

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

Date:
APP #: <small>Office Use Only</small>

Forms, Fees, & Required Information (except for application fee, 1 paper copy & 1 digital PDF copy)	
1	<input type="checkbox"/> Development Applications Form
2	<input type="checkbox"/> Housing Data Form
3	<input type="checkbox"/> Letter of Authorization Form 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"/> Title Search along with any non-financial charges listed on Title 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.
5	<input type="checkbox"/> Application Fee See <i>Part 4</i> the University Endowment Lands (UEL) <u>Fees Bylaw</u> . Cheques must be made payable to the University Endowment Lands (UEL).
REZONING (skip to the Development Permit section if no rezoning is required)	
Statement of Rationale and Justification	
6	Rezoning Rationale and Official Community Plan (OCP) Justification <ul style="list-style-type: none"> <input type="checkbox"/> What is the rationale for rezoning? <input type="checkbox"/> What are the community, social and economic benefits and impacts? <input type="checkbox"/> Provide justification on how the proposal meets the intent of broader community goals and the UEL OCP policies <input type="checkbox"/> How does the rezoning application impact critical habitats, endangered species, or ecological systems? <input type="checkbox"/> Describe the present and intended uses and density of the site <input type="checkbox"/> Speak to any sustainability practices (e.g. green building, BC Energy Step Code, low or net-zero carbon energy systems, materiality and site design) <input type="checkbox"/> Summary of preliminary community feedback on the proposal <input type="checkbox"/> For any rezoning proposed within the Transit Oriented Areas (TOA 1 and TOA 2) overlay, supply the following data (see the UEL Transit Oriented Areas (TOA) Rezoning Policy for guidance): <ul style="list-style-type: none"> • Proposed types of mixed uses (i.e., commercials and residentials) • Proposed types of dwellings • Proposed percentage of total residential floor area set aside for affordable housing • Proposed minimum number of bedrooms and their sizes in square metres • How does the proposal comply with the Area D Neighbourhood Plan
7	Site Context and Information <ul style="list-style-type: none"> <input type="checkbox"/> Context map including north arrow, scale <input type="checkbox"/> All property lines <input type="checkbox"/> Legal boundaries including easements and rights-of-way <input type="checkbox"/> Surrounding properties including frontages <input type="checkbox"/> Photos or illustration of buildings in relation to flanking buildings <input type="checkbox"/> Location of all entrances (label main entrance) <input type="checkbox"/> Relevant street names

	<input type="checkbox"/> Current site photographs in colour <input type="checkbox"/> Any relevant environmental conditions such as water courses, riparian areas, and planned tree retention areas or other enhancement proposals <input type="checkbox"/> Site disclosure statement (including contaminated sites information) <input type="checkbox"/> Riparian Area Assessment per Province of British Columbia Riparian Areas Protection Regulation <input type="checkbox"/> Any proposed park land or public realm improvements <input type="checkbox"/> Phasing plan <input type="checkbox"/> Transportation Demand Management strategy
Drawings Required (2 paper copies & 1 digital PDF copy - see Note 1 below)	
8	Conceptual Buildings and Site Designs <input type="checkbox"/> Dimensioned plans, sections, and elevations <input type="checkbox"/> Typical cross-section of all buildings (including sidewalks, roadways, etc. fully dimensioned with floor-to-floor heights) <input type="checkbox"/> Current and proposed setbacks, building envelopes, etc. <input type="checkbox"/> Floor plan <input type="checkbox"/> Lighting plan <input type="checkbox"/> Footprints of adjacent developments and separation heights <input type="checkbox"/> Elevations of adjacent developments <input type="checkbox"/> View cones – drawings showing locations and elevations <input type="checkbox"/> 3-D renderings/perspective drawings <input type="checkbox"/> Models and/or display boards as requested by the UEL <input type="checkbox"/> Shadow diagrams (standard times and adjacent properties in plan view) <input type="checkbox"/> Conceptual landscape design <input type="checkbox"/> Design elements to help prevent crime (i.e. CPTED principles)
9	Project Data A summary of the data of the proposed development that should include but is not limited to: <input type="checkbox"/> Total site area and area of each lot/parcel <input type="checkbox"/> Floor Space Ratio (FSR) detailing exemptions where applicable <input type="checkbox"/> Floor space by land use <input type="checkbox"/> Project unit count <input type="checkbox"/> Building height in storeys and dimensions (both metric and imperial) <input type="checkbox"/> All yards, including useable open space calculations, including private and open space areas, but excluding surface parking areas <input type="checkbox"/> Access to the site, parking spaces for vehicles and bicycles
10	Preliminary Civil and Infrastructure Drawings <input type="checkbox"/> Proposed road and/or street works and intersection improvements and any relevant emergency access provisions <input type="checkbox"/> Servicing plans (stormwater, water, sanitary), and other servicing requirements (e.g. fire hydrants and street lighting) <input type="checkbox"/> Geotechnical analysis

DEVELOPMENT PERMIT APPLICATIONS

Statement of Design Rationale *(Item 11 is not required for projects in the R4/R6 Land Use District)*

- 11 A written statement, with illustrations as needed, conveying the proposal's urban design and architectural concept and its response to the UEL *Land Use, Building and Community Administration Bylaw*, the OCP, Design Guidelines and Policies. Must include:
- ☐ Details of the existing property and buildings
 - ☐ Rationale addressing how the proposed building design fits in with the site context
 - ☐ Incorporation of Crime Prevention through Environmental Design (CPTED) strategies
 - ☐ An outline of the landscape features and sustainable design features
 - ☐ Benefits to the community and the environment
 - ☐ Public outreach summary and the consultation efforts made to minimize potential impacts on neighbouring properties

Drawings Required (2 paper copies & 1 digital PDF copy - see Note 1)

- 12 **Survey Plan** sealed by BCLS less than 3 months from time of application to include:
- ☐ CVD28GVRD Datum is referenced
 - ☐ Civic address of the subject property
 - ☐ Parcel Identifier (PID) and legal description of the subject property
 - ☐ Verification of lot size and dimensions
 - ☐ General topography of the property with sufficient grades throughout the site
 - ☐ Existing grades at all corners of the property
 - ☐ Finished grades of all the existing buildings shown at all corners
 - ☐ Roof and floor elevations of existing principal building
 - ☐ Location of all existing buildings. Indicate where building setbacks are taken from (i.e., foundation wall, exterior siding, etc.)
 - ☐ Location of lanes, easements, and rights-of-way
 - ☐ Location of existing driveways and width at property line
 - ☐ Location of boulevard trees, fire hydrants, water meters, streetlights, curbs, etc.
 - ☐ Location of any existing significant landscaping (i.e. trees, hedges, etc.)
 - ☐ Tree trunk diameter of trees on boulevard, on the property, and on adjacent properties within 2 metres of property lines
 - ☐ Existing and proposed grades at top and bottom of retaining walls
 - ☐ Existing grades of adjacent properties at regular intervals, approximately 3 metres into the neighbouring sites
 - ☐ Location and roof elevations of adjacent houses
- 13 **Project Statistics** containing:
- ☐ Total site area
 - ☐ Floor Space Ratio calculations (and exclusions) permitted and proposed
 - ☐ Average grade calculation table for all buildings
 - ☐ Existing, permitted, and proposed: site coverage as percentage of site area, building height, building depth, setbacks, and impermeability
 - ☐ 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)
 - ☐ Vehicle, bicycle, and adaptable parking summary and calculations (if applicable)
 - ☐ Any proposed variances

14	Site Plan Minimum 1:100 scale showing: <ul style="list-style-type: none"> <input type="checkbox"/> North arrow and scale <input type="checkbox"/> Date of plan prepared <input type="checkbox"/> Civic and legal description <input type="checkbox"/> Street name(s) adjacent to site <input type="checkbox"/> Dimensions of site <input type="checkbox"/> Required setbacks dimensioned <input type="checkbox"/> Proposed setbacks dimensioned, with the notation “<i>setbacks are to exterior finish of building</i>” <input type="checkbox"/> Location of all existing and proposed buildings <input type="checkbox"/> Dimensions of all proposed buildings (to exterior cladding) <input type="checkbox"/> Natural and proposed finished grade elevation points used for average grade calculations <input type="checkbox"/> Location, dimensions, and slope of proposed driveway(s) and sight triangles <input type="checkbox"/> Location of heating, cooling mechanical equipment, venting/exhaust locations and pad mounted transformer (if applicable) <input type="checkbox"/> Off-site details such as trees, curb cuts, street furniture, lights, fire hydrants, signs, mailboxes, and utilities etc. <input type="checkbox"/> Location of easements and rights-of-way <input type="checkbox"/> Exterior garbage areas, kiosks, and mailboxes <input type="checkbox"/> Water, sanitary sewer, and stormwater service connections and proposed service connections including electrical / natural gas
15	Floor Plans Minimum 1:50 scale showing: <ul style="list-style-type: none"> <input type="checkbox"/> Outline of required setbacks on each floor and roof plan; <input type="checkbox"/> Floor plans fully dimensioned including overall width and depth (to exterior cladding); <input type="checkbox"/> Room uses and dimensions; and <input type="checkbox"/> Location of heating, ventilation, air conditioning, mechanical structures or equipment, including rooftop mechanical equipment and enclosures.
16	Overlay Sheets Minimum 1:50 scale showing: <ul style="list-style-type: none"> <input type="checkbox"/> FSR of each floor, including exemptions and accessory building(s); <input type="checkbox"/> Site coverage of all buildings, including covered decks and patios exceeding 305 mm higher than natural or finished grade; and <input type="checkbox"/> Proposed impermeable area.
17	Elevations Minimum 1:50 scale showing: <ul style="list-style-type: none"> <input type="checkbox"/> Elevation drawings for each side of all buildings in colour with materials <input type="checkbox"/> Natural and proposed finished grade elevation points used for average grade calculations <input type="checkbox"/> Outline of the existing buildings on each elevation drawing for all buildings <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 Guide to Building Height) <input type="checkbox"/> Dimension of eaves measured from exterior cladding <input type="checkbox"/> All proposed fencing, retaining walls, gates, permeable paver systems, and landscape structures with details and dimensions
18	Cross Sections Min 1:50 scale showing: <ul style="list-style-type: none"> <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 Guide to Building Height) <input type="checkbox"/> Floor to ceiling dimensions <input type="checkbox"/> Vaulted areas and adjacent attic spaces if applicable
19	Landscape Plans Min 1:100 scale and <u>coloured</u> showing: <ul style="list-style-type: none"> <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. <input type="checkbox"/> Location and species of proposed plantings with table containing both botanical and common

	<p>names, size and height, quantity, mature height</p> <ul style="list-style-type: none"> <input type="checkbox"/> Hard landscaping elements <input type="checkbox"/> Proposed grades throughout the site <input type="checkbox"/> Elevation for top and bottom of walls, retaining walls, gates, fences, and other landscape elements <input type="checkbox"/> Stormwater management facilities (if applicable) <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 <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 UEL Tree Management Policy <input type="checkbox"/> Any other public realm improvement required by the UEL Works and Services Bylaw
20	<p>Tree Protection Plan Minimum 1:100 scale showing:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Tree protection plan showing location and dimensions of protection barriers for the remaining trees and those identified above, in accordance with UEL Works and Services Bylaw Schedule C Section 1.16 and <i>Appendix 1</i> of the UEL Tree Management Policy. <input type="checkbox"/> Monthly watering schedule for all retained plantings during construction
Graphic and Other Required Material (1 digital PDF copy)	
21	Materials Plan of exterior finishes with colour, specifications, and images
22	Model of proposed development at a scale not less than 1:100 (<i>see Note 2</i>)
23	Stormwater Management Plan signed and sealed by a certified professional. Please refer to UEL Stormwater Management Requirements Policy on the UEL Website for details
24	<p>Acoustics Report by a qualified professional showing:</p> <ul style="list-style-type: none"> • In R4/R6 District compliance with UEL Mechanical Units Policy • In Block F, compliance with s.6.9 UEL <i>Block F Design Guidelines</i>
25	Emergency / Fire Access Plan of required access, turn around, and response provisions consistent with the BC Building Code
26	Waste Management and Operations Plan of storage, staging, and collection/loading areas
27	BC Hydro/Telecoms Note 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
28	Traffic Impact Assessment prepared by a professional transportation consultant to assess the impact of the proposal on existing transportation network infrastructure at the request of the Manager
29	Arborist Report if trees will be impacted on site or adjacent properties and how proposal will meet UEL Tree Management Policy
30	LEED® Certification Assurance Letter from a certified professional of how each building will achieve LEED® Gold certification, if applicable (not required for projects in R4/R6 District)
31	Building Energy Step Code Compliance Memo completed by a Professional Engineer or a Qualified professional that the proposed development will be compliant with either the UEL's Part 3 or Part 9 BC Energy Step Code Policy requirements
32	Geotechnical Letter/Report For Area B only, per the UEL Area B Geotech and Stormwater Requirements Policy
33	Riparian Areas Protection Regulations Assessment per UEL Riparian Areas Protection Regulations Policy , if applicable
34	Works and Services Agreement per UEL Works and Services Bylaw
35	Colour Photos 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 signed and sealed by a Registered Architect and digital submissions must have a verifiable digital seal and conform to the PDF/A standard. All drawing dimensions are to be metric. All drawings must be ARCH D size (610 mm x 914 mm).
2. The UEL Manager and designee at their discretion 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.