

Development Permit Application Checklist

DPA 11 - Commercial and Mixed-use Development

DPA 12 - Industrial Development

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 Elevations & Materials List**
Provide all elevations and a comprehensive list of proposed materials and colors that reflect local context.
- Complete Application Form**
The ‘[Development Application Form](#)’ must be fully completed and signed by all property owners.
- Detailed Site Plan**
Including, but not limited to: location of buildings, parcel lines, roads, retaining walls, natural features, servicing, covenants, setbacks, and existing and proposed topography.
- Development Permit Area (DPA) Guideline Assessment**
Confirmation of compliance with applicable DPA guidelines.
- Landscape Plan**
In addition to the proposed landscaping, the plan must also include measures to manage invasive species, and retain existing vegetation. The plan should be provided by a professional with experience in landscape design.
- Parking, Access, & Lighting Plan**
To confirm compliance with the [Off-street Parking Bylaw No. 1001](#). The lighting plan should clearly identify the scale, intensity, quality, location, and direction of lighting.
- Sediment and Erosion Control Plan**
A report by a Qualified Professional with measures to manage erosion during site preparation and construction.
- 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.