

## Requirement Checklist for Development Variance Permit (DVP) and Temporary Use Permit (TUP) Applications

### Document Requirements

- Development Application
- Agent Authorization Form
- Strata Council Approval; *if the subject site is strata*
- Title Search; A current title search issued not more than 14 days prior to the date of application, and a copy of all non-financial charges from the Land Title Office for each property involved in the proposal
- Application Fees
- DVP:** A Letter of Intent including the following information:
  - Description of the requested variance(s), including the sections of the bylaw(s) to be varied
  - the purpose of the requested variance(s)
  - reasons for the requested variance(s)
  - impacts of the requested variance(s) on adjacent land uses, streetscapes, and the natural environment, and the proposed mitigating measures to minimize the impacts
- TUP:** A Letter of Intent including the following information:
  - the current and the proposed use of the property.
  - reasons for the request for the proposed temporary use, and whether it is considered to be in the public interest.
  - compliance with the applicable City's community plan, bylaws and policies, including a list and justification of non-compliance.
  - the impacts of the proposed temporary use on adjacent land uses and the natural environment, and the proposed mitigating measures.
  - how the proposed temporary use aligns with adjacent land uses regarding the intensity of use, visual considerations, etc.
- Site Disclosure Statement:** if the proposal involves soil disturbance and includes schedule 2 activities as outlined in the *Contaminated Sites Regulation* (for DVP, if applicable)
- DVP only: Completed by staff:** Fill in the Protected Archaeological Sites in BC (Heritage) document [https://www2.gov.bc.ca/assets/gov/farming-natural-resources-and-industry/natural-resource-use/archaeology/forms-publications/local\\_government\\_notification\\_letter.pdf](https://www2.gov.bc.ca/assets/gov/farming-natural-resources-and-industry/natural-resource-use/archaeology/forms-publications/local_government_notification_letter.pdf)

## Requirement Checklist for Development Variance Permit (DVP) and Temporary Use Permit (TUP) Applications

<p>Drawing Requirements [digital format on standard A1 sheet (24" by 36")]</p>	<ul style="list-style-type: none"><li><input type="checkbox"/> Certified Survey Plan showing:<ul style="list-style-type: none"><li>○ property lines, lot area, and lot width</li><li>○ driveways, roads, and accesses</li><li>○ location of fire hydrant, and utilities</li><li>○ location of existing easements, rights-of-way, and covenanted areas</li></ul></li><li><input type="checkbox"/> Site Plan, Including the location of existing and new buildings/structures, parking and loading areas, setbacks, landscaping, watercourses and the required setbacks from the top of the bank, finished grades, etc.</li><li><input type="checkbox"/> Project Statistics</li><li><input type="checkbox"/> Architectural drawings, including elevations, if the requested variance(s) is related to a building</li><li><input type="checkbox"/> Photos of the subject site, and adjacent properties and streetscapes</li></ul>
<p>Assessment Report Requirements (if applicable)</p>	<ul style="list-style-type: none"><li><input type="checkbox"/> Geotechnical Assessment Report; if the proposal includes development of the site, including but not limited to the construction of a new building or addition to an existing building, in the Big Bend Community Plan and Central Valley Areas.</li><li><input type="checkbox"/> Flood Protection and Hydrological Assessment Report; if the proposal includes development of the site, including but not limited to the construction of a new building or addition to an existing building, in the Big Bend Community Plan and Central Valley Areas.</li><li><input type="checkbox"/> BC Building Code Analysis; if the proposal includes the change of use of an existing building, construction of a new building, or addition to an existing building, to ensure compliance with the BC Building Code and the BC Fire Code.</li></ul>