



Development Permit Application Checklist

DPA 6 - Floodplain 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:

- Complete Application Form**
The ‘[Development Application Form](#)’ must be fully completed and signed by all property owners.
- Detailed Site Survey**
Structures must be located in a manner that will maximize the safety of residents and identify flood construction levels (FCL). Floor systems to be marked above applicable FCL.
- Development Permit Area (DPA) Guideline Assessment**
Confirmation of compliance with applicable DPA guidelines.
- Risk Assessment Report & CVRD Geohazard Assurance Statement**
Provide a report prepared by a Qualified Professional with experience or training in conducting flood risk assessments. Please also complete the [CVRD Geohazard Assurance Statement](#).
- 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.
- Building Plans**
Design building to avoid the need for retaining walls and/or cutting the slope.