



Development Permit Application Checklist

DPA 13 - Energy and Water Conservation; GHG Emission Reduction

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**
Building details, materials and colours should support energy-efficient buildings with low GHGs.
- Complete Application Form**
The ‘[Development Application Form](#)’ must be fully completed and signed by all property owners.
- Detailed Site Plan**
Provide detail specific to the orientation of buildings, natural terrain, vehicle access, extent of impervious surfaces, and alternative transportation links such as trails.
- Development Permit Area (DPA) Guideline Assessment**
Confirmation of compliance with applicable DPA guidelines.
- Landscape Plan**
In addition to 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 support energy-efficiency and clearly identify the scale, intensity, quality, location, and direction of lighting.
- Rainwater Management Plan**
Prepared by a Qualified Professional, and must seek to maintain good water quality and avoid increased runoff.
- Sediment & 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.