TOWN OF LADYSMITH

Celebrate our Present, Embrace our Future, Honour our Past

DEVELOPMENT APPLICATION CHECKLIST
DEVELOPMENT PERMIT

You will need a Development Permit if your property is within a Development Permit Area. Examples of when you may need a Development Permit include:

- **Development near a stream or a steep slope**
- **Building a coach house**
- **Commercial, industrial, and multi-dwelling residential developments**

Visit **www.ladysmith.ca/business-development/development-resources/development-permit-area-guidelines** to review the Development Permit Areas (DPA) Map and Development Permit Area Guidelines.

This checklist will help you determine what to include in your Development Permit application. If you have questions or require any additional information, please contact Development Services at **250.245.6415** or by email at **ds@ladysmith.ca**. Pre-application meetings are welcomed.

MUST HAVE ITEMS FOR ALL DEVELOPMENT PERMIT APPLICATIONS:

We need these "must have" items for all Development Permit applications. Additional items are required depending on which Development Permit Area(s) (DPA) apply. See below for additional requirements. Please provide one digital and one full sized hard copy of each document.

- [ ] **Development Application Form**
  This form must be fully completed for your project and signed!
- [ ] **Appointment of Agent Form** (if applicable)
  This form must be signed by the owner(s), authorizing the agent to make the application and communicate with the Town on the owner's behalf.
- [ ] **Rationale Letter**
  Provide a letter fully describing the proposed development. Include details about how your proposed development meets all the applicable development permit area guidelines.
- [ ] **Site Plan**
  See 'Tip Sheet' below for details on what to include.
- [ ] **Site Plan - Data Sheet**
  See 'Tip Sheet' below for details on what to include.
- [ ] **Certificate of Title**
  Provide a current title (within 30 days) and include any Charges or Interests such as easements, rights of way, covenants, geotechnical reports, etc.
- [ ] **Corporate Summary** (if applicable)
  This is required if the property is owned by a corporation.
- [ ] **Site Disclosure Statement**
  Provide a Site Disclosure Statement as required by the *Environmental Management Act*
  www2.gov.bc.ca/gov/content/environment/air-land-water/site-remediation/guidance-resources/forms
- [ ] **Application Fee**

DEVELOPMENT SERVICES OFFICE
250.245.6415 / ds@ladysmith.ca / **www.ladysmith.ca**
132C Roberts Street MAIL PO Box 220 . Ladysmith . BC . V9G 1A2

GET CONNECTED

LADYSMITH

DPA 9 – HIGH STREET INTENSIVE RESIDENTIAL AND DPA 10 – COACH HOUSE RESIDENTIAL

ADDITIONAL MUST HAVE ITEMS:

Please provide one digital and one full sized hard copy of each document.

☐ **Elevation Plans**
See 'Tip Sheet' below for details on what to include.

MAY BE REQUIRED ITEMS:

Book a pre-application meeting to review the items that may be required. In some cases, additional information may be required as questions come up while your file is being processed. Please provide one digital and one full sized hard copy of each document.

☐ **Site Survey**
It is strongly recommended that you provide a survey of the property prepared and sealed by a BC land surveyor.

DEVELOPMENT APPLICATION TIP SHEET

This "tip sheet" provides details of what should be included in each plan. Please use metric dimensions and include one digital and one full sized hard copy of each document.

SITE PLAN

- [ ] **North Arrow, Scale, Date of Plan**
- [ ] **Dimensions of Property and Buildings**
  Based on the BCLand Surveyor survey for the subject property. Show all property lines, rights of way, easements, and/or covenant areas. Show existing and proposed buildings.
- [ ] **Detail to Show Zoning Compliance**
  Show compliance with the Zoning Bylaw regulations for the subject property (e.g. building dimensions, setbacks).
- [ ] **Location, Number and Dimensions of all Off Street Parking and Loading Areas**
- [ ] **Existing and Proposed Vehicle, Pedestrian and Bicycle Access Points**
  To the site and off street parking and loading areas.
- [ ] **Water Bodies, Water Courses, Contours, and Other Significant Natural Features**
  Include grades (overlay RAR and/or SPEA areas if applicable).
- [ ] **Works & Services Improvements Adjacent to the Development Site**
  Such as sidewalks and street trees etc. (contact TOL Engineering Dept. 250.245.6445).

SITE PLAN – DATA SHEET

- [ ] **Architect/Designer**
  Phone or email address.
- [ ] **Name of Registered Owner(s)**
- [ ] **Address of Subject Property**
  Civic address and legal description of property.
- [ ] **Site Area**
  From a site survey.
- [ ] **Parcel Coverage**
- [ ] **Floor Area / Number of Dwelling Units**

SITE PLAN – DATA SHEET (Continued)

- [ ] **Floor Space Ratio**
- [ ] **Building Height and Number of Storeys**
- [ ] **Landscape Requirements**
  Shade trees, landscape buffers, and height of retaining walls.
- [ ] **Off-Street Parking Calculation**
  Vehicle, loading, and bicycle.
- [ ] **Development Permit Area** (if applicable)

ELEVATION PLANS

- [ ] **Average, Existing and Finished Grades**
- [ ] **Building Height**
  BC Land Surveyor height survey may be required.
- [ ] **Building Elevations**
  Provide elevations for all four building faces. Include details of siding materials, windows and doors.

DESIGN PLANS

- [ ] **Dimensioned Walkways and Surface Treatment**
- [ ] **Exterior Finishing Materials and Colours**
  Sample board.
- [ ] **Streetscape Sketch**
  Showing project relationship to neighbouring properties/context.
- [ ] **Coloured Rendering**
  Building massing/perspective & landscape plan.
- [ ] **Design Rationale**
  Written explanation of design approach.

LANDSCAPE PLAN

- [ ] **Detailed Plan**
  Showing retained trees, new plantings, shade trees and landscape buffers (including species, size, quantity, location, irrigation, finished grade)
- [ ] **Surface Materials**
  Including paving treatment
- [ ] **Site Signage and Lighting**
- [ ] **Final Grading Plan and Location of Retaining Walls**
  With height and material details
- [ ] **Outdoor Structures**
  Including recycling/garbage enclosure, fencing
- [ ] **Cost Estimate for Completion of Landscaping**
  From a Landscape Professional. Security will be required prior to issuance of a development permit.

SIGNAGE PLAN (note that a sign permit will be required)

- [ ] **Size, Type and Location of Sign(s) and/or Canopy Design**
  Refer to the Sign and Canopy Bylaw (Bylaw No. 1176).
- [ ] **Appearance Details**
  Including materials & paint / colour samples (signs and canopy)
- [ ] **Coloured Renderings**
  Showing sign and canopy design and locations

ENGINEERING PLANS

- [ ] **Engineering and Servicing Pre-Design Submission**
- [ ] **Final Grading Plan**
  From property line to property line showing landscaping, building elevations and grade implications to adjacent properties and the street