



City of Duncan
 200 Craig St
 Box 820
 Duncan, BC
 V9L 3Y2

Development Permit Application Checklist

REQUIRED ITEMS:

All Development Permits Require the Following:

- Application Fee(s)
- Completed Development Permit Application Form
- Certificate of Title
- Site Profile Form
- One Set of Plan Reductions (8.5" x 11")
- Completed Checklist (dated and signed)

All Form & Character Development Permits Require the Following

(DPA-1 Multi-Family, DPA-2 Downtown, DPA-3 Highway, 1 Corridor, DPA-4 Other Commercial Areas):

- Building Elevations
- Landscape Plan
- One Set of Coloured Renderings
- Design Rationale
- Variance Rationale (if applicable)
- Development Data
- Material/Sample Board

All Steep Slope Development Permits Require the Following (DPA-6 Hazard Lands):

- Slope Analysis
- Geotechnical Report
- Environmental Assessment
- Rain Water (Storm Water) Management Plan

All Riparian Areas, Indigenous Species, Raptor Habitat, Aquifer Protection Development Permits Require the Following (DPA-5 National Environment):

- Riparian Area Assessment (for all activities within a Riparian Area)
- Environmental Assessment

ADDITIONAL ITEMS:

Required /Submitted

		Appointment of Agent Form
		Acoustic Study
		Shadow Study
		View Analysis
		Neighbourhood Context / Streetscape
		Massing Model
		Traffic Study
		Archeological Assessment
		Rain Water (Storm Water) Management Plan
		Fire Interface Assessment
		Site Grading Plan
		BCLS Height Survey
		Tree Management Plan

Please note: a pre-application meeting with staff is required to determine additional application requirements.

Incomplete applications will be returned to applicant.

I / we hereby declare that all of the above statements and the information and materials have been submitted in support of this application.

Date

Applicant Name (printed)

Applicant Signature

Relevant Documents and Plans Must be Sealed by the Appropriate Professional.

Documents and plans will not be accepted if they are bound or stapled. Plans must be folded.

Certificate of Title (1 Copy)

Copy of the Certificate of Title for subject land(s), and a copy of all relevant covenants, no older than 30 days at the time of application.

Site Profile Form (1Copy)

Forms and Information available at www.env.gov.bc.ca/epd/

Site Plans (3 full size 24" x 36" copies / 1 reduced 8.5" x 11" copy)

Legal data (survey) showing dimensions of all property lines, rights-of-way and easements, north arrow, scale and date of plan. Dimensions and setbacks of proposed and existing buildings. Location, numbering, and dimension of all off-street parking and loading spaces/docks. Existing and proposed access points to site, off-street parking and loading areas. All watercourses, including their natural boundary, wetland boundary (where applicable), top of bank (where applicable) and leave strip boundaries.

Landscape Plan (2 copies)

Including but not limited to, written landscape rationale, existing trees, proposed planting palette with legend, required perimeter landscape buffers, mitigation plans to retain trees, understory and significant site features, surface materials, specific grading information for retaining walls, berms and swales, kiosks, landscape structures, fencing, garbage enclosures, and lighting.

Design Rationale (1 copy)

Written explanation of project conformity to relevant guidelines and items such as form and character, surrounding context and building materials.

Variance Rationale (1 copy)

A written rationale for all proposed variances.

Development Data (to be provided on Site Plan)

This should be provided as a table on the site plan in order to summarize the proposed development: parking requirements, site area, site coverage, number of units, total floor area (gross and net), height of building based on average, natural or finished grade, floor area ratio, open space location and amenity area provided.

Slope Analysis (3 copies)

Consult the Steep Slope Development Permit Guidelines.

Geotechnical Report (3 copies)

To assess the suitability of the site if land stability problems are present.

Environmental Assessment (3 copies)

To include, but not limited to, watercourse, wildlife and bird habitat, discharges to air and water, land disturbance and clearing, and proposed mitigation.

Tree Management Plan (TMP) (3 full-scale copies)

To show general location and type of vegetation, description of trees and tree groupings, listing species, size of trees, and identifying and significant trees.

Rain Water (storm water) Management Plan (3 copies)

A report identifying how storm water will be dealt with. The objective is to manage flows at pre-development levels.

Riparian Area Assessment (3 copies)

As per the Provincial Riparian Area Regulations (RAR), this assessment must be completed for projects with proposed development within the riparian setback. Prior to issuance of the development permit, confirmation is required from the Ministry that they have received the report. The assessment must be completed by a Qualified Environmental Professional (QEP).

Appointment of Agent (1 copy)

Required if the applicant is not the registered owner of the subject property. Please note if company search is required.

Acoustic Study (3 copies)

A report identifying existing noise levels and methods of noise abatement.

Neighbourhood Context / Streetscape (1 copy)

A drawing or photomontage showing how the proposed development fits in the street.

Traffic Study (3 copies)

To include, but not limited to, impacts to area traffic patterns (including pedestrian, cycling, transit and automobiles), additional loads on local and major intersections, proposed improvements to area street systems, and a rationale for vehicle access points.

Archeological Assessment (3 copies)

Please contact the British Columbia Association of Professional Archaeologists (www.bcapca.bc.ca)

Site Grading Plan (3 copies)

A plan showing the final grade of the property (1 meter contour interval).

BCLS Height Survey (3 copies)

The survey, which must be completed by a BCLS, must include the natural and finished grade for all outer points of a building or natural grade for any fence or retaining wall variance.