

DISTRICT OF MISSION
PLANNING DEPARTMENT
8645 STAVE LAKE STREET, BOX 20, MISSION, BC V2V 4L9
TELEPHONE: 604-820-3748 FAX: 604-826-7951 EMAIL: Planning @ mission.ca

DEVELOPMENT APPLICATION

FILE NO: _____

APPLICATION TYPE (check appropriate box(es))

- | | |
|---|--|
| <input type="checkbox"/> Development Permit | <input type="checkbox"/> O.C.P. Amendment |
| <input type="checkbox"/> Development Variance Permit | <input type="checkbox"/> Subdivision |
| <input type="checkbox"/> Rezoning from _____ to _____ | <input type="checkbox"/> Zoning Bylaw Text Amendment |

NAME OF APPLICANT: _____

ADDRESS: _____ POSTAL CODE: _____

EMAIL: _____ PHONE: _____ FAX NO: _____

APPLICANT'S SIGNATURE: _____

NAME OF PROPERTY OWNER(S): _____

ADDRESS: _____ POSTAL CODE: _____

EMAIL: _____ PHONE: _____ FAX NO: _____

OWNER(S) SIGNATURE(S): _____

LEGAL DESCRIPTION OF PROPERTY: _____

PROPERTY ADDRESS: _____

SIZE OF PROPERTY: _____

PROPOSED USE: _____

FOR A DEVELOPMENT VARIANCE PERMIT APPLICATION OR A ZONING BYLAW TEXT AMENDMENT APPLICATION, DESCRIBE THE PROPOSED VARIANCE OR ZONING TEXT AMENDMENT

I/We have attached the required documentation, as noted on the Development Submission Checklist, along with the required application fee and hereby agree to submit further information deemed necessary for processing this application. Furthermore, I hereby acknowledge that any fees paid are non-refundable (except as noted on the fee schedule).

Signature of Applicant

Date

FOR OFFICE USE ONLY

Application Fee: \$ _____

Receipt No.: _____

Received By: _____

DEVELOPMENT SUBMISSION CHECKLIST

<u>APPLICATION TYPE</u>	<u>ATTACHMENTS REQUIRED</u>	<u>FEE</u>
Development Permit	A, B, D, E, F, G, H*, I, L	Refer to fee schedule
Development Variance Permit	A, B, D	Refer to fee schedule
Rezoning (single family)	A, B, C, J*, K*, L	Refer to fee schedule
Rezoning (all others)	A, B, D, E, F, G, H, I, J*, K*, L	Refer to fee schedule
Subdivision	A, B, C, L	Refer to fee schedule
Zoning Bylaw Text Amendment		Refer to fee schedule
Official Community Plan (OCP) Amendment		Refer to fee schedule
OCP Amendment (accompanied by a rezoning application)	A, B, D, E, F, G, H, I	Refer to fee schedule

* **ATTACHMENT MAY BE REQUIRED**

ATTACHMENTS REQUIRED

All development applications require a completed Municipal Site Information form and/or a Provincial Site Profile in accordance with the District of Mission's Contaminated Sites Procedure (LAN. 36).

- A. A copy of the **title**, issued not more than 30 days prior to the application date, for any parcel of land subject to the application and a copy of **all restrictive covenants and easements** registered on the subject property(s). A copy of the title, restrictive covenants and easements can be obtained directly from the Land Title Office at 604-660-8141 or a notary, lawyer or search company can obtain a copy for you. The Planning Department can also obtain these documents for you for a fee.
- B. Written consent of **all** property owners, with one or more owners appointing an applicant to act as agent for all purposes associated with the application.
- C. Draft Plan of the proposed subdivision (drawn to scale) showing all of the information outlined in the Draft Plan requirements handout.
- D. Professionally prepared Site Plans (drawn to scale) showing:
 - the civic address and full legal description of the property;
 - the location and dimensions of required road dedications;
 - existing or required rights-of-way or easements; the name and extent of streets and lanes adjacent to the property, showing the traveled portion of the streets and lanes scaled from the property line to the gutter line or back of the sidewalk, and where neither exist, from the edge of the pavement;
 - the location and width of existing or proposed access(es) to the property showing grade percentages and turning radius;
 - the location of any existing municipal services of sanitary sewer, water, storm drainage and rights-of-way on the site or adjacent to the site;
 - the locations of ditches, fire hydrants, fire department connections, gas lines, kiosks, hydro and telecommunication poles;
 - the name and location of watercourses on or adjacent to the property.
- E. Additional Information to be included with the set of plans referred to in "D." above:
 - existing or proposed refuse enclosures, refuse and recycling bins (as per the Waste Management Design Guidelines) that may be affected by the access(es);
 - the land contours **before** and **after** lot grading for the subject property and the adjacent properties;
 - the floor elevations for the proposed buildings on the site;
 - contours are to be shown to .5 metre contour intervals and finished grades are to be shown for every .5 metre elevation change; the size, location and number of on-site parking and loading spaces, refuse enclosures;

- cross sections and views from adjacent properties may be required to determine view impacts;
- geotechnical information may be required to verify the buildable area of specific proposals;
- site plans must include the following Zoning Bylaw compliance calculations as they apply to the proposal: lot area, floor area, lot coverage, number of units, density, recreation space, off-street parking (required & actual), off-street loading (required & actual).

F. Professionally prepared elevation drawings for the four sides of the proposed development including specification of design, materials, finish and colour of buildings. Elevation drawings must be provided in both hardcopy and digital format. Each elevation drawing should specifically reference the lot(s) to which they apply.

Please note that drawings prepared by a registered architect may be required at building permit stage. Please contact the Senior Building Inspector in the Inspection Services Department at 604-820-3726 for additional information.

G. A professionally prepared architectural rendering drawing which depicts the design, finish and colour of proposed buildings, landscaping detail and signage location. Architectural renderings must be provided in both hardcopy and digital (PDF) format. Each rendering drawing should specifically reference the lot(s) to which they apply.

The architectural rendering must depict actual site details (eg. existing vegetation, proposed landscaping, etc.) **Renderings must not be embellished with unrelated details such as vehicles, wildlife, mountains, etc.**

H. For **commercial, industrial and institutional developments**, professionally prepared signage plans for free standing and fascia, canopy or projecting signs that demonstrate compliance with the policies and objectives of the relevant Development Permit Area. Signage details must include the location, dimensions and total sign area for each sign; elevations that clearly depict the design of all sign structures and that demonstrate how proposed signage will integrate into the architectural design of the proposed buildings; specification of materials, finish and colour of all sign structures.

I. Landscaping plans and a cost estimate prepared by a Landscape Architect or other persons approved by the Planning Department. Landscaping cost estimates, in addition to plant cost, shall include a detailed breakdown of site preparation, material and labour costs. Cost estimates shall provide an amount equal to 100% of plant cost to cover site preparation, material and labour costs.

J. Financial Contributions for Community Amenities Policy LAN.40 - addresses the special burden which residential development imposes on demand for public facilities, services and amenities. Applicants for rezonings which include a residential component are requested to address the special burden by contributing to a fund for the construction of public facilities, services and amenities.

K. A Tree Retention/Replanting Proposal must be submitted as part of your application package if there are significant trees on site (i.e. 20 cm caliper or greater as measured at a height of 1.5 metres above ground level). The submission must include an inventory of significant trees and a written tree retention/replanting proposal. If no significant trees exist, the applicant is asked to submit a written proposal for implementing the Tree Retention/Replanting Policy LAN.32.

L. A completed Site Assessment (attached) must be submitted as part of your application package. The Site Assessment requires a professionally prepared Site Assessment Plan (drawn to scale) showing:

- Location of all water courses, with top of bank, 15 metre setback and 30 metre setback from the top of bank must be indicated;
- Location of all significant trees on site (i.e. 20 cm caliper or greater as measured at a height of 1.5 metres above ground level);
- Location of all vegetation clusters;
- Location of all existing structures (both remaining and to be removed as part of the development);
- The width, location and grade of existing motor vehicle access(es);
- All elevation changes on the property (contour lines) with slope direction indicated;
- Location of all existing septic disposal fields and water wells; and

- Location of any other physical feature that may affect the development proposal (unofficial trails, localized depressions, foreign soils, etc.).