



Development Permit Application Form

Development Permit Area (Please select all that apply)

- | | |
|---|--|
| <input type="checkbox"/> DPA 1: Environmentally Sensitive Areas | <input type="checkbox"/> DPA 5: Wildfire Hazard |
| <input type="checkbox"/> DPA 2: Hazardous Slopes | <input type="checkbox"/> DPA 6: Steep Slopes |
| <input type="checkbox"/> DPA 3: Sea Level Rise | <input type="checkbox"/> DPA 7: Nanaimo Parkway |
| <input type="checkbox"/> DPA 4: Abandoned Mine Workings Hazards | <input type="checkbox"/> DPA 8: Form and Character |

Application Type:

- ☐ This is a new DP ☐ This is a renewal of DP _____ ☐ This is an amendment of DP _____

Contact Information

Name of Applicant (Primary Contact): _____

**if the applicant is not the registered owner, an Appointment of Agent Form will be required.*

Company Name (If Applicable): _____

Phone: _____

Email: _____

Mailing Address: _____

Copies of Correspondence

**Please indicate any other to be copied on all correspondence for this application.*

Name: _____ **Email:** _____

Name: _____ **Email:** _____

Property Information

Subject Property Address: _____

Legal Description (must match title): _____

Current Zoning: _____ **City Plan Future Land Use Designation:** _____

Is this a renovation or addition to an existing building? ☐ Yes ☐ No

Is the proposed development a purpose-built rental? ☐ Yes ☐ No

Development Proposal

Incomplete applications will not be accepted and will be returned with a summary of missing information.

I / we hereby declare that all the above statements and the information submitted in support of this Development Permit are, to the best of my knowledge, true and correct in all aspects.

Applicant Name: _____ **Date:** _____

Development Permit Application Checklist

Required Items

All Development Permits Require the Following:

- ☐ Pre-Application Meeting with Current Planning Staff (Date Completed: _____)
- ☐ Application Fees(s)
- ☐ Completed Development Permit Application Checklist
- ☐ Completed Development Permit Application Form
- ☐ Certificate of Title, copy of all title charges/covenants, & legal review of title charges
- ☐ Site Disclosure Statement
- ☐ Project Data Sheet
- ☐ Proposed Site Plan

All Form and Character Development Permits Require the Following:

- ☐ Design Rationale
- ☐ Building Elevations
- ☐ Building Renderings / Perspectives
- ☐ Material Sample Palette
- ☐ Landscape Plan
- ☐ 3D Modelling in Existing Neighbourhood
- ☐ Preliminary Site Servicing & Stormwater Management Analysis

All Steep Slopes Development Permits Require the Following:

- ☐ Slope Analysis
- ☐ Site Grading Plan
- ☐ Geotechnical Assessment
- ☐ Biophysical Assessment
- ☐ Tree Management Plan
- ☐ Steep Slope Development Permit Guidelines Comment Sheet

All Environmentally Sensitive Area (ESA) Development Permits Require the Following:

- ☐ Riparian Area Assessment (For Watercourse Variances)
- ☐ Biophysical Assessment
- ☐ BCLS ESA and ESA leave strip survey
- ☐ ESA Protection Strategy
- ☐ Restoration and Enhancement Management Plan and Cost Estimate

Additional Items

Please discuss your application with staff to determine if these additional items are required.

Required	Submitted	
<input type="checkbox"/>	<input type="checkbox"/>	Appointment of Agent Form
<input type="checkbox"/>	<input type="checkbox"/>	Company Search
<input type="checkbox"/>	<input type="checkbox"/>	Acoustic Study
<input type="checkbox"/>	<input type="checkbox"/>	Shadow Study
<input type="checkbox"/>	<input type="checkbox"/>	Parking Study
<input type="checkbox"/>	<input type="checkbox"/>	Retaining Wall Cross-Sections & Details
<input type="checkbox"/>	<input type="checkbox"/>	Traffic Impact Assessment
<input type="checkbox"/>	<input type="checkbox"/>	Geotechnical Assessment
<input type="checkbox"/>	<input type="checkbox"/>	Archaeological Impact Assessment
<input type="checkbox"/>	<input type="checkbox"/>	Wildfire Interface Hazard Assessment
<input type="checkbox"/>	<input type="checkbox"/>	Variance Rationale
<input type="checkbox"/>	<input type="checkbox"/>	Site Grading Plan
<input type="checkbox"/>	<input type="checkbox"/>	BCLS Height Survey
<input type="checkbox"/>	<input type="checkbox"/>	View Analysis
<input type="checkbox"/>	<input type="checkbox"/>	Construction Management Plan
<input type="checkbox"/>	<input type="checkbox"/>	Vegetation Restoration and Management Plan
<input type="checkbox"/>	<input type="checkbox"/>	Sea Level Rise Report
<input type="checkbox"/>	<input type="checkbox"/>	Tree Survey

Incomplete applications will not be accepted and will be returned with a summary of missing information.

I / we hereby declare that all the above statements and the information and materials have been submitted in the support of this application.

Applicant Name: _____

Signature: _____

Date: _____

Application Fees

The following fees must be paid to the City of Nanaimo at the time of application

- | | |
|---|--------------|
| <input type="checkbox"/> Development Permit | \$750 |
| * \$750 + \$2 per 100 m ² of new / additional gross floor building area (max \$2000) | |
| <input type="checkbox"/> Watercourse Development Permit (SFD / No Construction in DPA1) | \$100 |

GLOSSARY

Relevant documents and plans must be sealed by the appropriate professional

Acoustic Study: A report identifying existing noise levels and methods of noise abatement, completed by a Qualified Registered Professional.

Appointment of Agent Form: Required if the applicant is not the registered owner of the subject property.

Archaeological Impact Assessment: Required where potential conflicts have been identified between archaeological resources and a proposed development. Please contact the BC Archaeology Branch.

BCLS ESA and ESA leave strip survey: Required to establish the location of the ESA and ESA leave strip.

BCLS Height Survey: Required to establish the extent of a height variance. The survey, which must be completed by a British Columbia Land Surveyor, must include the natural and finished grades for all outermost points of a building or the natural grade for any fence or retaining wall variance.

Biophysical Assessment: To include, but not limited to, watercourse, wildlife and bird habitat, discharges to air and water, land disturbance and clearing with executive summary, and proposed mitigation for watercourse, terrestrial or marine foreshore environmentally sensitive areas.

Building Elevations: Proposed building elevations showing each building type on all sides.

Building Renderings/Perspectives: Proposed building renderings and/or 3D model showing perspective views from different angles.

Certificate of Title & Copies of all Charges/Covenants: Copy of the Certificate of Title or Title Search for all subject properties and a copy of all relevant covenants and charges, no older than two weeks at the time of application.

Company Search: Required when Owner is a company and must show signing officers with authority to appoint agents.

Construction Management Plan: Required to identify how impacts to steep, hazardous, and unstable slopes will be avoided during construction activities, including mitigation strategies.

Design Rationale: Written detailed explanation of how a proposal meets the form and character design guidelines and addresses surrounding context.

ESA Protection Strategy: Required to identify the recommended measures to protect the ESA prior to, during, and after the construction process.

Geotechnical Report: To identify hazards, provide recommendations to address the site conditions, and certify that "the land is safe for the use intended", prepared by a Qualified Registered Professional in accordance with *Guidelines for the Completion of Geotechnical Reports* or *Guidelines for Geotech Assessments Above Abandoned Mine Workings*.

Landscape Plan: Showing all proposed landscaping including the property boundaries, setbacks, structures, vehicle and pedestrian circulation and extent of existing and proposed landscape areas/buffers; extent, elevations, location, height, materials and finish of retaining walls; vegetation to be retained; showing the location, species, proposed planting size, quantities, and spacing of all proposed vegetation; detailed plant lists with quantities; details of watering provisions; the location, height, extent and materials, and design elevation of any proposed fencing; the location of urban plazas, site furniture, site lighting, or other features necessary to illustrate the landscape concept; and details for surface drainage patterns such as slope arrows and location of storm water catchment facilities.

3D Modelling in Existing Neighbourhood: Drawings, photos, or 3D modelling (Revit model) showing how the proposed development appears in the existing neighbourhood.

Material Sample Palette: Sample of all building materials and finishes used on the exterior of the proposed structures

Parking Study: Required to assess existing parking demand and operating conditions, project future parking requirements and impact of proposed development on surrounding on-street parking.

Preliminary Site Servicing and Stormwater Management Analysis: A report and drawings showing how post-development run-off release rates are designed to consider the capacity of the downstream drainage system and the erosion of any downstream watercourses. The design must ensure that the frequency and magnitude of erosion events do not increase when compared to the predevelopment conditions.

Proposed Site Plan: Showing dimensions of all legal property lines, rights-of-way and easements, north arrow, scale, and date of plan; dimensions and setbacks of proposed and existing buildings; location, numbering and dimension of all off-street parking; existing and proposed access points to site; all watercourses, including their natural boundary, wetland boundary (where applicable), top of bank (where applicable) and leave strip boundaries.

Project Data Sheet: A separate sheet including site area, site coverage, unit count, gross floor area, floor area ratio, building height, amenity area, and parking requirements.

Restoration and Enhancement Management Plan and Cost Estimate: Required for any restoration works, to identify restoration and enhancement required for any ESAs that were impacted by previous development activities.

Riparian Area Assessment: As per the *Provincial Riparian Area Protection Regulations*, this assessment must be completed for projects which propose development within the riparian setback, prepared by a Qualified Registered Professional.

Sea Level Rise Report: Required to provide recommendations to protect the development from the impacts of sea level rise.

Shadow Study: Study undertaken during Equinox at intervals of 9:00 a.m., 12:00 p.m., 3:00 p.m. in relation to true north.

Site Disclosure Statement: Required as per the *Environmental Management Act*. Please see the *Ministry of Environment* website.

Site Grading Plan: Prepared to show the existing site conditions along with proposed changes, including any structures to be built, and the associated water drainage patterns.

Slope Analysis: Showing slope intervals of 0-10%, >10-20%, >20-30%, >30%, shown 20 m beyond the property line. Please consult the *Steep Slope Development Permit Guidelines*.

Steep Slope Development Permit Guidelines Comment Sheet: Required to identify how the Steep Slope Development Permit Guidelines were considered and addressed by the proposed development.

Traffic Impact Assessment: To include, but not limited to, impacts to area traffic patterns, additional loads on local and major intersections, proposed improvements to area street systems, and a rationale for vehicle access points.

Tree Management Plan: To show general location, description of trees and tree groupings, listing species, size of trees, and identifying any significant trees.

Tree Survey: Required to identify the location, size, and species of all trees on the subject property(ies).

Variance Rationale: A written rationale for all proposed variances with discussion of mitigation of any environmental impacts, site use and circulation, view and aesthetic impacts.

Vegetation Restoration and Management Plan: Required to identify how the landscaping requirements of the MoESS have been met.

View Analysis: A rendered views of the proposed development from the Nanaimo Parkway.

Wildfire Interface Hazard Assessment: Identify areas of high risk or potential for fire hazard including assessment and mitigation measures, completed by a Qualified Registered Professional.