



LAND USE

GUIDE TO LAND DEVELOPMENT

LAN.41



POLICY

Date Policy Implemented: February 7, 2000
Date Policy Amended: December 17, 2001
Date Policy Amended: February 17, 2003
Date Policy Amended: February 7, 2005
Date Policy Amended: November 21, 2005
Date Policy Amended: May 5, 2008
Date Policy Amended: January 1, 2009
Date Policy Amended: May 4, 2009
Date Policy Amended: August 4, 2009
Date Policy Amended: January 1, 2010
Date Policy Amended: January 18, 2010
Date Policy Amended: April 29, 2010
Date Policy Amended: May 5, 2010
Date Policy Amended: April 2, 2012

Resolution Number: 00/113
Council Resolution Number: 01/1241
Council Resolution: RC2003/174
Council Resolution: 05/073
Council Resolution: 05/975
CAO Approval
Bylaw 3612-2003
Council Resolution: RC09/243
Council Resolution Number: RC09/514
Bylaw 5070-2009
RC10/032
CAO Approval
CAO Approval
Council Resolution Number: RC12/218

**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](mailto:planning@mission.ca)**

DEVELOPMENT APPLICATION FORM

APPLICATION TYPE (check appropriate box or boxes)

- Development Permit
- Development Variance Permit
- Rezoning
- Temporary Use Permit
- O.C.P. Amendment
- Subdivision
- Zoning Bylaw Text Amendment
- ALR Application (ALC forms also required)

LEGAL DESCRIPTION OF DEVELOPMENT APPLICATION PROPERTY (With Parcel Identifier): _____

DEVELOPMENT APPLICATION PROPERTY ADDRESS: _____

BRIEFLY DESCRIBE THE DEVELOPMENT PROPOSAL: _____

NAME OF APPLICANT*: _____

ADDRESS: _____ POSTAL CODE: _____

EMAIL: _____ PHONE: _____

APPLICANT'S SIGNATURE: _____

NAME OF PROPERTY OWNER(S): _____

ADDRESS: _____ POSTAL CODE: _____

EMAIL: _____ PHONE: _____

OWNER(S) SIGNATURE(S): _____

**If applicant's name is different from property owners or there are multiple owners, please fill out the 'owner authorization to act as agent' letter. (Please obtain from staff).*

I, the applicant, have attached the required documentation, as noted on the attached Development Submission Checklist, along with the required application fee. Furthermore, I hereby acknowledge that any fees paid are non-refundable (except as determined by the Land Use Application Fees and Procedures Bylaw).

Signature of Applicant

Date

FOR OFFICE USE ONLY

File Number: _____

Application Fee: _____

Receipt Number: _____

Received By (Staff member name): _____

Date Checklist Requirements Were Received By Staff: _____

DEVELOPMENT SUBMISSION CHECKLIST

District of Mission Planning Staff will not process or accept a development application without the required submissions outlined below. All development applications require a development application form.

<u>APPLICATION TYPE</u>	<u>REQUIRED ITEMS</u>
Temporary Use Permit	N
Development Permit	A, B, D, E, F, G, H, I, L, N
Hazardous Lands Development Permit	O
Development Variance Permit	A, B, D, L, N
Rezoning (single family)	A, B, D, J, K, L, N
Rezoning (all others)	A, B, D, E, F, G, H, I, J, K, L, N
Subdivision	A, B, C, K, L, M, N
Zoning Bylaw Text Amendment	(None)
Official Community Plan (OCP) Amendment	(None)
OCP Amendment (with a rezoning application)	(None)
Agricultural Land Reserve (ALR)	A, B, D, N

Additional information may be required as a development application proceeds or if bylaws and/or applicable legislation changes.

REQUIRED ITEMS

Check Box

- A. A copy of the 'State of Title Certificate', 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. When there is more than one property owner, a single applicant must be appointed to act as an agent for all purposes associated with the development application. Please fill out 'Owner Authorization to Act as Agent' form.
- C. Professionally prepared 'Draft Plan of Subdivision'. Please see the 'District of Mission Development Plan Requirements' handout
- D. Professionally prepared Site Plans (drawn to scale) showing all of the information. Please see the 'District of Mission Development Plan Requirements' handout.
- 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. For **commercial, industrial, institutional and multi-family developments**, 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 110% 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. *(Not Applicable for stand-alone Secondary Dwelling Rezoning Applications (i.e. Secondary Suite, Coach House or Garden Cottage)*

- K. 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.).

This requirement for a Site Assessment Plan may be combined within your Site Plan of the subject property. *(Not Applicable for stand-alone Secondary Dwelling Rezoning Applications (i.e. Secondary Suite, Coach House or Garden Cottage)*

- L. 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)
- M. Professionally prepared conceptual servicing plan that identifies how the proposed development will extend and/or connect to existing Municipal services (i.e. water, sanitary sewer, storm sewer and roadways). Please see the 'District of Mission Conceptual Servicing Plan' handout.
- N. A copy of the 'Preliminary Application Review' (PAR) letter provided by planning department staff following the required PAR meeting. This letter may outline specific requirements pertaining to the particular development application which must be submitted with the development application.
- O. Professionally prepared 'Landslide Hazard Assessment Report' in accordance with the "Guidelines for Legislated Landslide Assessments for Proposed Residential Development in BC" (Association of Professional Engineers and Geoscientists of BC) and District of Mission Hazardous Lands Development Permit Area.