

## Small Scale Multi Unit Housing Pre-Application Form

A pre-application meeting is required prior to submission of a Building Permit Application for any application related to residential buildings under Bill 44. Once completed, please submit the application to the Planning Department.

### Applicant Information:

Owner Name: \_\_\_\_\_

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

Contact Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Agent Name: \_\_\_\_\_

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

Contact Phone: \_\_\_\_\_

Email: \_\_\_\_\_

*The personal information collected on this form is collected in accordance with the Freedom of Information and Protection of Privacy Act. The City has authority to collect your information for the purposes of administering the Planning and Land Use Management processes in accordance with Part 14 of the Local Government Act. Applicants are advised that all Planning and Land Use Management processes are public and any materials submitted become part of the public record. All applicant information submitted may be used for reports to Council, available to the public upon request and distributed on the City's website, as well as displayed on signage. Should you have any questions or concerns about the collection and/or release of your personal information please contact the Planning Department.*

### Subject Property(ies) Information:

Civic Address	Parcel Identifier (PID)



# Pre-Application Submission Requirements

## Pre-Application Meeting Checklist

Applicant to provide in advance of the meeting: All materials will be required, as listed below, to review the proposal (*Please note that additional information may be required*).

- Residential buildings under Bill 44

### **Applicant to Provide in Advance of the Meeting:**

- All sufficient materials will be required, as listed below, to review the proposal (Please note that additional information may be required).

Submission Documents	Details
Current Certificate of Title	Current Certificate of Title must be issued in last 30 days (BC Company search if owned by company)
	Copy of all Charges on Title (covenants, easements, rights-of-ways,)
Consent Form	Consent Form required if applicable
Preliminary Architectural Drawings*	Write hardcopy 11 x 17 site plan (include north arrow and scale)
	Location of existing accesses (vehicle, pedestrian, bicycle, etc.)
	Location of proposed accesses (vehicle, pedestrian, bicycle, etc.)
	Location of proposed buildings and setbacks to existing lot lines and all charges
	Location of all water features on subject and adjacent properties; show Top of Bank
	Location of all steep slopes 25% or greater on-site
	Location of all pervious/permeable areas required on site (refer to section 405.1 of Zoning Bylaw No. 7600-2019)
	Location of all existing permit sized trees (≥20.0 cm) & significant sized trees (≥50.0 cm) in diameter respectively
	Location of all parking (vehicular, accessible, loading, visitor, bicycle, etc.)
	Summary of Variances Requested
Elevation Drawings*	Front Elevation
	Rear Elevation
	Side Elevation
	Height Measurements
* <u>All measurements must be in metric. Plans/Drawings submitted in non-metric will not be accepted.</u>	



<b>The following information can be obtained from the City to aid in the preparation of the application.</b>
Planning Staff can provide upon request the applicant the following:
<ul style="list-style-type: none"> <li>• SSMUH requirements</li> <li>• Design Guidelines (Landscaping to incorporate SMP requirements)</li> <li>• Traffic Impact Assessment Guidelines (if required)</li> </ul>
Environmental Staff can provide upon request the applicant the following:
<ul style="list-style-type: none"> <li>• Watercourse Protection Development Permit Information (if required)</li> <li>• Natural Features Development Permit Information (if required)</li> <li>• Wildfire Development Permit Information (if required)</li> <li>• Environmental Context Map</li> <li>• Preliminary Review of Protection Requirements for Water Features and Steep Slopes</li> <li>• Tree Permit and Tree Management Plan Requirements</li> </ul>
Engineering Staff can provide upon request the applicant the following:
<ul style="list-style-type: none"> <li>• Anticipated road dedication requirements</li> <li>• Servicing constraints</li> <li>• SMP Requirements (Stormwater Management Requirements are found in the City of Maple Ridge Design Criteria Manual)</li> </ul>

Building and Fire Departments may be consulted if necessary for particular Code requirements.

The information from the pre-application review is intended to assist an applicant in determining if any significant changes to the development proposal should be made prior to proceeding with the detailed, formal application. It is important to note that the outcome of a pre-application review does not imply or suggest a decision by the City to either support or refuse any subsequent application.

