



# Development Permit Application Checklist

## DPA 5 - Wildfire Hazard

**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:

- Building Materials List**  
Include a comprehensive list of proposed exterior building materials.
- Complete Application Form**  
The ‘[Development Application Form](#)’ must be fully completed and signed by all property owners.
- Detailed Site Plan**  
Must be clear and accurate. Include all proposed development, setbacks, and location of sensitive ecosystems.
- Development Permit Area (DPA) Guideline Assessment**  
Confirmation of compliance with applicable DPA guidelines.
- Site Disclosure Statement**  
The Province of BC requires all development permits to include a completed Site Disclosure Statement.
- State of Title**  
A current State of Title (dated within the last 30 days) including any associated charges (e.g. covenants).
- Wildfire Risk Assessment Report**  
Provide a report prepared by a Qualified Professional with experience in wildfire risk assessments.

### 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.
- Landscape Plan**  
A landscape plan may be required that shows the management of vegetation and combustible materials in accordance with [FireSmart practices](#) within at least 30 m of principal building(s). Should this be required, bonding will also be required to ensure the survival of the landscaping.
- Plan of Proposed Subdivision**  
To confirm adequate access for evacuation, emergency responders and fire protection for all parcels.