



# PLANNING APPLICATION FORM (MINOR)

*For 1-5 principal residential units, primary child care use, or non-profit affordable housing*

## 1. APPLICANT

Name \_\_\_\_\_  
 Company \_\_\_\_\_ Business Licence # \_\_\_\_\_  
 Address and Postal Code \_\_\_\_\_  
 Email Address \_\_\_\_\_ Day Phone \_\_\_\_\_

## 2. PROJECT ARCHITECT *if different from applicant – required for 3+ residential units*

Name \_\_\_\_\_  
 Company \_\_\_\_\_ Business Licence # \_\_\_\_\_  
 Address and Postal Code \_\_\_\_\_  
 Email Address \_\_\_\_\_ Day Phone \_\_\_\_\_

## 3. SITE DESCRIPTION

Civic Address(es) \_\_\_\_\_  
 Lot(s) \_\_\_\_\_ Blocks(s) \_\_\_\_\_  
 Legal Description(s) Resub(s) \_\_\_\_\_ DL(s) \_\_\_\_\_  
 Plans(s) \_\_\_\_\_  
 PID(s) \_\_\_\_\_

## 4. DEVELOPMENT DESCRIPTION

Total Lot Area (sq. m) \_\_\_\_\_ Principal residential units \_\_\_\_\_  
 Floor Space Ratio (FSR) \_\_\_\_\_ Total commercial floor area \_\_\_\_\_  
 Total industrial / institutional floor area \_\_\_\_\_

Staff Use Only: PLN Number \_\_\_\_\_ PCA Number \_\_\_\_\_

**5. APPLICATION TYPE & FEES** *enter all that apply*

I/We hereby make application pursuant to *Development Procedures Bylaw, 2001, No. 7343* for:

**1. Zoning Bylaw Amendment (Z)**

Text Amendment or Rezoning to an Existing Base Zone	\$4,000	
Comprehensive Development (CD) Zone	\$6,000	

**2. Development Variance Permit (DVP)**

Variance with staff consideration or concurrent with rezoning	\$1,500	
Variance with Council Consideration	\$3,000	

**3. Heritage Revitalization Agreement (HRA)**

Minor HRA or Amendment to existing HRA	\$4,000	
--	---------	--

**4. Temporary Use Permit (TUP)**

Temporary Use Permit or Amendment to existing TUP	\$2,500	
---	---------	--

**5. Additional Fees**

Title Search fee	\$26.25	
Environmental Site Disclosure – for any application requiring a Site Disclosure Statement (otherwise waived)	\$105	
Public Meeting or Hearing – for any application requiring a public meeting or public hearing (to be charged per instance)	\$1,750	

**TOTAL APPLICATION FEE:** \_\_\_\_\_

## 6. CONTAMINATED SITES

For properties that have been used for industrial or commercial uses, as defined in [Schedule 2](#) of the Contaminated Sites Regulation (B.C. Reg. 131/2020, App. s. 9.), a [Site Disclosure Statement](#) must be completed and provided with the application submission. For properties that have not been used for industrial or commercial uses, the owner must confirm as much by signing the declaration below.

I, the owner, confirm that, to the best of my knowledge, the property/properties **have not** been used for commercial or industrial uses.

---

Signature of Owner/Operator or Agent	Date
--------------------------------------	------

## 7. ADDITIONAL INFORMATION

The Director of Planning & Development may require the applicant to provide further information, at the applicant's expense, in order to conduct a thorough review and analysis of the proposed development. The applicant hereby agrees to assume all legal costs directly incurred by the City through the processing or approval of this application and the preparation and registration of any related legal documents.

## 8. APPLICANT AND OWNER AUTHORIZATION

All City correspondence regarding this application will be sent to one of the following (*select one only – this person/company will be the main contact for the public and on the City's website*):

Applicant

Architect

Owner

I hereby agree to the terms contained in this Application Form and declare that the information submitted in support of this application is, to the best of my/our knowledge, true and correct in all respects.

---

Signature of Applicant	Date
------------------------	------

---

Name of Applicant ( <i>please print</i> )	Company Name
---	--------------

I/We hereby consent to the submission of this application. (*For all strata properties, owner authorization must be from the Strata Council. All owners on title must sign. Attach extra pages as necessary.*)

---

Signature of Owner	Date
--------------------	------

---

Name of Owner

The City is collecting your personal information in accordance with Section 26(c) of the *Freedom of Information and Protection of Privacy Act*. The City collects your information for the purposes of administering City programs and services, including permits and licensing services. If you have any questions, please contact the Privacy Coordinator at 141 West 14th Street, North Vancouver, BC V7M 1H9 or [FOIPPrivacy@cnv.org](mailto:FOIPPrivacy@cnv.org) or 604-985-7761.

## SUBMISSION REQUIREMENTS

### For 1-5 principal residential units, primary child care use, or non-profit affordable housing

*Development Procedures Bylaw, 2001, No. 7343* establishes development application requirements. The submission requirements may be amended by the City at any time to suit the specific conditions of the project. For more information, please refer to the City's [Development Applications](http://www.cnv.org) webpage ([www.cnv.org](http://www.cnv.org)).

#### Architect and Landscape Architect

The City requires a Registered Architect and Registered Landscape Architect for all projects with three or more residential units, and all mixed-use, commercial, and industrial projects.

#### Required Documents

See the following pages for a full list of required documents to be submitted. All documents must be included in the submission package. Related materials can be combined into one PDF file.

#### Digital Submission

Email [planning@cnv.org](mailto:planning@cnv.org) to submit your application or to request a link to our secure file-transfer system (Send-It). Digital files must follow the format and naming requirements below.

#### File Format Requirements

- Files must be saved in PDF format at 8.5" x 11" size with all layers flattened.
- No document restrictions.
- Security Method set to "No Security" with all permissions (printing, etc.) "Allowed."
- All pages in one document must be either all landscape or all portrait orientation.

#### Document Naming Standard

All digital file names must follow the City's strict document naming standard:

- "Address - Document Name"
- Example: "141 W 14th St - Architectural Plans"

#### Fee Payment

Once your application has been saved into our system, a fee invoice shall be provided. Payment can be made online via CityServe ([www.cityserve.cnv.org](http://www.cityserve.cnv.org)). Alternatively, a cheque can be sent to City Hall c/o the "Planning Assistants, Planning Division" and made payable to the "Corporation of the City of North Vancouver". The address of the development and/or application number should be included on the cheque memo.

## 9. REQUIRED DOCUMENTS

All documents are required, unless otherwise specified. **All documents are to be provided in metric.** Incomplete submissions will not be accepted.

Document Name	Description
<b>1. Planning &amp; Design Description and Rationale</b>	<p>Design rationale and/or objectives for the project:</p> <ul style="list-style-type: none"> <li>• Project description, design origin, relationship to context, explanation of project response to site challenges and opportunities, building massing, amenities, materials, Crime Prevention Through Environmental Design, open space and landscape treatment.</li> <li>• Statement of Affordability with reference to tenure (rental, strata, other), unit size (area and number of bedrooms).</li> </ul> <p>Description of the project and the implementation of project goals and objectives, including the zone sought or OCP amendment, organized under the following headings:</p> <ul style="list-style-type: none"> <li>• Use: Provide a statement regarding the proposed use, including a description of how it is appropriate in the area and in consideration of Council's approved vision/direction, and how it will meet the intent of the Regional Growth Strategy.</li> <li>• Intensity: Describe how the proposed intensity is appropriate in the area and in consideration of Council's approved vision/direction, and how the proposed intensity meets the intent of the Regional Growth Strategy. Provide details of any density transfer proposed.</li> <li>• Form: Provide a description of the massing, shadow impact, site layout (includes parking design &amp; landscaping) and the public realm treatments (e.g. design of the public realm and how the building interfaces with this area), and how the development will be suitable in regards to its existing context.</li> </ul>
<b>2. Project Detail Tables</b>	<p>Complete relevant Project Detail Tables. GFA, Unit Breakdown, and Vehicle Space are mandatory for all proposals.</p> <p>See resource: <a href="#">Project Detail Tables.</a></p>
<b>3. Zoning Summary Table</b>	<p>See resource: <a href="#">Zoning Summary Table.</a></p>
<b>4. Pre-Consultation Memo Response</b>	<p>Provide an itemized response to all comments in the Pre-Consultation memo.</p>
<b>5. Site Disclosure Statement</b>	<p>Complete option A or B as required:</p> <ol style="list-style-type: none"> <li>Complete and submit a <a href="#">Site Disclosure Statement</a> if current or past use of property (or properties) has included commercial and/or industrial uses, as listed on <a href="#">Schedule 2</a> of the Contaminated Sites Regulation (B.C. Reg. 131/2020, App. s. 9.); OR,</li> <li>If property (or properties) does not have Schedule 2 uses, owner must complete and sign the declaration in Part 6 of this application form.</li> </ol>
<b>6. Topographic Survey Plan</b>	<p>A complete topographic survey in metric; sealed by a BC Certified Land Surveyor.</p> <p>See resource: <a href="#">Topographic Survey Requirements.</a></p>

Document Name	Description
<b>7. Context Maps &amp; Design Analysis</b>	400m Context Map, with consideration of the following: <ul style="list-style-type: none"> <li>• Topography.</li> <li>• Surrounding OCP and Zoning designations.</li> <li>• Photographs of the site and surrounding area.</li> <li>• View corridor and view impact assessment.</li> <li>• Composition of surrounding and neighbouring character and land uses.</li> <li>• Intended or existing street character adjacent to the site.</li> <li>• Figure ground of the immediate area.</li> <li>• Edges, paths, barriers, landmarks, nodes within the immediate vicinity of the site.</li> </ul>
<b>8. Site Plan (in metric units)</b>	<ul style="list-style-type: none"> <li>• Dimensions of the Lot and site area, including north arrow.</li> <li>• Bar scale.</li> <li>• Existing and proposed Lane dedications, registered easements, encroachments and right-of-ways must be indicated on the plan.</li> <li>• Ultimate property line.</li> <li>• Location and exterior dimensions of all proposed and retained buildings on site.</li> <li>• Setbacks labelled for all buildings (including projections, e.g., balconies and eaves) to all property lines.</li> <li>• Finished grades at each of the four corners of the site and along dividing lot lines of neighbouring lots spaced 3 metres apart.</li> <li>• Location and grades at the top and bottom on each side of any existing and proposed retaining walls at each end of a retaining wall section and at regular intervals of approximately every 3 metres.</li> <li>• Finished grades on site and within 3 metres neighbouring properties. Including existing and proposed building corners; decks; stair landings; corners of any paved area (one centre elevation is sufficient if area is less than 10 sq. m and the slope is less than 1%); using geodetic datum.</li> <li>• Finished grades at the main floor and Basement or Cellar elevations.</li> <li>• Location of proposed and existing street crossings.</li> <li>• Full public realm (street trees, poles, sidewalk, line markings, embellishments, cycling infrastructure etc.), extending to the street or lane centre line.</li> <li>• Location of nearest fire hydrant, or description of fire hydrant if not adjacent to the site.</li> <li>• Location of all significant trees to be removed and retained as identified in the survey plan.</li> <li>• Tree grades (Finished tree base elevations) for all significant existing trees that are affected by development.</li> <li>• The drip line (crown of trees or extent of tree branches) and species or type of trees.</li> <li>• If applicable, required information for a Streamside Development Application including the top of bank/ravine, and applicable setbacks.</li> <li>• If applicable, location of mailboxes in accordance with Canada Post and City practices.</li> </ul>
<b>9. Architectural Plans (in metric units)</b>	Note that all building grades on the architectural plans must match the site plan. Architectural Plans should reflect all zoning requirements, include all relevant dimensions, and show all of the following: <ul style="list-style-type: none"> <li>• Floor Plans and Roof Plan for all levels with room use labelled by unit type and area, with travel distance to exits shown.</li> <li>• Parking and loading with all spaces labelled, dimensioned and numbered; slopes of all drive aisles must be shown.</li> <li>• Garbage, recycling, and compost collection receptacles and area(s), and staging areas. Show route between garbage area and staging area with all slopes labelled along the route.</li> </ul>

Document Name	Description
	<ul style="list-style-type: none"> <li>• Show mechanical, electrical and sprinkler room/s locations and contents, if located on roof, show location and screening in the roof plan.</li> <li>• Show compliance with Adaptable Design Guidelines where applicable, including inside residential units, common areas, and parkades.</li> <li>• Indicate accessible path of travel in common areas, including to and from accessible parking stalls. Indicate slope on any ramp or floor where applicable.</li> <li>• Elevation drawings showing property lines and label geodetic elevations at floor levels, top of roof, highest point of building (e.g. top of parapet) and top of additional structures (elevator housing, air intake, exhaust, etc.).</li> <li>• A reflected elevation showing the relationship between adjacent land uses (include the grades, retaining walls and fences along the property line and labelled outline of any neighbouring structures within 3 metres of the property line).</li> <li>• Elevation drawings showing exterior materials and finishes details.</li> <li>• Colour elevation drawings with context illustrating adjacent buildings and structures, and integration with the public realm.</li> <li>• Reflected window elevation(s) and limiting distance calculations.</li> <li>• If roof decks are proposed, the cross section of stairs is required.</li> <li>• Building sections.</li> <li>• Gross Floor Area overlays, by floor, showing areas by use and areas excluded from Gross Floor Area. Must be fully dimensioned and correspond with the Zoning Summary Table.</li> <li>• Signage package (if applicable).</li> </ul>
<p><b>10. Landscape Plans (in metric units)</b></p>	<p>See Resource: <a href="#">Tree Protection Bylaw, No. 8888</a></p> <p>Plans must show all of the following:</p> <p>Tree Survey</p> <ul style="list-style-type: none"> <li>• Must be completed by a registered BCLS surveyor and should be used as the base for the Tree Protection Plan.</li> <li>• Include the location and diameter at breast height (DBH) of all trees, for any specimen <math>\geq 20\text{cm}</math> DBH on site, on adjacent lots or city lands within 4m of the property line and would require a tree protection barriers., and for all trees on City lands within 10m of the PL on City lands.</li> </ul> <p>Tree Protection Plan</p> <ul style="list-style-type: none"> <li>• For on site, show all existing trees to be removed or retained of at least 20cm diameter at breast height (DBH) as per Tree Protection Bylaw No.8888 and tree protection fencing with dimensions.</li> <li>• For City lands, show all trees, including trees adjacent to neighbouring lots within 10m from the PL. Show tree fencing dimensions.</li> </ul> <p>Landscape Site Plan</p> <ul style="list-style-type: none"> <li>• Show significant trees to be retained and proposed new replacement trees, as per Tree Bylaw No. 8888 requirements.</li> <li>• Provide a tree replacement table, comparing existing and proposed numbers of trees.</li> <li>• Show all existing landscaping elements shown on the legal survey.</li> <li>• Show all landscape elements including paved surfaces, walls, stairs, ramps, structures, fences, trellises, lighting, building overhangs.</li> </ul> <p>Landscape Offsite Plan</p> <ul style="list-style-type: none"> <li>• Dimension all pathways, sidewalk and boulevards.</li> <li>• Provide irrigation plan for all off-site landscaping and street trees.</li> </ul>

Document Name	Description
	<ul style="list-style-type: none"> <li>• Show boulevard treatment between the property lot line and the curb. Show all utilities and proposed water and gas connections. Utilities to be coordinated with civil engineering plans.</li> <li>• Programming noted in plan.</li> </ul> <p>Planting Plan including Plant list</p> <ul style="list-style-type: none"> <li>• Scientific and common names, specify native species and adaptive drought-tolerant species where suitable.</li> <li>• Plant size – mature and at time of planting.</li> <li>• State rain garden and bio-swale species in separate table.</li> </ul> <p>Soil Volume Details</p> <ul style="list-style-type: none"> <li>• Soil volume plans and details for on-site trees which meets Canadian Landscape Standards latest Edition and CNV Standards for off-site trees.</li> <li>• Show all locations of proposed structural soil and/or soil cells. Note soil depths in all boulevards.</li> </ul> <p>Hardscape Details</p> <ul style="list-style-type: none"> <li>• Hardscape materials including paving, decks, patios, and accessory structures including retaining walls, fences, furniture, etc.</li> </ul> <p>Exterior Lighting Plan and Details</p> <ul style="list-style-type: none"> <li>• Including light types and photos of proposed lights.</li> <li>• Demonstrate adequate lighting in regards to CPTED and accessibility.</li> </ul>
<p><b>11. Arborist Report (in metric units)</b></p>	<p>If the property has trees on City land, or existing trees 20cm diameter at breast height or larger onsite, or the neighbouring property has trees within 4m from the Property Line or the dripline extends into the property, an Arborist Report will be required. The report must meet standards outlined in the City's Arborist Requirements and the Tree Bylaw.</p> <p>See Resources: <a href="#">Tree Protection Bylaw, No. 8888</a></p>
<p><b>12. Civil Engineering Plan (in metric units)</b></p>	<p>Plan to show all of the following:</p> <ul style="list-style-type: none"> <li>• Civil Servicing Key Plan indicating all existing and proposed civil connections to the site.</li> <li>• Building grades at all property corners and at both sides of all pedestrian and vehicle accesses Provide gutter elevations at corresponding building grade locations.</li> <li>• Location of existing site service connections (see <a href="#">CityMap</a> or contact Development Services Department).</li> <li>• Proposed municipal service connection locations and sizes (including Lonsdale Energy Corporation (LEC) if required).</li> <li>• Proposed off-site works (e.g. sidewalks, curb and gutter, road paving).</li> <li>• Include road cross-sections for all affected roads, from PL to PL on the opposite side of the street, including typical cross sections, and cross sections at road narrowest segments by bulges.</li> <li>• Provide Road markings plan with traffic lane dimensions on plan Include opposing curbs for all affected streets and intersections.</li> <li>• Show opposing letdowns at intersections to ensure a correct alignment</li> <li>• Location of the pad mounted transformer or transformation room (if required).</li> <li>• Include an elevation of the proposed development at the rear PL, illustrating how the design at the back of the lot interfaces with the laneway.</li> <li>• Site Servicing Plan with Water, Storm and Sanitary.</li> </ul> <p>See resources: <a href="#">Service Information Survey Requirements.</a></p>

Document Name	Description
<b>13. Stormwater Management Plan</b>	Provide a stormwater management plan which demonstrates compliance with the City of North Vancouver stormwater requirements and clearly shows proposed stormwater management features.  <i>See Resources: <a href="#">Stormwater Management Three Unit or More</a>, and <a href="#">Monitoring and Reporting Guidelines for Stormwater Source Controls</a>.</i>
<b>14. Energy Efficiency Regulation Compliance Conceptual Report</b>	Required for all applications.
<b>15. Building Code Data Sheet</b>	Required for all complex building proposals (under BC Building Code).  <i>See resource: <a href="#">Building Code Data Sheet Template</a></i>
<b>16. Heritage Conservation Plan</b>	Required for proposals which include a heritage property. Must include a Statement of Significance, conservation requirements and maintenance plan. An estimate of construction/restoration costs is required for Heritage Revitalization Agreements.  <i>See resource: <a href="#">City Heritage information</a></i>
<b>17. Sustainable Development Guidelines</b>	Indicate inclusion of sustainable development principles by completing the City's Sustainable Development Guidelines.  <i>See resource: <a href="#">Sustainable Development Guidelines</a></i>
<b>18. Preliminary Notification</b>	If recommended for larger proposals.  <i>See resource: <a href="#">Preliminary Notification</a></i>
<b>19. Other Study or Requirement:</b>	

# PLANNING APPLICATION PROCESS

<b>Pre-Consultation Application</b>	A Pre-Consultation Application (PCA) is required for all Planning Applications and Development Permit Applications, excluding coach houses. PCAs are also required for Heritage Revitalization Agreements. The PCA enables early discussion and formalized feedback from City staff to inform the preparation of your Development Permit or Planning Application.
<b>Full Development Permit or Planning Application</b>	After your PCA has been reviewed and feedback provided, you are ready to prepare your full Development Permit or Planning Application. Applicants are to complete the appropriate application form and submit any additional materials and studies identified in the PCA process. Applicants should engage all appropriate professionals to help prepare the application materials.
<b>Staff Review</b>	Application materials are distributed to assigned staff for review. A coordinated memo providing comments and required revisions is provided.
<b>Public Consultation</b>	Post signage and complete required notifications. Host Developer Information Session (DIS) and/or Town Hall Meeting.
<b>Advisory Body Review</b>	Present with required professionals to Advisory Bodies (if required). For example, Advisory Design Panel or Heritage Advisory Commission.
<b>Revised Plans Submitted</b>	Advisory body comments will be integrated into the review and responses are required prior to proceeding. Responses and revisions to plans (as necessary) are required prior to Council consideration.
<b>Council Consideration</b>	Staff prepares report, recommendation, and bylaws/permits. The City Clerk's office schedules the bylaw and/or permit consideration on the Council Agenda. <b>Introduction / 1st Reading</b> Applicant attendance is encouraged. Post notification signage once Public Hearing/Meeting scheduled. <b>Public Hearing / Meeting (if required)</b> Applicant attendance required. Submit presentation ahead of meeting to address Council. Council considers 2nd and 3rd Readings or permit issuance. <b>Final Consideration / Adoption</b> Submit executed documents or agreements. Adoption occurs at subsequent Council meeting.
<b>Post -Approval</b>	Schedule a meeting with Approving Officer if subdivision is required. Schedule a meeting with the Manager of Inspections to review Building Permit application process, which may include a pre-application meeting. Servicing Agreement, Landscape Agreement, Development Cost Charges and other documentation/securities are typically required at Building Permit.
For more information about Land Use Approvals, including Development Permit and Planning applications, please visit our website: <a href="http://www.cnv.org/Property-and-Development/Building-and-Development/Land-Use">www.cnv.org/Property-and-Development/Building-and-Development/Land-Use</a>	