



# City of Richmond

## Development Permit Application

Development Applications Department

6911 No. 3 Road, Richmond, BC V6Y 2C1

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

Contact: 604-276-4017

Please submit this completed form to the Zoning counter located at City Hall. **All materials submitted to the City for a *Development Permit Application* become public property, and therefore, available for public inquiry.**

Please refer to the attached forms for details on application attachments and non-refundable application fees.

**Property Address(es):** \_\_\_\_\_

**Legal Description(s):** \_\_\_\_\_

\_\_\_\_\_

**Applicant:** \_\_\_\_\_

Correspondence/Calls to be directed to:

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

Postal Code

**Tel. No.:** \_\_\_\_\_

Business

Residence

E-mail

Fax

**Property Owner(s) Signature(s):** \_\_\_\_\_

\_\_\_\_\_  
Please print name

or

**Authorized Agent's Signature:** \_\_\_\_\_

Attach Letter of Authorization

\_\_\_\_\_  
Please print name

### For Office Use

Date Received: \_\_\_\_\_

Application Fee: \_\_\_\_\_

File No.: \_\_\_\_\_

Receipt No.: \_\_\_\_\_

Only assign if application is complete



The following items must be completed and submitted with your *Development Permit Application*:

1. Letter outlining the proposal in full including design rationale conveying the proposal's urban design and architectural concept and its response to the immediate urban context (existing and future) and relevant sections of the Official Community Plan (OCP) and applicable design guidelines and policies. Justifications for **ALL** variances requested, if any, must also be provided.
2. **Site Survey Plan** prepared by a registered BC Land Surveyor including all items indicated in the attached Bulletin entitled *Survey and Site Plan Guidelines* (DEVAPPS-01).
3. **Lot Grading Plan**: approved lot grading plan indicating the existing grade, proposed amount of fill, proposed finished grade, and the location, height and construction materials of any proposed retaining walls.
4. The applicant should consult with the Development Applications Department prior to application to be aware of criteria pertinent to the application and the extent of documentation required to support the application (i.e. pertinent Development Permit Guidelines, Public Art Guidelines for Private Development Projects, Waste Management Guidelines for Multiple-Family Residential and Mixed Use Buildings, etc.).

All applicants are required to provide eight full-size sets and one set of reduced 11" x 17" drawings capable of being reproduced, of the following:

- a) **Site plan** showing the street, visitor and disabled parking, landscaped areas, loading, access and all buildings. Calculations should indicate parking, floor area ratio and coverage. All variances to the Richmond Zoning Bylaw 8500 must be clearly listed, within a table, on the site plan and dimensioned in metric units, including variances to the location and height of fences and screening. Structures in the setbacks (such as kiosks, garbage/recycling enclosures and mailboxes) must be drawn. All setbacks must be shown in metric units. Building setbacks to all property lines and between buildings must be dimensioned as minimums. The building envelopes may be shaded in. The objective is to allow some flexibility in siting the buildings within the setbacks and envelopes.
- b) **Floor plans** should indicate general interior layouts, main front entrances, balconies, outdoor living areas and amenity areas. Preliminary plans are sufficient but should indicate all entries and major rooms.
- c) **F.A.R. tracing overlays** with detailed calculations and summary of all floor areas and exclusions.
- d) **Building sections or elevations** should be in sufficient detail to determine heights, bulk, variances and building finish materials. All elevations should be shown, with building materials and colours indicated. A schedule of typical materials may be included if exact finishes are yet to be determined. Maximum building heights must be dimensioned. The finished grade should be indicated on the elevation in relation to either the curb or geodetic. In some cases cross-sections and contextual street frontage(s) elevation(s) may be required.

- e) **Landscape plans** should indicate required landscaping, screening, fencing, walkways, trees, and boulevard treatment. Photos and a plan of the streetscape and all existing trees are requested by the Design Panel. A plant list is required. The plan should be drawn in sufficient detail to determine the general planted size and spacing of plants and the finish of all site surfaces and fences. Where substitute plants or materials are anticipated, they should be listed on the plans. All street trees shown on the plan must be planted. Special provisions for tree retention during construction shall be shown on the plans. The plant list must be printed with lettering no less than 2 mm (3/32") high. A typical fence detail and accessory building detail should be included. All site surfaces should indicate the character of finish materials. The paving materials on driveways, walkways and emergency access lanes should be labelled. The finish of fences and parking garage interiors (e.g. paint) should be noted.
- f) **Perspective drawings** or birdseye/isometric, CAD or computer imaging of the development and an 8" x 11" coloured xerox or photo of the perspective or model.
- g) **Diagrams and a Model** illustrating the proposed development and its relationship to the surrounding areas. Context photos are requested by the Design Panel.
- h) **Context plan** showing proposed building(s) and its relationship to existing urban context, including adjacent streets, driveways and surrounding properties and buildings.

Renovations and minor projects may be exempt from providing particular sets of drawings or the model with the written consent of the Manager of Development Applications or designated alternate (see *Development Permit Submission Checklist and Exemption Form*).

The drawings will form part of the Development Permit document. Additional drawings may be added to clarify more complex designs. Drawings and notes must be sufficiently detailed to describe the project yet to allow for construction tolerances and minor variations. Drawings should be to standard architectural practice either CAD or hand-drawn in ink. The 11" x 17" drawings should be clear and readable when reproduced. Lettering and numbers must be no smaller than 2 mm (3/32") in height after reduction. Site plans should contain a north arrow and, if reduced, must have a bar scale. If the site plan is divided up on more than one sheet, each sheet should contain a key plan. Pages should be numbered in sequence: 1, 2, 3, 4, 5, etc., (Not A1, L1, P1). Numbers will be referred to in the Development Permit text.

- 5. Proof of ownership. Proof of new ownership is acceptable with a copy of the interim agreement or transfer of property title.
- 6. A completed BC Ministry of Environment and Climate Change Strategy Site Profile **OR** a City of Richmond Site Profile Exemption Declaration Form for each property covered in this Development Permit application (separate attachments).
- 7. The applicant will be required to undertake a servicing capacity analysis as part of their development permit application unless otherwise specified by the City. This capacity analysis will assess the infrastructure needs to adequately service the proposed and future developments within the designated drainage, sanitary, and water catchment areas and recommend upgrades as required. This analysis must be completed and approved by City Engineering staff prior to the staff report on the development permit application being prepared. Any servicing capacity upgrades identified through the servicing analysis are to be provided at the applicant's cost and are currently not eligible for development cost charge credits.

8. Fees

The following application fees are required and are non-refundable:

Application Fee \$1,772.00, and for Development Permit Applications not involving an Environmentally Sensitive Area (ESA) or Agricultural Land Reserve (ALR):

\$589.00 for the first 464.5 m<sup>2</sup> (5,000 ft<sup>2</sup>) plus **\$122.00** for each additional 92.9 m<sup>2</sup> (1,000 ft<sup>2</sup>), or part thereof, of gross floor area up to 9,290 m<sup>2</sup> (100,000 ft<sup>2</sup>) plus **\$24.00** for each additional 92.9 m<sup>2</sup> (1,000 ft<sup>2</sup>), or part thereof, of gross floor area over 9,290 m<sup>2</sup> (100,000 ft<sup>2</sup>)

Proposed square footage: \_\_\_\_\_

Example: Application Fee	= \$1,772.00
<b>\$589.00 for the first 464.5 m<sup>2</sup> (5,000 ft<sup>2</sup>)</b> _____	= \$ _____
plus <b>\$122.00</b> for each additional 92.9 m <sup>2</sup> (1,000 ft <sup>2</sup> ), or part thereof, of gross floor area up to 9,290 m <sup>2</sup> (100,000 ft <sup>2</sup> )	
<b>\$122.00 x additional square footage</b> _____	= \$ _____
plus <b>\$24.00</b> for each additional 92.9 m <sup>2</sup> (1,000 ft <sup>2</sup> ), or part thereof, of gross floor area over 9,290 m <sup>2</sup> (100,000 ft <sup>2</sup> )	
<b>\$24.00 x additional square footage over 9,290 m<sup>2</sup> (100,000 ft<sup>2</sup>)</b> _____	= \$ _____
<b>Total Development Permit Fee</b>	<b>\$ _____</b>

(Note: There is a \$596.00 fee for every General Compliance Ruling for an issued Development Permit.)

9. Development Permit for Coach House or Granny Flat \$1,133.00.

10. Additional Information

Each applicant should review the following information brochures and bulletins to ensure they have provided all of the necessary information, forms and plans, and have a more complete understanding of the entire Development Permit process:

- *Development Permit*
- *Development Permit Submission and Exemption Form*
- *Advisory Design Panel*
- *Development Permit Application Sign Information*
- *General Compliance Guidelines*
- *Site Survey Guidelines*
- *Tree Protection Bylaw*
- *Arborist Report*
- *Vegetation Survey Guidelines*
- *Protection of Existing Trees During Construction*
- *Landscaping Inspection*



City of  
Richmond

## Notice to Development Permit Applications

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

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

Contact: 604-276-4017

Richmond Zoning Bylaw 8500 requires a *Development Permit Application* to be filed by the owner of the land. Where an agent purports to act on behalf of an owner, it will be presumed that (a) he or she has the authority of the owner to act on his or her behalf and (b) that the agent will be responsible for all matters connected with the development, including the timely payment of fees for services rendered by the City. Please note that where the owner is a registered company, the signature of all the Directors or authorized signatures will be required. If you have any questions, please call the Zoning staff at 604-276-4017.

It is also important for owners and agents to notify the City in writing of any change in their status with respect to the application, as they will be held responsible for the payment of costs incurred by the City while they appear on the file as the person responsible for the application. This is particularly important where the agent has been relieved of his or her authority to act on behalf of the owner, or where the property has been sold to a third party. If you have any questions or changes, please contact the Development Applications Clerk at 604-276-4395.

Applicants are encouraged to consult with the Development Applications Department prior to making their application to ensure they are aware of pertinent criteria and the extent of documentation required to support the application. Additional material is available from the Development Applications Department with respect to Development Permit Guidelines, Richmond Public Art Program, etc. If you have any questions or would like to know who to contact in the Development Applications Department, please call the Program Coordinator, Development at 604-276-4138.



Please submit this completed form regarding the existing housing profile as part of the application submission.

Purpose

The purpose of this form is to obtain information regarding the current status of existing housing on the development site, and assist in determining the impact of the proposed development on existing residents.

Property Address(es):

Current Use(s): [ ] Single-family [ ] Duplex [ ] Townhouse [ ] Other, please specify:

Current Status of Existing Housing Units

Owner Occupied: [ ] Yes [ ] No
If yes, please indicate the number of units currently owner occupied:

Property Address(es):

Rented: [ ] Yes [ ] No
If yes, please indicate the number of units currently rented:

Property Address(es):

Existing Secondary Suites: [ ] Yes [ ] No

If yes, please provide the following information:

Number of Suites:

Rented: [ ] Yes [ ] No

If yes, please indicate the number of suite(s) currently rented:

Number of Bedrooms per Suite:

Size of Suite(s):

Signature:

Date:

Please print name



## Survey & Site Plan Guidelines

**No.: DEVAPPS-01**

**Date: 1997-10-27**

**Revised: 2018-12-20**

### Purpose:

- To inform **all applicants for development applications (i.e. rezonings, subdivisions, development permits etc.)** to submit a **survey and site plan** with the application. *Site survey requirements for areas designated as Environmentally Sensitive are different and applicants should contact the Planning and Development Division for additional information.*

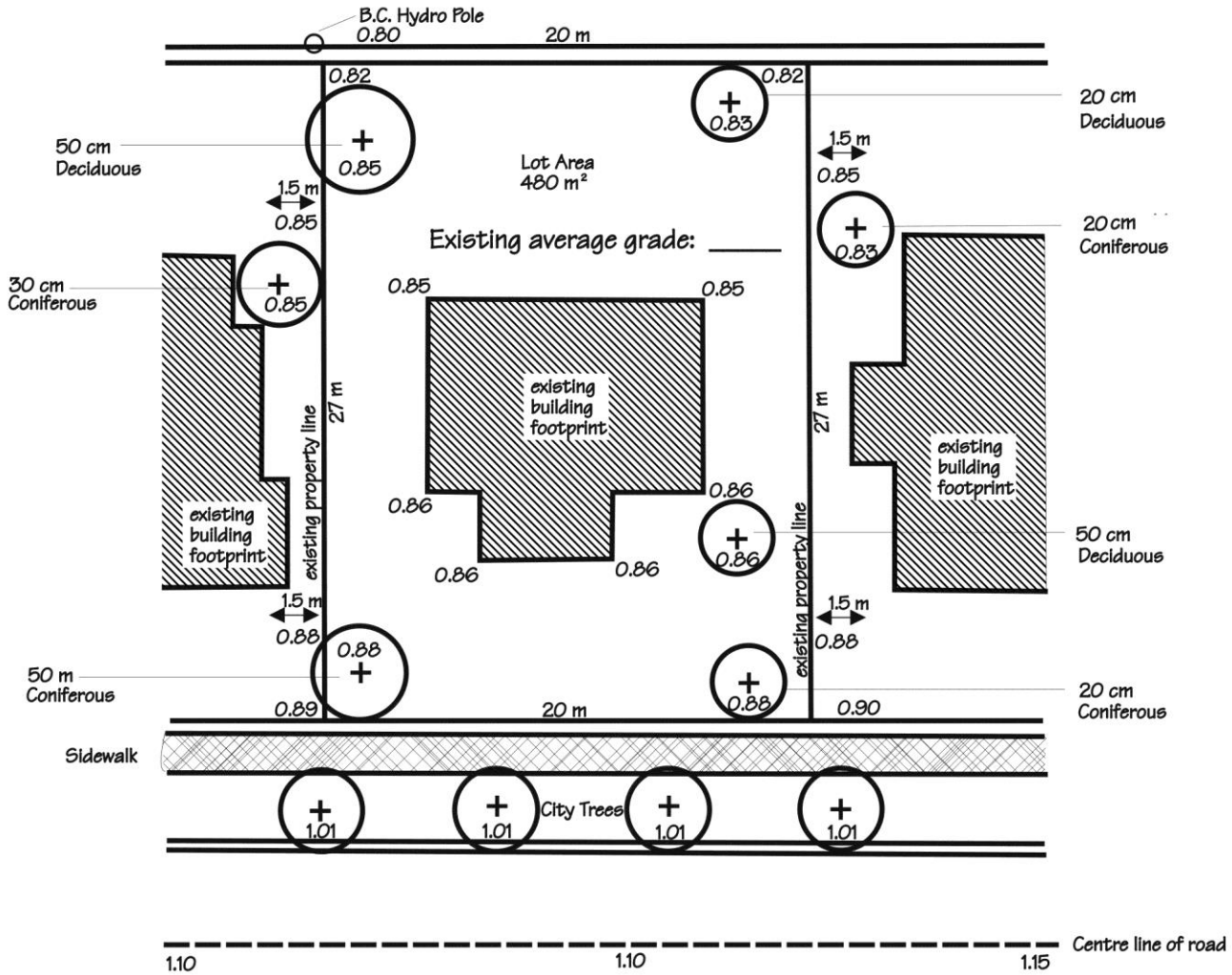
### Survey:

- The **survey** should include the following (see attached sample):
  - All dimensions included on the survey should be **metric**.
  - The location and type of all known **utilities** entering or immediately adjacent to the subject site.
  - Legal description, rights-of-way, easements, existing property lines and building footprints, existing lot dimensions and area, and existing grades** at each of the four corners of the subject lot, including the **existing average grade** (i.e. the average of the existing grade at the lot corners and building/s corners).
  - Elevations at 1.5 m onto adjacent properties.
  - Elevations of existing retaining walls.
  - The highest elevation of the crown of any public road abutting the lot.
  - The **location and diameter** of:
    - ALL** trees on the **subject site** having a trunk diameter of 20 cm or greater measured at a point 1.4 m above the ground. **NOTE:** the diameter of trees having multiple trunks or clumped trees is the sum of 100% of the diameter of the largest trunk plus 60% of the diameter of each additional trunk;
    - ALL** trees or hedges within 2 m of the property line on adjacent lots;
    - ALL** trees or hedges on adjacent lots whose crown (drip line) encroaches onto the subject site;
    - ALL** trees or hedges on any City street or lane allowance adjacent to the subject site;
    - ALL** tree stumps greater than 20 cm in diameter.
  - The **crown** (drip line) of all trees identified in item 7.
  - The **type** (i.e. coniferous or deciduous) of all trees identified in item 7.
  - The **base elevations** (tree grades) for all trees identified in item 7.
  - The location of any **Riparian Management Area (RMA)** on or immediately adjacent to subject site as well as the RMA Site Note. Please refer to Bulletin INFO-23 for more information on the Site Note as well as the identification and delineation of RMAs.

See attached →

Centre line of lane

### Rear Lane



Centre line of road



# Sample Survey

Original Date: 01/27/09

Amended Date: 02/23/09

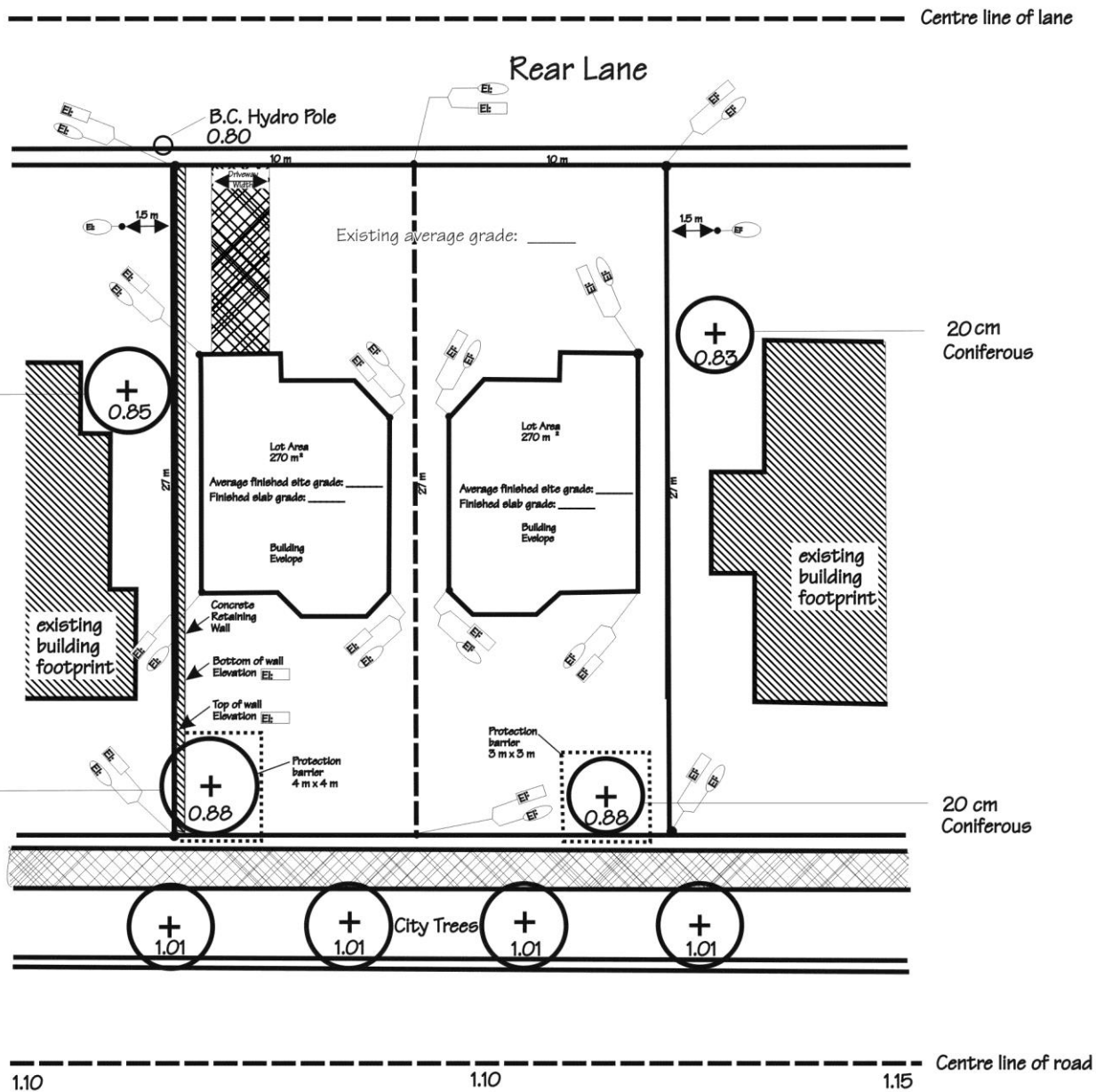
Note: Dimensions are in METRES



### Site Plan:

- The **site plan** should include the following (see attached sample):
  1. All dimensions included on the site plan should be **metric**.
  2. The location and type of all known **utilities** entering or immediately adjacent to the subject site.
  3. **Legal description, rights-of-way, easements**, proposed **property lines**, proposed **building footprints/envelopes**, proposed **lot dimensions** and **area**, **existing grades** at each of the proposed **lot corners**.
  4. Elevations at 1.5 m onto adjacent properties.
  5. The highest elevation of the crown of any public road abutting the subject lot.
  6. All **tree** information from the **Survey**.
  7. Existing and proposed **finished grades** at all proposed **building/s corners** and proposed **finished slab elevations**.
  8. The **finished site grade** of the proposed **lot corners** and the **average finished site grade** (i.e. the average of the finished grade at the **lot corners** and **building/s corners**).
  9. All proposed **retaining walls** at property lines, with top and bottom of wall elevations.
  10. The location of any **RMA** on or immediately adjacent to the site as well as the RMA Site Note. Please refer to Bulletin INFO-23 for more information regarding the Site Note as well as the identification and delineation of RMAs.

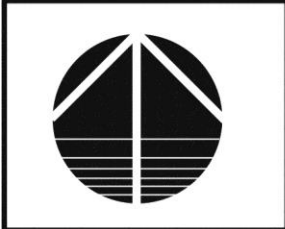
See attached →



**Legend**

El: Existing grade elevation from survey

EF: Finished grade elevation



# Sample Site Plan

Original Date: 01/27/09

Amended Date: 02/05/09

Note: Dimensions are in METRES



The City of Richmond is required by the Provincial Ministry of Environment and Climate Change Strategy (BC ENV) *Environmental Management Act (EMA)* to request a BC ENV Site Profile prior to approving the **subdivision, rezoning (including a zoning text amendment), or development** of lands within the City, and prior to the issuing of a **demolition** permit or a **soil removal** permit on any property within the City.

Some exceptions to this requirement exist. A BC ENV Site Profile is not required to be submitted to the City of Richmond, if there are no commercial or industrial “[Schedule 2](#)” activities likely to have taken place on the property or there is a valid exception listed in the [Contaminated Sites Regulations \(CSR\) Part 2 \(4\)](#). If any of these exceptions apply, the applicant must fill out this declaration form and attach the appropriate supporting documentation, if applicable.

To complete this City of Richmond Site Profile Exemption Declaration Form an applicant must be reasonably familiar with the site history. If no valid BC CSR exemptions apply, please submit a BC ENV [Site Profile](#) to the City of Richmond.

**I am knowledgeable of the history of the property and I can confirm the following BC ENV Site Profile exemption applies:**

- Option A:** The property has never been used for any “Schedule 2” activities. “Schedule 2” activities are commercial or industrial activities listed in “Schedule 2” of the *Contaminated Sites Regulation*, and are updated regularly. Some of these activities may occur on non-industrial properties. It is the responsibility of the applicant making this declaration to read and understand “Schedule 2” prior to making this declaration.
- Option B:** This demolition permit or development permit does not involve soil disturbance other than what is incidental to demolition.
- Option C:** Other BC Site Profile exemption\* as defined in the *CSR Part 2 (4)*. Please identify specific exemption and attach supporting information, including a letter from a Qualified Environmental Professional (QEP) confirming exemption applicability.

**Property Address(es):** \_\_\_\_\_

**Property Owner/ Property Owner Representative Name:** \_\_\_\_\_

**Contact Information:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

Supplemental information on the BC ENV Site Profile process is available on the BC ENV website.

\*requires review from City of Richmond Sustainability Department