



City of  
Richmond

## Information Checklist for Phased Strata Development Applications

Development Applications Division  
6911 No. 3 Road, Richmond, BC V6Y 2C1

[www.richmond.ca](http://www.richmond.ca)

Contact: 604-276-4237 Fax: 604-276-4052

*The following information must be included with any application for a phased strata development submitted to the City of Richmond. Applicants are encouraged to prepare and submit this material for review prior to preparing plans and documents for final approval (i.e. phased strata mylar drawings, Form P or Amended Form P documents).*

1. A design drawing indicating the location of all utilities (i.e. water, sanitary sewer, storm sewer, electric power, telephone, cable T.V. and natural gas) intended to service each proposed phase of the strata project. Each phase of the strata project should be configured to allow for utility servicing from public roads or rights-of-way.
2. A plan drawn to scale indicating the location of all proposed access points, internal roadways and parking areas. Where access points, internal roadways or parking areas are proposed to serve more than one phase of the strata project, reciprocal access and parking easements/covenants will be required.
3. A description of any common facilities to be included in any phase of the strata project and a plan indicating their location. The applicant shall state whether he intends to provide security for the provision of these facilities and shall provide substantiating documents in this regard.
4. A copy of the disclosure statement that will be submitted to the Superintendent of Real Estate must be included with an application for Form P approval.

**When delineating phased strata boundaries, please note that each phase of a strata project must be consistent with Richmond Zoning Bylaw 8500 in terms of minimum lot area, building setback and parking requirements.**

Please contact the Development Applications Division at **604-276-4237** if you have any questions regarding Phased Strata Development Applications.