical equipment, and venting/exhaust locations;</li> <li><input type="checkbox"/> Off-site details such as trees, curb cuts, street furniture (which includes lights, fire hydrants, signs, mailboxes, and utilities); and</li> <li><input type="checkbox"/> Location of easements and rights-of-way.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
2 Copies Max size A1, 1 Digital PDF	<p><b>Floor Plans</b> Min 1/4" scale sealed by Registered Architect for all buildings showing:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Outline of required setbacks on each floor and roof plan;</li> <li><input type="checkbox"/> Fully dimensioned including overall width and depth (to exterior cladding);</li> <li><input type="checkbox"/> Room uses and dimensions; and</li> <li><input type="checkbox"/> Location of heating, ventilation, air conditioning, mechanical structures or equipment, including roof top mechanical equipment and enclosures.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
2 Copies Max size A1, 1 Digital PDF	<p><b>Overlay Sheets</b> sealed by Registered Architect on translucent paper (vellum) in the same scale as the floor plans and site plan, illustrating compliance (manually verifiable).</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> FSR of each floor, including covered balconies/sundecks/patio, and accessory building(s);</li> <li><input type="checkbox"/> Site Coverage of all buildings, including covered decks and patios exceeding 2' higher than natural or finished grade; and</li> <li><input type="checkbox"/> Proposed Impermeable Material Area of all buildings, paving, covered decks, patios, pools, fences, landscaping walls, and etc. which stop rain water from directly entering the soil.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>

Drawings Required			
Copies Required	Item	Copies Submitted	Accepted by Staff
2 Copies Max size A1, 1 Digital PDF	<p><b>Building Elevations</b> Min 1/4" scale sealed by Registered Architect for all buildings showing:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Finished and natural grade elevations at every elevation change as per the points of the average grade calculation;</li> <li><input type="checkbox"/> Outline of the comparable existing building (house or accessory building) on the front elevation drawing;</li> <li><input type="checkbox"/> Outline of the comparable existing building (house or accessory building) on one of the side elevation drawings;</li> <li><input type="checkbox"/> Elevation of each floor level, average grade, peak of pitched roof, 8' point above top floor, and mean roof height (<i>see Guide to Building Height</i>); and</li> <li><input type="checkbox"/> Dimension of eaves measured from exterior cladding.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
2 Copies Max size A1, 1 Digital PDF	<p><b>Cross Sections</b> Min 1/4" scale sealed by Registered Architect for all buildings showing:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Elevation of each floor level, average grade, peak of pitched roof, 8' point above top floor, and mean roof height (<i>see Guide to Building Height</i>); and</li> <li><input type="checkbox"/> Vaulted areas and adjacent attic spaces if applicable.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
2 Copies Max size A1, 1 Digital PDF	<p><b>Landscape Plans</b> Min 1/8" scale showing:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Proposed plantings with Table containing both botanical and common names, size and height, quantity, mature height, and watering requirements;</li> <li><input type="checkbox"/> Existing planting to be removed and/or retained;</li> <li><input type="checkbox"/> Hard landscaping elements;</li> <li><input type="checkbox"/> Proposed grades throughout the site; and</li> <li><input type="checkbox"/> Elevation notations for top and bottom of landscaping walls, top and bottom of fences, and top and bottom of landscaping elements.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
2 Copies Max size A1, 1 Digital PDF	<p><b>Tree Protection Plan</b> Min 1/8" scale showing:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Location and trunk diameter of trees proposed to be retained on site;</li> <li><input type="checkbox"/> Location and trunk diameter of trees located on the UEL boulevard adjacent to the site;</li> <li><input type="checkbox"/> Location and trunk diameter of trees located on adjacent properties within 2 metres of shared property lines;</li> <li><input type="checkbox"/> Location and dimensions of proposed tree protection barriers for the trees identified above, in accordance with UEL Works and Services Bylaw Schedule C Section 1.16; and</li> <li><input type="checkbox"/> Monthly watering schedule for all retained planting on site (including retained trees) during construction.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>

Drawings Required			
2 Copies Max size A1, 1 Digital PDF	<b>Detailed Elevation Drawings</b> Min 1/4" scale sealed by Registered Architect showing: <input type="checkbox"/> All proposed fencing, retaining wall(s), gate(s), and landscape structure(s) with details and dimensions.	<input type="checkbox"/>	<input type="checkbox"/>
Graphic and Other Required Material			
Copies Required	Item	Copies Submitted	Accepted by Staff
1	<b>Sample Board *</b> showing proposed colours and materials of exterior finishes (physical samples not required).	<input type="checkbox"/>	<input type="checkbox"/>
1	<b>Scale Model *</b> of the proposed development at a scale not less than 1/8" equals one foot.	<input type="checkbox"/>	<input type="checkbox"/>
1	<b>If requested by UEL staff:</b> <ul style="list-style-type: none"> <li><b>Mock-up</b> on site outlining the proposed height and location of principal building using framing, string lines and flagging tape and a <b>BC Land Surveyor Certified Survey</b> verifying height and location of mock-up.</li> <li><b>Colour Photographs</b> of existing buildings (e.g. when DP Application is for an addition to an existing structure)</li> </ul>	<input type="checkbox"/>  <input type="checkbox"/>	<input type="checkbox"/>  <input type="checkbox"/>

\* May not be required for applications proposing additions, accessory buildings, and/or renovations, at the discretion of UEL staff