



DISTRICT OF MAPLE RIDGE PLANNING DEPARTMENT

Development Application Submission Checklist

Schedule D DEVELOPMENT PERMIT APPLICATION (for other than solely environmental or intensive residential development)

Applications for Development Permit are to be made to the Planning Department, and must include the following:

- 1) A completed application form with the prescribed fee;
- 2) A Certificate of Title and a Consent Form (if the applicant is different from the owner shown on the certificate of title) plus copies of any restrictive covenants registered against title to the lands;
- 3) A Site Profile;
- 4) A written statement describing the proposed development including an assessment as to consistency of the proposal with Official Community Plan Development Permit area guidelines;
- 5) One set of full sized architectural plans, three sets at 11x17, one set at 8.5 x 11 and four extra site plans folded. The plans should be drawn to metric scale and sufficient in detail to demonstrate what is being proposed on the site, compliance with development permit area guidelines, the Zoning Bylaw and Building Code. The plans should include:
 - i) Color information to be supplied with the application to the Advisory Design Panel and including:
 - A coloured perspective drawing, or for minor developments, coloured and rendered elevation drawings and photographs of adjoining existing developments;
 - Color chips of exterior materials and a material sample board.
 - ii) A fully dimensioned site plan showing:
 - Site reconciliation information including lot area, gross floor area, number and area of residential units, lot coverage, density ratio, parking spaces and loading bays required and provided;
 - Lot dimensions;
 - Site dimensions and building setbacks;
 - Location and dimensions of any required road, lane or Parkland dedication;
 - Location and width of existing or proposed access(es) to the property showing grade percentages, magazine storage and turning radii;
 - Location of municipal services and rights of way on or adjacent to the site;
 - The location and name of any watercourses on or adjacent to the site;
 - Proposed watercourse protection and geotechnical setbacks applicable to the site;
 - The location, and size of any surface parking and loading spaces proposed and widths of manoeuvring aisles;
 - The locations of fire related infrastructure such as the Fire Department access routes, and connection, fire alarm panel, sprinkler room and standpipe connections;

- The location and design of any electrical rooms, recycling bins, garbage enclosures or rooftop equipment screening;
 - The finish of any exposed underground structure or retaining walls.
- iii) Elevation drawings;
 - iv) Floor plans dimensioned at a reasonable scale for the size and type of development;
 - v) Cross sections through the building and site at several locations;
 - vi) A fully dimensioned plan of parking areas showing number, size, manoeuvring aisles, extra widths adjoining walls and handicapped spaces where required;
 - vii) Detailed landscape plans showing planting sizes, numbers, species and location as well as:
 - a. The location and details of fencing and retaining structures;
 - b. Street tree locations;
 - c. Location and design detail for any outdoor recreation structures or any public plaza;
 - d. Lighting details and pole location, mail and hydro kiosk design details and locations;
 - viii) A Traffic Impact Assessment where the land development proposes a significant density increase, land use impacts or covers large areas of land;
 - ix) A servicing plan and statement as to the availability and adequacy of major infrastructure components;(sanitary sewer, water supply and storm water management)
 - x) The surveyed location of the top of bank for all watercourses and the proposed setback in accordance with District of Maple Ridge bylaws and policy;
 - xi) A grading plan where major re-grading is proposed or required;
 - xii) A subdivision layout showing roads, lanes, walkways and park dedication where a subdivision application has not already been submitted;
 - xiii) A tree survey and a report by a Certified Professional Arborist to identify trees that must be removed and establish potential tree retention opportunities and measures to ensure retention;

Additional information may also be required as follows:

- xiv) A geotechnical report in support of the proposed development with any recommended geotechnical setback line shown on relevant plans; ☐
- xv) An Environmental Impact Assessment by a qualified consultant; ☐
- xvi) A completed Leadership in Energy and Environmental Design (LEED B.C.) checklist for all proposed projects within the Town Centre. ☐

Notes:

- Staff or Council may require additional information at any time to properly assess the application;
- All plans to be in metric scale;
- Incomplete applications **will not** be accepted;
- A pre-application meeting with staff prior to submission of an application is strongly recommended to assist in identifying issues and expedite processing times.

- As a condition of the issuance of the Development Permit, a refundable security will be required to ensure that development, including landscape works, is carried out in accordance with the terms and conditions of the Permit. The condition of the posting of the security is that should the Permittee fail to carry out the development as authorized, according to the terms and conditions of the Permit within the time provided, the Municipality may use the security to carry out the work by its servants, agents or contractors, and any surplus shall be paid over to the Permittee upon verification by the Director of Planning of the District or her designate that the development has been completed in accordance with the terms and conditions of the permit.