



SUBMISSION REQUIREMENTS

Applications must be accompanied by the required documents and information as detailed in the Development Applications Checklist. Refer to the Land Use, Building and Community Administration Bylaw (LUB) and the Development Applications Guide for guidance.

Application Type

- ☐ Official Community Plan Amendment
- ☐ Change of Land Use District (rezoning)
- ☐ Development Permit
- ☐ Development Permit Amendment
- ☐ Subdivision Review
- ☐ Strata Subdivision for Building Conversion
- ☐ Building Permit

Property Information

Civic Address: _____

Legal Description: _____

PID(s): _____

Applicant Information *(If different than owner, submit a Letter of Authorization as shown below.)*

Applicant Name: _____

Company Name: _____

Mailing Address: _____

City: _____ Postal Code: _____

Phone: _____ Email: _____

Signature: _____ Date: _____

Owner Information

Owner's Name: _____

Mailing Address: _____

City: _____ Postal Code: _____

Phone: _____ Email: _____

Project Brief Description *(Information should include, at a minimum, the proposed building size(s), height(s), FSR(s), number of units within a building, types of tenure, and project timelines on demolition and construction (use separate pages if additional space is required)).*

ENGINEERING SERVICES

The owner/applicant acknowledges that development cost charges and/or a Works and Services Agreement may be required in accordance with the University Endowment Lands Fees Bylaw and the University Endowment Lands Works and Services Bylaw (note that TransLink and Metro Vancouver Development Cost Charges may apply to some projects; this will be confirmed at the time of the application by the UEL Administration Office).

**Applications cannot be processed until all required information is collected. Acceptance of this application does not imply nor warrant that the proposed development complies with the University Endowment Lands (UEL) Official Community Plan and/or Land Use, Building and Community Administration Bylaw. It is the owner's responsibility to ensure that the proposal complies with every pertinent bylaw and regulation. The UEL reserves the right to retain on file plans and materials submitted in connection with development applications.*

For Office Use Only	
Received By:	Date:
Application #: _____ <i>Only assign if the application is complete</i>	Fee

LETTER OF AUTHORIZATION

I/We _____, the owner(s)/authorized signatory of the property legally
 Print Name/Corporation

described as _____
 Legal Description

at _____
 Street Address

authorize _____ to act as my/our agent for all purposes in relation
 Print Name

to the application and/or issuance of the following:

- ☐ Official Community Plan Amendment
- ☐ Change of Land Use District (Rezoning)
- ☐ Development Permit
- ☐ Development Permit Amendment
- ☐ Subdivision Review
- ☐ Strata Subdivision for Building Conversion
- ☐ Building Permit

I/we acknowledge the authority of the agent to bind me/us in all matters related to the application and work to be performed under the permit(s). The person signing the permit documents acknowledges that his/her signature is as the agent for the owner and that he/she is authorized to bind the owner, who will be deemed to know of and to understand the contents of these documents. Where the owner or agent is a corporation, the individual signing must have signing authority for the corporation (a copy of the *Certificate of Incorporation* and *Notice of Articles* is required).

Signature of Owner/Authorized Signatory	Print Name	Date (DD/MM/YYYY)
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Owner/Authorized Signatory Mailing Address	Phone Number	E-mail Address
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Signature of Agent	Print Name	Date (DD/MM/YYYY)
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Phone Number	E-mail Address
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Signature of Witness	Print Name	Date (DD/MM/YYYY)
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 Phone Number

The University Endowment Lands reserves the right to request proof of identity for any reason as it relates to the Letter of Authorization.