

## THIS PACKAGE CONTAINS:

- The Development Permit Process with Flow Charts
- UEL Policies related to Development Permits
- Guides on Specific Requirements

The following information is offered as a guide only and it is the owner's responsibility to refer to the applicable UEL bylaw(s) for the specific requirements pertaining to Development Permits.

### INTRODUCTION

The University Endowment Lands' *Official Community Plan* and *Land Use, Building and Community Administration Bylaw* (LUB) governs development within the University Endowment Lands (UEL). In accordance with the LUB, certain types of development require Development Permits. In general, the requirement for a Development Permit applies to new construction and the change or alteration of an existing structure beyond certain limitations.

As part of the Development Permit process all applications are subject to a neighbourhood notification process, where the UEL Manager shall accept written comments and statements of objections regarding the application from members of the community.

Compliance with the applicable technical requirements of the bylaw does not guarantee the proposed development will be accepted by the community or that the development permit application will be approved.

## WHEN IS A DEVELOPMENT PERMIT NEEDED?

A Development Permit is required before undertaking any of the following:

- The construction or alteration of any dwelling or accessory building outside the allowable building envelope (see definition in section 27.4.1 (1) (a) of the LUB) within a single-family dwelling district.
- The construction or alteration of the allowable building envelope (as defined in section 2.0 of the LUB, Definitions) in a multiple family dwelling structure within a multiple dwelling district.
- Obtaining any Conditional Approval Use.
- Obtaining any other approvals listed in section 7.1 of the LUB.

### APPLICATION SUBMISSION

Development proposals should be well prepared and researched before submitting an application (please refer to the Policy regarding Development Permit Applications for Single Family Homes). To proceed with a Development Permit application, complete a **Development Permit Application Form**, **Development Permit Application Checklist**, and a **Requirements for BCLS Survey Plan Checklist**. All information requested in the Checklists must be provided at the time of submittal. If the property owners wish to authorize an agent to act on their behalf, an <u>original copy</u> of a **Letter of Authorization Form** must be submitted with the application form. All required forms and checklists can be found on the UEL website.

# **APPLICATION REVIEW & ACCEPTANCE**

A technical review of the plans will be carried out to ensure all required information is included and that the proposed development complies with all applicable regulations. If the application is accepted, the application will proceed to the neighbourhood notification process.

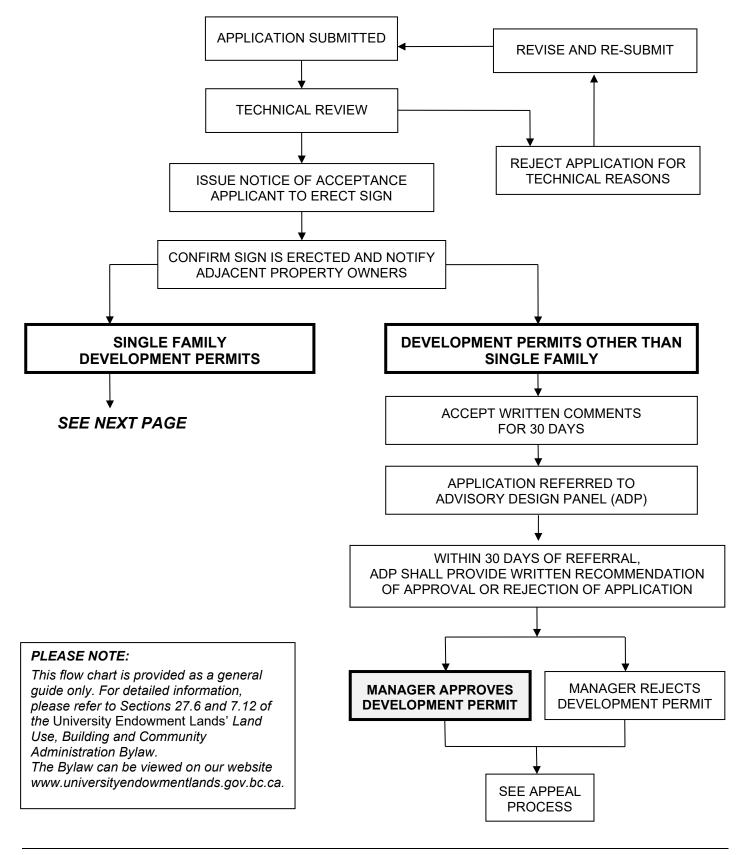
### PROCESSING TIMELINES

Processing timelines are contingent on the number of applications in process and staff capacity, but under ideal conditions, if a development permit application meets the applicable bylaw requirements and is uncontested, a decision could be rendered within six to eight weeks. If the application is contested, the processing time could be considerably longer, depending on the nature of the objections. (Please refer to the Development Permit Flow Charts)

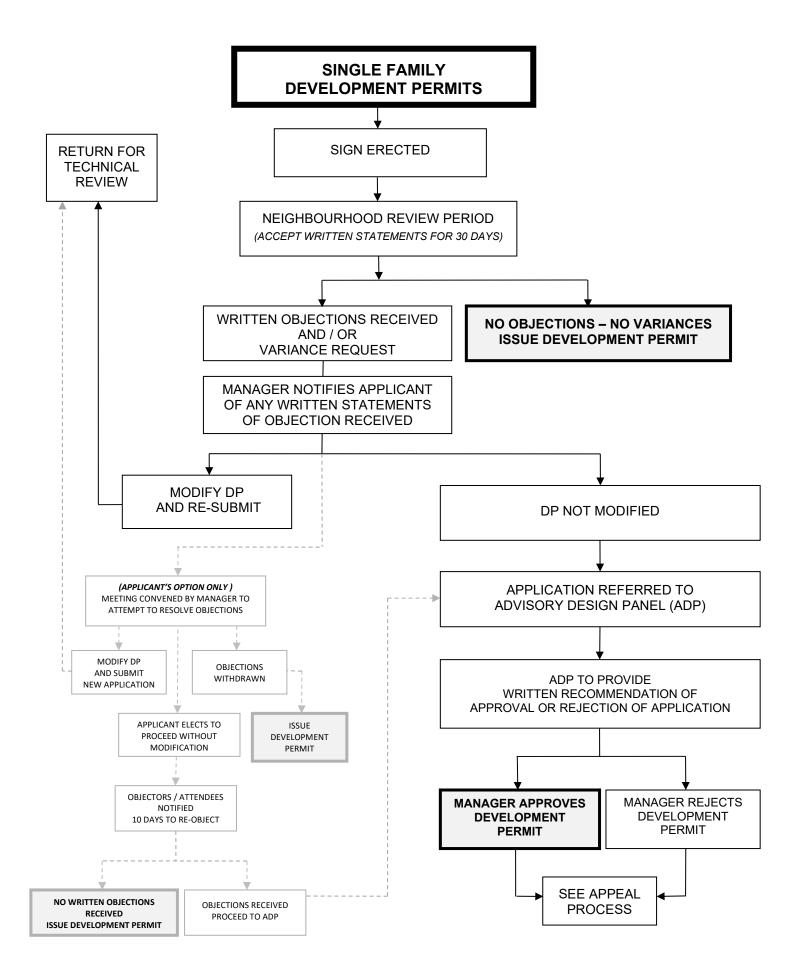
**NOTE:** Building permit applications will not be accepted until the associated Development Permit has been issued.



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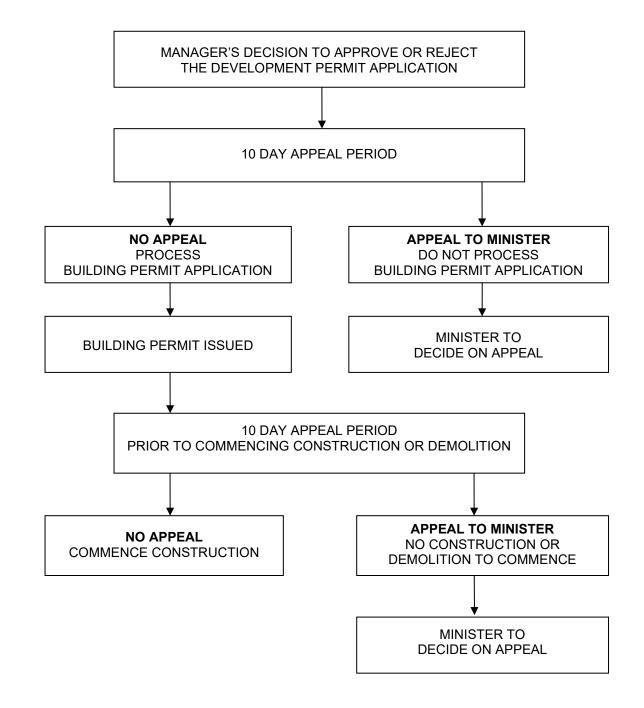


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Last updated April 2021 BW I:\Common\Administration\For ms\DPs\Website Material



Development Permit Applications for Single-Family Dwellings

# Purpose:

- To clarify the UEL's expectations regarding Development Permit (DP) applications and the limits of service and advice that will be made available to potential applicants.
- To clarify when a DP application will be deemed to be cancelled by the UEL Manager and when a new application will be required.

**Background**: The University Endowment Lands (UEL) is unique in that DPs are an integral part of the development of single-family lots. As a very small organization, UEL Administration has limited administrative, planning and other technical resources.

To assist applicants with the DP application process, the UEL has produced "A Guide to Development Permits" (the "Guide"). **The Guide and the** *University Endowment Lands Land Use, Building and Community Administration Bylaw* (the "Bylaw") are available on line at <u>www.universityendowmentlands.gov.bc.ca</u> or in hard copy at the UEL Administration Office, 5495 Chancellor Boulevard, Vancouver, BC during regular office hours.

Interpretation and application of the Guide and the Bylaw are best left to industry professionals who have experience with the UEL bylaws and/or with similar requirements in other jurisdictions. It is generally expected that persons seeking DPs in the UEL will hire their own consultants to complete the plans and application requirements in accordance with the Guide and the Bylaw.

The role of UEL planning staff in the DP process is to review the applications against the UEL's bylaws and policies to ensure that all requirements have been met. It is not the role of UEL planning staff to refine an applicant's plans in preparation for an application; this is not appropriate for the following reasons:

- 1. It is not UEL planning staff's role to provide consulting services or design advice;
- 2. It takes planning staff away from bona fide applications that have been completed in accordance with the Bylaw by other applicants; and,
- 3. It compromises staff's ability to remain impartial if differences arise between an applicant and UEL Administration when reviewing the formal application.

There are two other situations where staff time and resources are taken away from complete and compliant applications:

1. Where applications are submitted for technical review with serious deficiencies or shortcomings; and

2. Where applicants want to make extensive changes to applications that have passed the technical review, sometimes on a continual basis.

In these situations, UEL Administration may decline to review the DP application until the deficiencies and/or shortcomings have been addressed, may require the applicant to pay the applicable revision fees prior to completing the review, or may require that a new application (along with applicable fees) be submitted.

# **DP Application Process:**

# Pre-application Consultation

- Prior to submission of an application, staff will be available for <u>one</u> 30-minute consultation with individuals interested in making a DP application. The pre-application consultation is **strictly voluntary** and is designed to clarify any aspects of the Bylaw and Guide that are unclear to a potential applicant. All information provided and/or advice received during a pre-application consultation is "without prejudice" to any subsequent review of the application.
- Interested persons must have reviewed the Bylaw and the Guide and must come prepared with questions. It is strongly recommended that applicants bring their design professional to the meeting along with any preliminary plans or drawings they may have prepared.
- The fee for this property-related service request is \$50.00.
- Pre-application consultations will be arranged by appointment only and are a maximum duration of 30 minutes. Appointments can be arranged by calling 604-660-1808 or by emailing UEL@gov.bc.ca.

# Formal Application

- Following the pre-application consultation an individual may submit a formal DP application, along with the applicable application fee outlined in the <u>UEL Fees Bylaw</u>. The "Development Permit Application Checklist" on the UEL website outlines the requirements for filing a DP application and a completed Checklist must be included in the application. Incomplete applications will not be accepted.
- Submission of the formal DP application is by appointment only. Appointments can be arranged by calling 604-660-1808 or by emailing UEL@gov.bc.ca.
- DP applications are processed in the order in which they are received.
- The first stage of the application is a technical review. Applications that meet all the technical requirements and bylaw regulations will proceed to the neighbourhood review stage.
- Where an application does not pass the technical review, a letter outlining the deficiencies will be provided to the applicant.
- UEL Administration will determine whether any deficiencies are sufficiently material to require a new DP application and will advise the applicant in writing. Applications that fail the technical

review more than twice are subject to revision fees and may also be required to submit a new DP application along with the applicable application fee.

• In the case of a failed application, the applicant may request another pre-application consultation (see section above) prior to making the new application.

# Changes to Development Permit Application While Under Review

- Any applicant wishing to make changes to their DP application while under review must notify UEL Administration in writing, setting out the proposed changes in detail.
- UEL Administration will determine whether the changes are sufficiently material to require a new DP application or if the proposed changes can be reviewed under the current application, subject to the applicable revision fees per the UEL's Fees Bylaw.
- If a new DP application is required to accommodate the changes, UEL Administration will inform the applicant in writing that their proposal requires a new application.
- If the applicant decides to proceed with their new revised proposal, the original application will be cancelled and the applicant may submit a new DP application, along with the applicable application fee. The new application will be assigned a new place in the queue; all applications are reviewed in the order in which they have been received.

# Advisements:

Original policy implemented in May 2011 Policy updated in March 2023

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William Emo, Manager University Endowment Lands

Digitally signed by Kamelli Mark Date: 2023.03.15 08:37:40 -07'00'

Kamelli Mark, Deputy Manager University Endowment Lands

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File: UEL Policy Binder

#### Calculation of Floor Area within the Single Family Dwelling Districts (SF-1 and SF-2)

#### Purpose

The purpose of this policy is to provide clarification regarding the calculation of floor area and Floor Space Ratio (FSR) as per the SF-1 and SF-2 regulations of the UEL Land Use, Building and Community Administration Bylaw.

#### Policy

#### Building Projections Exempt from Floor Area Calculations

Open and unenclosed areas beneath the following types of building projections will be exempt from floor area calculations, provided that they are designed in such a way that they cannot reasonably be enclosed in future:

- eaves;
- cantilevered architectural elements (e.g. balconies, upper floor area extending beyond footprint of floor(s) below);
- ornamental projections (e.g. cornices and other minor architectural trim);
- awnings providing minor weather protection (e.g. over windows and doors); and,
- other similar appurtenances at the discretion of the UEL Manager.

This exemption only applies to floor area calculations; all other regulations pertaining to building projections still apply including site coverage and impermeable surface area calculations.

#### Covered Areas Included in FSR Calculations

If the amount of proposed covered floor area exceeds eight (8) percent of the site's total permitted floor area, the excess covered floor area must be included in the FSR calculations.

#### Submission Requirements

Regular development permit application submission requirements apply. Depending on the extent of the projection or covered area and the design proposed, the Manager may also require additional document compliance in a manner verifiable by the general public.

John Braman, Manager University Endowment Lands

Kamelli Mark, Deputy Manager University Endowment Lands

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December 2019/KM



# UNIVERSITY ENDOWMENT LANDS

# OUTDOOR MECHANICAL EQUIPMENT ON SINGLE FAMILY DWELLING LOTS

#### Purpose:

The purpose of this policy is to define acceptable location, noise limitations, and recommended mitigation strategies for outdoor mechanical equipment in single family dwelling lots within the University Endowment Lands (UEL). This policy applies to mechanical equipment for new construction and installation of new or replacement outdoor mechanical equipment on single-family lots. Single family lots with multiple units are included in the scope of this policy.

Outdoor mechanical equipment within the scope of this policy includes:

- exhaust fans and vents,
- air conditioning units,
- heating systems and heat pump compressor units,
- emergency generators,
- other types of mechanical equipment that are, in the opinion of the Manager, similar to the foregoing.

#### Background:

Schedule 6 of the UEL Land Use, Building and Community Administration Bylaw (LUB) states that "no person shall, within the boundaries of the University Endowment Lands, make or cause any noise or sound on a public or private place which disturbs unreasonably, or is likely to disturb unreasonably, the quiet, peace, rest, enjoyment, comfort or convenience of persons in the neighbourhood or vicinity". The LUB defines acceptable noise limits (Table 1).

#### Table 1: UEL Acceptable Noise Limitations for Outdoor Mechanical Equipment

Mechanical Equipment	Acceptable Noise Limits	Notes
Emergency Generator	80 dB <sup>1</sup>	Measured at the "point of reception" <sup>2</sup> , or at least 6.1
		m from source, whichever is greater.
Heat pump or any other	55 dB daytime and 45 dB	Measured at the "point of reception" <sup>2</sup> , or at least 6.1
mechanical equipment	nighttime <sup>3</sup>	m from source, whichever is greater.

#### **Application:**

Exterior mechanical equipment within the Single-Family Dwelling District (SF-1 and SF-2) are subject to the following additional requirements:

- 1. Mechanical equipment is not permitted within a required side yard setback.
- 2. If mechanical equipment is capable of exceeding acceptable noise limitations, a sealed report by a qualified professional is required to certify that noise levels at the point of reception will not exceed limits noted in Table 1.
  - For new construction this documentation is required as part of the Development Permit application.
  - For new or replacement equipment on an existing single-family lot, this information is required when submitting a Building Permit application.

<sup>&</sup>lt;sup>1</sup> Ref 2.8.4 Appendix 1 of the LUB.

<sup>&</sup>lt;sup>2</sup> "Point of reception" means any point on the premises of a person where sound or vibration originating from other than those premises is received. E.g. A second storey window on the nearest neighbouring property. Point of reception must be approved by UEL.
<sup>3</sup> Corresponds to Acceptable Continuous Noise Limits. Ref 6.9.3 UEL Block F Design Guidelines, Appendix 3 of the LUB.

- 3. A sealed report from a qualified professional shall not be required by the Manager if mechanical equipment can generate a noise level above 45 dB but less than 55 dB and the equipment is enclosed within an acoustic enclosure<sup>4</sup> which is designed and installed for that purpose.
- 4. If acceptable noise limits cannot be met, then emergency generators must be enclosed within an acoustic enclosure which is designed by a qualified professional and installed for that purpose. Location of the emergency generator must consider minimising the potential noise impact on neighbouring properties.

#### Additional Information:

**Design & Installation Standards:** Design and installation of outdoor mechanical equipment is required to be performed by a certified contractor with the appropriate licenses and qualifications. It is the responsibility of the certified contractor to ensure that the design and installation of outdoor mechanical equipment is compliant with manufacturer specifications, applicable editions of the relevant standards and codes, and best practices.

**New Construction Development Permit Applications**: Applicants must review UEL planning requirements and provide complete and accurate information to reduce potential delays<sup>5</sup>. Information on outdoor mechanical equipment is required as part of a development permit (DP) application and are subsequently included in neighborhood notifications. Missing or incorrect information related to outdoor mechanical equipment has been found to cause delays in the DP process. Changing equipment selection or location during the DP process may trigger a DP amendment and a second neighborhood notification, causing additional delays.

**Required Permits:** Prior to the installation of outdoor mechanical equipment, application and issuance is required for:

- Electrical Permit where proposed system operates on electricity, or where altering / decommissioning of electrical heating systems is within scope of work, and / or
- **Gas Permit** where proposed system operates on gas or altering / decommissioning of gas appliances are within the scope of work.
- **Building Permit** where the installation of the system requires modification of the existing building or included as part of a new construction project or when the outdoor mechanical equipment exceeds the allowable noise limitations in Table 1.

**Inspections:** Upon completed installation of outdoor mechanical equipment, the certified contractor is required to call for UEL inspection and submit a compliance letter at the time of inspection, confirming that the system has been designed, installed, and commissioned in conformance with the acceptable noise limitations manufacturer's specifications, relevant codes and standards, and best practices.

**Heat Pump Installation Guidelines**: Several publications and guidelines are available to provide homeowners with guidance on best practice for heat pump installations. Sample guidelines are available on the UEL website.

William Emo Manager, University Endowment Lands

Heather Shay Director of Development Services, University Endowment Lands

 <sup>&</sup>lt;sup>4</sup> Acoustic enclosures refer to a closed structures built with noise attenuating materials which is engineered, planned and built to reduce, or attenuate noise emitted by specific equipment or machinery.
 <sup>5</sup> See UEL Guide to Development Permits on the UEL website.





File: UEL Policy Binder

Amended May, 2006

#### Re: Driveways on Public Property – Areas A, B, C

The purpose of this policy is to define the location, design and number of driveway entrances permitted in the Single Family District within the University Endowment Lands.

The UEL frequently receives requests for new driveway entrances across public property. It is the intent of this policy to ensure that, as the community redevelops, the existing street-scapes across public property are maintained.

The original driveway entrances in the UEL were constructed and spaced with the intent of maintaining as much green space as possible. New driveway entrances should be designed and constructed to maintain consistency with the existing entrances in the area.

The following requirements must be met before approval of any new driveway entrance across public property:

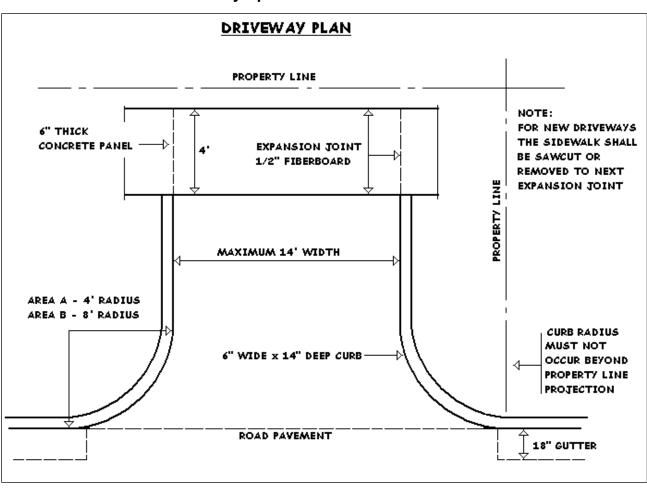
- 1. The maximum width of a driveway entrance is 14 feet.
- New driveway entrances are to be constructed at right angles to the street and the curb radius is to be consistent with others in the area. No portion of the curb radius is to occur beyond the projected property lines of adjacent sites (see attached specification drawings).
- 3. Driveway entrance material must be blacktop or removable pavers.
- 4. Sidewalk grades and grades along the property line must be maintained and any adjustments to the driveway grade must take place on private property.
- 5. Curbs must have a trowelled finish, and sidewalks must have a broom finish.
- 6. Trees, lamp standards and fire hydrants will not be moved to accommodate new driveway entrances.
- 7. Properties with a frontage of less than 125 feet are permitted only one driveway entrance. The maximum number of driveway entrances for any property in the Single Family Districts is two.
- 8. Where lane access is available, driveways will not be permitted to access the front street.
- 9. New driveways in Area C must be accessed from the lanes.

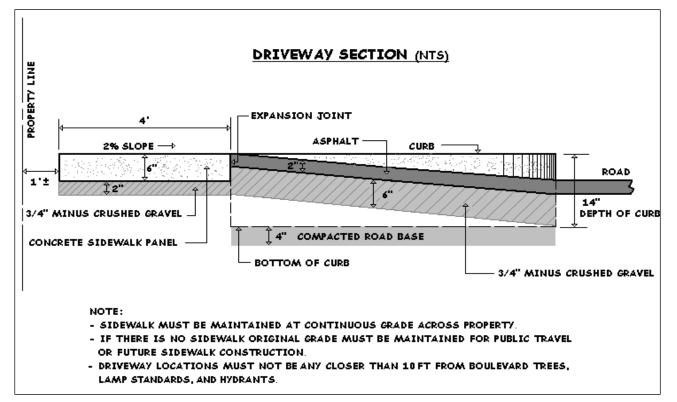
10. The Superintendent of Public Works will determine if the construction of the driveway will be carried out by UEL staff or a private contractor. The private contractor must request a form inspection prior to the placement of concrete or asphalt.

Where a driveway provides access to Chancellor Boulevard or University Boulevard, exceptions may be made to the above requirements to permit safe entrance and egress. In such cases, approval from the University Endowment Lands and the Ministry of Transportation and Infrastructure must be granted.

Specification drawings for driveway entrances form part of this policy.

Stephen N. Butt Superintendent of Public Works & Deputy Manager University Endowment Lands





**Driveway Specifications in SF District** 



# UNIVERSITY ENDOWMENT LANDS AREA B GEOTECHNICAL & STORMWATER REQUIREMENT

#### **PURPOSE:**

The purpose of the Area B Geotechnical and Stormwater Requirement Policy (the "Policy") is to inform owners, designers, and builders about the University Endowment Land's (UEL) Geotechnical and Stormwater Management requirements for proposed development in Area B. For the purposes of this Policy, "development" includes any proposal requiring a building permit, development permit or zoning amendment(s).

### BACKGROUND:

In 2019, the UEL commissioned a Hydrogeological and Geotechnical Investigation (the "Investigation") into Area B slope stability and protection. The Investigation conducted by the UEL's engineering consultant (AECOM) found concerns about slope stabilization and slope erosion surrounding the sea cliffs and Salish Creek (a deep ravine creek with identified fish habitat, located on the eastern edge of Area B) due to the effect of surface drainage and groundwater discharge and/or sea wave action. A recommendation stemming from the Investigation is to involve a professional geotechnical engineer from an early stage of new developments to acknowledge the slope stabilization and slope erosion issues and to advise on the geotechnical and drainage components of the development. Additionally, landscaping and irrigation systems (if required) should be designed to minimize deep infiltration.

#### **APPLICATION:**

#### For all of Area B:

- 1. No irrigation shall occur between October 15<sup>th</sup> and April 30<sup>th</sup>.
- 2. All new developments shall utilize low water landscaping or xeriscaping.
- 3. For all proposed developments, the property owner will retain a registered Professional Geotechnical Engineer or Professional Geologist (Qualified Professional or QP) to perform the following tasks:
  - a) At the **Development Permit Application** stage, the QP will provide a signed and sealed acknowledgment clearly stating that:
    - i. A review of the available geotechnical and hydrogeological information has been completed. At a minimum, this includes the AECOM *Area B Slope Stability and Protection – Geotechnical Data Report April 2019* available on the UEL website. In addition, the UEL may provide further information regarding the sea cliffs/Salish creek slope stability/erosion issue for review;
  - ii. The QP has a full understanding of the issues pertaining to slope regression surrounding the sea cliffs and Salish Creek;
  - iii. The QP has a full understanding of the surface drainage and groundwater effect on the ongoing sea cliffs and Salish Creek slope instability;
  - iv. The property owner has been clearly informed of the geotechnical and hydrogeological risks inherent to the property;

- v. The QP has completed a visual inspection of:
  - the slope erosion and instability issues at the sea cliffs and Salish Creek (north of Chancellor Blvd.);
  - the location and site conditions of the proposed development in relation to the global slope erosion/instability issues.
- b) The QP will also conduct a geotechnical assessment of the drainage requirements for the site, including an assessment of any proposed drainage systems and their effect on surface runoff, groundwater recharge and geotechnical conditions.
- 4. All proposed landscaping/surface/building drainage systems for any additions, new construction and hard surface landscaping must be in accordance with the UEL Works and Services bylaw which sets out requirements for Integrated Stormwater Management Plans.

### For properties in Area B north of Newton Wynd or east of Acadia Road (see Figure 1):

- 5. In addition to the requirements listed above, all new developments require a geotechnical report at the Building Permit Application Stage, including:
  - a) Site-specific geotechnical and hydrogeological investigations;
  - b) Analysis of the effect of the proposed Stormwater Management and Site Drainage Plan (SMP) and design on surface runoff, groundwater recharge and geotechnical conditions;
  - c) Stabilization of high-risk slopes;
  - d) Analysis of the design; and
  - e) Confirmation that the new development will not adversely impact the on-going slope regression at the sea cliffs and Salish Creek.
- 6. The QP will provide letters of assurance of professional design and commitment for field review (Schedule B) and field review and compliance (Schedule C-B).
- 7. In all cases, permits will not be issued until the Manager has reviewed and accepted the required documentation, prepared at the cost of the applicant.

# MINIMUM REQUIREMENTS FOR PROFESIONAL GEOTECHNICAL ENGINEERS:

Geotechnical Reports must be prepared, sealed and signed by a registered Professional Geotechnical Engineer or Professional Geologist (Qualified Professional or QP) in good standing. QPs must also follow the "Guidelines for Legislated Landslide Assessments for Proposed Residential Developments in BC" by the Association of Professional Engineers and Geoscientists of British Columbia (APEGBC). These guidelines provide direction to QPs who must assess life risk tolerance and assure the land is safe for the intended use.

The applicant must ensure the QP is aware of the minimum standards included in this Policy.

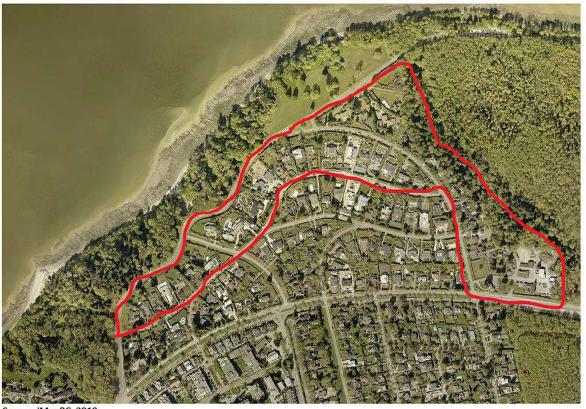
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Jonn Braman, Manager University Endowment Lands

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Kamelli Mark, Deputy Manager University Endowment Lands

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## Figure 1: Area B Geotechnical and Stormwater Requirement for Policies 1-5

LEGEND: Area of Applicability for policies 1-5

Source: iMapBC, 2019





File: UEL Policy Binder

Implemented: May 2016

# DEVELOPMENT/BUILDING PERMIT APPROVALS AND PROPERTIES FOR SALE

This policy is being introduced to address the practice of marketing for sale, properties within the single family zones of the UEL, that are in the process of the development and/or building permit approval process.

Processing of development and building permits is a complex and time consuming procedure that takes up a large amount of staff time and resources. The practice of marketing properties for sale during the DP or BP approval process creates a great deal of uncertainty as to whether the proposed development will be accepted by a new owner. Therefore, the following policy is in effect to address this matter:

Processing of development and building permit applications for single family homes that are listed for sale, will be suspended until such time as the property has been transferred or removed from the market.

In the case of a property transfer, in order to reactivate the file, the following documents must be submitted to the University Endowment Lands (UEL) Administration Office:

- Proof of ownership; provide a copy of a Certificate of Title from the Land Title and Survey Authority (LTSA), and photo identification of the new owner.
- From the new owner, a request in writing to transfer the DP or BP application into their name(s). The request shall explicitly acknowledge that the new owner accepts the DP or BP application as it is and clearly state that no amendments will be forthcoming for the development or building permit application under review.

#### Important Notes:

- Any changes to the proposed development will result in the cancellation of the application.
- A Development Permit issued shall be void 6 months after the date of issuance, unless the development authorized by the permit has meanwhile been commenced, or the Development Permit has been extended, or a building permit for the development has been issued and is unexpired.

University Endowment Lands Administration



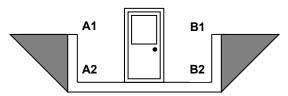
# GUIDE TO AVERAGE GRADE

The calculation of the average grade is required to determine the height of a building and if the lowest floor is a basement.

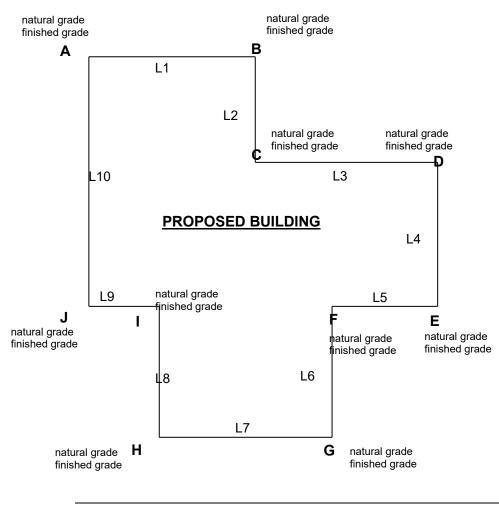
Both the natural and finished grades at all building corners and changes of elevation around the perimeter of the building must be shown on the site plan and elevations for all buildings on the site. Grades must be consistent with the BCLS topographical survey presented in **CVD28GVRD Datum**.

Average grade is calculated <u>separately</u> for the principal building and each accessory building (including a porte cochere) even if an accessory building is attached to the principal building. To calculate the average grade, first add <u>the lesser</u> of the natural and finished grade at elevation point A to <u>the lesser</u> of the natural and finished grade at elevation point B and divide by 2. Multiply this by the length of AB. Continue with the remaining elevation points around the perimeter of the building and divide the grand total by the length total. Please refer to the diagrams below.

Excessive grade changes at the building perimeter require elevations to be taken at the high and low points of the grade change. See grade definitions under Section 2.0 of the Land Use, Building and Community Administration Bylaw.



**EXAMPLE OF SUNKEN PATIO** 



**GRADE CALCULATIONS** LENGTH ELEVATION Х A + B Ζ L1 = Х 2 B + C L2 Ζ = Х 2 C + D Ζ L3 = Х 2 D + E Ζ L4 = Х 2 E + F L5 = Ζ Х 2 F + G L6 = Ζ Х 2 G + H Х L7 = Ζ 2 H + I L8 Ζ Х = 2 | + J Ζ Х L9 = 2 J + A Ζ L10 Х = 2 Zt Total : Lt Average Grade = Zt Lt

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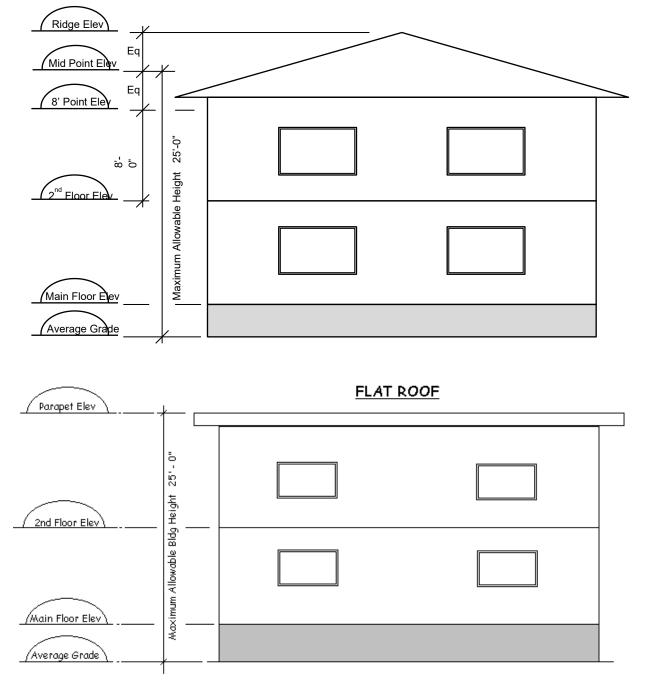
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The drawings below are intended to demonstrate compliance with the allowable building height regulations for single family dwellings in the University Endowment Lands. (see definition of *height of buildings* and *highest point* in the Bylaw).

The information below must be shown on at least one of the elevations on the architectural plans submitted for Development Permit and Building Permit applications.

NOTE: All elevations must reference CVD28GVRD Datum.



#### GABLE, HIP OR GAMBREL ROOF

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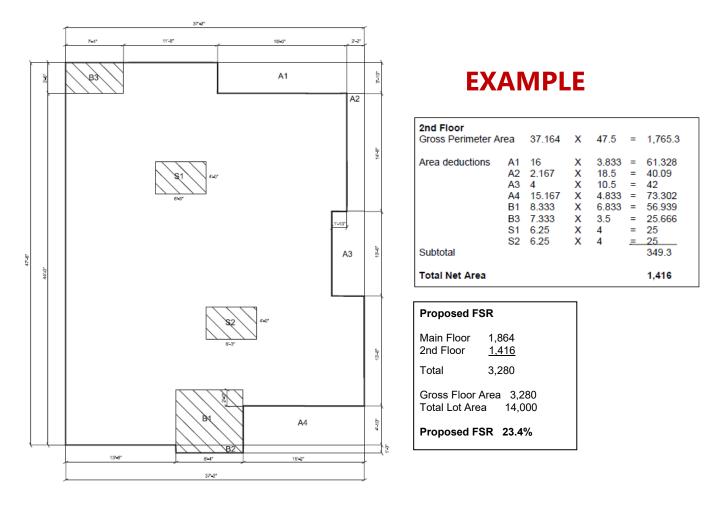


Overlay sheets are required to demonstrate compliance with the FSR requirement in the UEL Land Use, Building and Community Administration Bylaw.

All overlay sheets must be:

- On translucent paper (i.e., vellum);
- In the same scale as the floor plans; and
- Manually verifiable where areas are broken down into regular geometric shapes utilizing perimeter dimensioning,

A table of calculations identifying each block in the area summation must accompany all overlay sheets. See example below:



# **Note:** all measurements are to the outermost building face.

An option for large development proposals is to submit BC Land Surveyor certified area calculations in which a table of calculations is not required.

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