

**Appointment required for all Change of Land Use District (rezoning) and Development Permit applications. Incomplete applications will not be accepted.**

<b>Date:</b>
<b>APP #:</b> <i>Office Use Only</i>

Forms, Fees, & Required Information (except for application fee, 1 paper copy & 1 digital PDF copy)	
1	<input type="checkbox"/> <b>Development Applications Form</b>
2	<input type="checkbox"/> <b>Housing Data Form</b>
3	<input type="checkbox"/> <b>Letter of Authorization Form</b> if applicant is not the registered property owner. If the owner is a company, the company's Certificate of Incorporation and Notice of Articles are required.
4	<input type="checkbox"/> <b>Title Search along with any non-financial charges listed on Title</b> from the Land Title and Survey Authority of British Columbia for each parcel involved in the application. The title search must be recent to within 30 days of the date of application. Include a written summary by a solicitor describing each charge on title (except financial charges) and advising whether they are affected by the proposal. Copies of each registered charge document should be included.
5	<input type="checkbox"/> <b>Application Fee</b> See <i>Part 4</i> the University Endowment Lands (UEL) <u><a href="#">Fees Bylaw</a></u> . Cheques must be made payable to the University Endowment Lands (UEL).
CHANGE OF LAND USE DISTRICT/ REZONING <i>(skip to the Development Permit section if no rezoning is required)</i>	
Rationale and Project Information	
6	<b>Rezoning Rationale and <u><a href="#">Official Community Plan (OCP)</a></u> Justification</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Rationale for rezoning</li> <li><input type="checkbox"/> Rational for proposed design (including justification for building massing)</li> <li><input type="checkbox"/> Community, social, and economic benefits and impacts; and how the project meets community goals</li> <li><input type="checkbox"/> How potential impacts are being mitigated</li> <li><input type="checkbox"/> How the application aligns with the <u><a href="#">OCP</a></u> (including the <i>Area D Neighbourhood Plan</i>) and relevant <u><a href="#">UEL policies</a></u></li> <li><input type="checkbox"/> Describe impacts and proposed mitigation on critical habitats, endangered species, or ecological systems</li> <li><input type="checkbox"/> Describe the present and intended uses and density of the site</li> <li><input type="checkbox"/> Describe planned sustainability practices (e.g. green building, BC Energy Step Code, low or net-zero carbon energy systems, materiality, and site design)</li> <li><input type="checkbox"/> Summary of preliminary community feedback on the proposal and how the project responds to community comments (see <u><a href="#">Development Applications Guide</a></u>)</li> </ul>
7	<b>Project Data</b> A summary of the data of the proposed development that should include but is not limited to: <ul style="list-style-type: none"> <li><input type="checkbox"/> Total site area and area of each lot/parcel</li> <li><input type="checkbox"/> Floor Space Ratio (FSR) detailing exemptions where applicable</li> <li><input type="checkbox"/> Floor space by land use (i.e. commercial, residential)</li> <li><input type="checkbox"/> Building height in storeys and dimensions</li> <li><input type="checkbox"/> Project unit count, listed by dwelling unit type (e.g. apartment, townhouse, etc.)</li> <li><input type="checkbox"/> Proposed percentage of total residential floor area set aside for affordable housing, where applicable</li> <li><input type="checkbox"/> Proposed unit mix (list by number of bedrooms)</li> </ul>

	<ul style="list-style-type: none"> <li><input type="checkbox"/> Proposed minimum unit sizes (m<sup>2</sup>)</li> <li><input type="checkbox"/> All setbacks (front, side and rear) and yards</li> <li><input type="checkbox"/> Useable open space calculations, including private and communal open space areas (courtyards), but excluding surface parking areas</li> <li><input type="checkbox"/> Parking spaces for vehicles and bicycles, and loading and drop off areas</li> <li><input type="checkbox"/> Traffic Impact Assessment (TIA)</li> <li><input type="checkbox"/> Transportation Demand Management (TDM) strategy</li> <li><input type="checkbox"/> Current Occupancy Summary, Rental Protection, Tenant Relocation Plans, and supporting documents</li> <li><input type="checkbox"/> Relevant environmental conditions such as water courses, riparian areas, and planned tree retention areas or other enhancement proposals</li> <li><input type="checkbox"/> Site disclosure statement (including contaminated sites information)</li> <li><input type="checkbox"/> Riparian Area Assessment per Province of British Columbia Riparian Areas Protection Regulation</li> </ul>
<b>Drawings Required</b> (2 paper copies & 1 digital PDF copy - see Note 1 below)	
8	<p><b>Survey Plan</b> sealed by BCLS less than 3 months from time of application to include:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> All items as listed under the Development Permit (DP) section (13) in this checklist.</li> </ul>
9	<p><b>Site Context and Information</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Context map including north arrow, scale</li> <li><input type="checkbox"/> All property lines, easements, rights-of-way, and other legal boundaries</li> <li><input type="checkbox"/> Surrounding properties including frontages</li> <li><input type="checkbox"/> Photos or illustration of buildings in relation to all flanking buildings (including height comparisons)</li> <li><input type="checkbox"/> Location of all entrances (label main entrance)</li> <li><input type="checkbox"/> Relevant street names</li> <li><input type="checkbox"/> Current site photographs in colour</li> <li><input type="checkbox"/> Any proposed park land or public realm improvements (include plans and illustrations)</li> <li><input type="checkbox"/> Phasing plan</li> <li><input type="checkbox"/> Access to site for pedestrians, active transportation, and vehicles</li> </ul>
10	<p><b>Conceptual Buildings and Site Designs</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Cross-sections of all buildings (building heights, floor-to-floor heights, and underground storeys)</li> <li><input type="checkbox"/> Elevations of all buildings (all facades, finished grades, and building heights)</li> <li><input type="checkbox"/> Current and proposed setbacks and building envelopes</li> <li><input type="checkbox"/> Floor plans with interior layouts using colour to overlay different uses, amenities, and FSR exempt areas</li> <li><input type="checkbox"/> Roof plan including mechanical equipment location</li> <li><input type="checkbox"/> Lighting plan</li> <li><input type="checkbox"/> Footprints of adjacent developments and separation heights</li> <li><input type="checkbox"/> Context elevations that show height and massing relationship to adjacent developments (all sides)</li> <li><input type="checkbox"/> View impact analysis and how the proposed design minimizes view disruption</li> <li><input type="checkbox"/> 3-D renderings/perspective drawings</li> <li><input type="checkbox"/> Models and/or display boards as requested by the UEL</li> <li><input type="checkbox"/> Shadow diagrams (standard times and adjacent properties in plan view)</li> <li><input type="checkbox"/> Extended shadow studies may be required for developments potentially shadowing public spaces</li> <li><input type="checkbox"/> Conceptual landscape design, including detailed public realm improvements</li> <li><input type="checkbox"/> Design elements to help prevent crime (i.e. CPTED principles)</li> <li><input type="checkbox"/> Block study (demonstrate potential for future redevelopment including separation distances)</li> </ul>
11	<p><b>Preliminary Civil and Infrastructure Drawings</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Proposed road\street works, intersection improvements, and relevant emergency access provisions</li> <li><input type="checkbox"/> Servicing plans (stormwater, water, sanitary), and other servicing requirements (e.g. fire hydrants and street lighting)</li> <li><input type="checkbox"/> Geotechnical analysis</li> </ul>

DEVELOPMENT PERMIT APPLICATIONS	
Statement of Design Rationale	
12	<p>For <u>R4/R6 District</u> projects provide only a statement addressing alignment with the <i>Design Guidelines for University Hill Residential Infill Dwellings</i> found within the <a href="#">UEL Land Use, Building and Community Administration Bylaw (LUB)</a>.</p> <p>For <u>all other Districts</u>, provide a statement, with illustrations as needed, conveying the proposal's urban design and architectural concept and its response to the UEL <a href="#">LUB</a>, <a href="#">OCP</a>, design guidelines, and <a href="#">policies</a>. Statement must include:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Details of the existing property and buildings</li> <li><input type="checkbox"/> Rationale addressing how the proposed building design fits in with the site context</li> <li><input type="checkbox"/> Incorporation of Crime Prevention through Environmental Design (CPTED) strategies</li> <li><input type="checkbox"/> An outline of the landscape features and sustainable design features</li> <li><input type="checkbox"/> Benefits to the community and the environment</li> <li><input type="checkbox"/> Public outreach summary and the consultation efforts made to minimize potential impacts on neighbouring properties</li> <li><input type="checkbox"/> How the consultation has informed design</li> </ul>
Drawings Required (2 paper copies & 1 digital PDF copy - see Note 1)	
13	<p><b>Survey Plan</b> sealed by BCLS less than 3 months from time of application to include:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> CVD28GVRD Datum is referenced</li> <li><input type="checkbox"/> Civic address of the subject property</li> <li><input type="checkbox"/> Parcel Identifier (PID) and legal description of the subject property</li> <li><input type="checkbox"/> Verification of lot size and dimensions</li> <li><input type="checkbox"/> General topography of the property with sufficient grades throughout the site</li> <li><input type="checkbox"/> Existing grades at all corners of the property</li> <li><input type="checkbox"/> Finished grades of all the existing buildings shown at all corners</li> <li><input type="checkbox"/> Roof and floor elevations of existing principal building</li> <li><input type="checkbox"/> Location of all existing buildings. Indicate where building setbacks are taken from (i.e., foundation wall, exterior siding, etc.)</li> <li><input type="checkbox"/> Location of lanes, easements, and rights-of-way</li> <li><input type="checkbox"/> Location of existing driveways and width at property line</li> <li><input type="checkbox"/> Location of boulevard trees, fire hydrants, water meters, streetlights, curbs, etc.</li> <li><input type="checkbox"/> Location of any existing significant landscaping (i.e. trees, hedges, etc.)</li> <li><input type="checkbox"/> Tree trunk diameter of trees on boulevard, on the property, and on adjacent properties within 2 metres of property lines</li> <li><input type="checkbox"/> Existing and proposed grades at top and bottom of retaining walls</li> <li><input type="checkbox"/> Existing grades of adjacent properties at regular intervals, approximately 3 metres into the neighbouring sites</li> <li><input type="checkbox"/> Location and roof elevations of adjacent houses</li> </ul>
14	<p><b>Project Statistics</b> containing:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Total site area</li> <li><input type="checkbox"/> Floor Space Ratio calculations (and exclusions) permitted and proposed</li> <li><input type="checkbox"/> Average grade calculation table for all buildings</li> <li><input type="checkbox"/> Existing, permitted, and proposed: site coverage as percentage of site area, building height, building depth, setbacks, and impermeability</li> <li><input type="checkbox"/> Number of units, permitted and proposed and breakdown of unit type (number of bedrooms, affordable units, adaptable units, and, in R4/R6 District, type of accessory dwelling units)</li> <li><input type="checkbox"/> Vehicle, bicycle, and adaptable parking summary and calculations (if applicable)</li> </ul>

	<input type="checkbox"/> Any proposed variances
15	<p><b>Site Plan</b> Minimum 1:100 scale showing:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> North arrow and scale</li> <li><input type="checkbox"/> Date of plan prepared</li> <li><input type="checkbox"/> Civic and legal description</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 “<i>setbacks are to exterior finish of building</i>”</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, dimensions, and slope of proposed driveway(s) and sight triangles</li> <li><input type="checkbox"/> Location of heating, cooling mechanical equipment, venting/exhaust locations and pad mounted transformer (if applicable)</li> <li><input type="checkbox"/> Off-site details such as trees, curb cuts, street furniture, lights, fire hydrants, signs, mailboxes, and utilities etc.</li> <li><input type="checkbox"/> Location of easements and rights-of-way</li> <li><input type="checkbox"/> Exterior garbage areas, kiosks, and mailboxes</li> <li><input type="checkbox"/> Water, sanitary sewer, and stormwater service connections and proposed service connections including electrical / natural gas</li> </ul>
16	<p><b>Floor Plans</b> Minimum 1:50 scale 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"/> Floor plans 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 rooftop mechanical equipment and enclosures.</li> </ul>
17	<p><b>Overlay Sheets</b> Minimum 1:50 scale showing:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> FSR of each floor, including exemptions and accessory building(s);</li> <li><input type="checkbox"/> Site coverage of all buildings, including covered decks and patios exceeding 305 mm higher than natural or finished grade; and</li> <li><input type="checkbox"/> Proposed impermeable area.</li> </ul>
18	<p><b>Elevations</b> Minimum 1:50 scale showing:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Elevation drawings for each side of all buildings in colour with materials</li> <li><input type="checkbox"/> Natural and proposed finished grade elevation points used for average grade calculations</li> <li><input type="checkbox"/> Outline of the existing buildings on each elevation drawing for all buildings</li> <li><input type="checkbox"/> Elevation of each floor level, average grade, peak of pitched roof, 2.4 m point above top floor, and mean roof height (see <a href="#">Guide to Building Height</a>)</li> <li><input type="checkbox"/> Dimension of eaves measured from exterior cladding</li> <li><input type="checkbox"/> All proposed fencing, retaining walls, gates, permeable paver systems, and landscape structures with details and dimensions</li> </ul>
19	<p><b>Cross Sections</b> Min 1:50 scale showing:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Elevation of each floor level, average grade, peak of pitched roof, 2.4 m point above top floor, and mean roof height (see <a href="#">Guide to Building Height</a>)</li> <li><input type="checkbox"/> Floor to ceiling dimensions</li> <li><input type="checkbox"/> Vaulted areas and adjacent attic spaces if applicable</li> </ul>

20	<p><b>Landscape Plans</b> Min 1:100 scale and <u>coloured</u> showing:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Location and trunk diameter of all existing trees on the site, located on the UEL boulevard adjacent to the site, within 2 meters of shared property lines, and mark as removed or retained.</li> <li><input type="checkbox"/> Location and species of proposed plantings with table containing both botanical and common names, size and height, quantity, mature height</li> <li><input type="checkbox"/> Hard landscaping elements</li> <li><input type="checkbox"/> Proposed grades throughout the site</li> <li><input type="checkbox"/> Elevation for top and bottom of walls, retaining walls, gates, fences, and other landscape elements</li> <li><input type="checkbox"/> Stormwater management facilities (if applicable)</li> <li><input type="checkbox"/> Note on plans that applicant will provide a letter of confirmation from the certified permeable system installer, stating that the permeable system has been installed to required specifications</li> <li><input type="checkbox"/> Percentage of tree canopy coverage to the lot area. In R4/R6 District it is recommended that lots meet at least a 40% canopy coverage within a 25-year period. See <a href="#">UEL Tree Management Policy</a></li> <li><input type="checkbox"/> Any other public realm improvement required by the <a href="#">UEL Works and Services Bylaw</a></li> </ul>
21	<p><b>Tree Protection Plan</b> Minimum 1:100 scale showing:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Tree protection plan showing location and dimensions of protection barriers for the remaining trees and those identified above, in accordance with <a href="#">UEL Works and Services Bylaw Schedule C Section 1.16</a> and <i>Appendix 1</i> of the <a href="#">UEL Tree Management Policy</a>.</li> <li><input type="checkbox"/> Monthly watering schedule for all retained plantings during construction</li> </ul>
<b>Graphic and Other Required Material</b> (1 digital PDF copy)	
22	<b>Materials Plan</b> of exterior finishes with colour, specifications, and images
23	<b>Model</b> of proposed development at a scale not less than 1:100 ( <i>see Note 2</i> )
24	<b>Stormwater Management Plan</b> signed and sealed by a certified professional. Please refer to UEL <a href="#">Stormwater Management Requirements Policy</a> on the UEL Website for details
25	<b>Acoustics Report</b> by a qualified professional showing: In R4/R6 District, compliance with <a href="#">UEL Mechanical Units Policy</a> ; or in Block F, compliance with s.6.9 UEL <i>Block F Design Guidelines</i>
26	<b>Emergency / Fire Access Plan</b> of required access, turn around, and response provisions consistent with the BC Building Code
27	<b>Waste Management and Operations Plan</b> of storage, staging, and collection/loading areas
28	<b>BC Hydro/Telecoms Note</b> for properties showing easement per <i>Schedule 5: Building Lines</i> in the <i>Land Use, Building and Community Administration Bylaw</i> , rights-of-way on title, or near power/telephone lines
29	<b>Traffic Impact Assessment</b> prepared by a professional transportation consultant to assess the impact of the proposal on existing transportation network infrastructure at the request of the Manager
30	<b>Arborist Report</b> if trees will be impacted on site or adjacent properties and how proposal will meet <a href="#">UEL Tree Management Policy</a>
31	<b>LEED® Certification Assurance Letter</b> from a certified professional of how each building will achieve LEED® Gold certification, if applicable (not required for projects in R4/R6 District)
32	<b>Geotechnical Letter/Report</b> Area B only, per UEL <a href="#">Area B Geotech and Stormwater Requirement Policy</a>
33	<b>Riparian Areas Protection Regulations Assessment</b> per UEL <a href="#">Riparian Areas Protection Regulations Policy</a> , if applicable
34	<b>Colour Photos</b> of existing buildings (e.g. when application is for an addition to an existing structure)

## Resources

Please refer to policies and guidelines on the [University Endowment Lands](#) website that will help prepare an application.

## Notes

1. All drawings must be signed and sealed by a Registered Architect and digital submissions must have a verifiable digital seal and conform to the PDF/A standard. All dimensions are to be metric. All drawings must be ARCH D size (610 mm x 914 mm).
2. The UEL Manager may permit a digital model (in Autodesk Viewer preferably LOD 2 or 3). Models will not be required for applications proposing only additions, accessory building(s), and/or renovations. Models are not required until neighbourhood notification.

## UEL Public Works Advisements

Site service upgrades (water, storm, and sanitary connections) are expected to be upgraded at the expense of the applicant per the [UEL Works and Services Bylaw](#). Work orders for site services are to be scheduled with the UEL Administration Office. Service locations and elevations at the property line are to be approved by the UEL Public Works Department – contact early to determine location and expectations.

Stormwater Management Plan facilities may impact the location of landscape features – plan early to incorporate adequate facilities.

The owner/applicant must complete all public realm restorations (curbs/sidewalks/boulevards/street trees) to the satisfaction of UEL Public Works Department. If applicable, the owner/applicant will be required to enter into a **Works and Services Agreement** and provide a Letter of Credit for said works prior to a Development Permit being issued.