



# Development Permit Application Checklist

## DPA 1 - Riparian Protection

**NOTE:** The following checklist outlines the requirements for a complete submission for all applications. Please ensure you have included all “Must Have Items” to avoid any delays with the processing of your application. Please note that further submission materials listed in the “Staff May Also Request” section may be required during the application process. Incomplete applications will not be accepted.

### Must Have Items:

- Complete Application Form**  
The ‘Development Application Form’ must be fully completed and signed by all property owners.
- Detailed Site Survey**  
A legal survey prepared and sealed by a BC land surveyor must define the proposed location of construction, SPEA, setbacks, and the high water mark of the waterbody/watercourse.
- Development Permit Area (DPA) Guideline Assessment**  
Confirmation of compliance with applicable DPA guidelines.
- Record of Submission to FLNRORD**  
Provide report number from the submission of the Riparian Areas Protection Regulation (RAPR) Assessment Report to the Ministry of Forests, Lands, Natural Resource Operations & Rural Development (FLNRORD).
- Riparian Areas Protection Regulation Assessment Report (RAPR)**  
The report must be provided by a Qualified Environmental Professional (QEP), and be submitted to the [RAPR notification system](#).
- Site Disclosure Statement**  
The Province of BC requires all development permits to include a completed Site Disclosure Statement completed by the property owner.
- State of Title**  
A current State of Title (dated within the last 30 days) including any associated charges (e.g. covenants).

### Staff May Also Request:

- BC Company Search**  
If the subject parcel is owned by a company and not an individual owner, a BC company search will be required.
- Conditions and Impact Assessment Report**  
A ‘Conditions and Impact Assessment’ report may be required where damage has already occurred.
- Restoration Plan**  
Where damage has occurred, a restoration plan will be required. The plan must include measures to manage invasive species and be provided by a Qualified Professional. Should this be required, bonding will also be required to ensure the implementation and survival of the landscaping.