

## Application Checklist for Development Applications

*Hard copy submissions are no longer required. Please submit all documentation to [planning@sechelt.ca](mailto:planning@sechelt.ca)*

R= Required    NA= Not Applicable/Not Required    PR = Provided (to be completed by District staff)			
<p><b>All Applications Require the following</b> – unless noted by the District Planning staff.  <i>Please note that depending on the nature of your application, you may be required to submit additional information/documents with, or following submission of your application.</i></p>			
R	NR	PR	<b>Completed Development Application Form</b>
*			<b>Payment of Application Fee (refer to Schedule A of Bylaw No. 575)</b>
*			<b>Owners Authorization Form:</b> Or written authorization for an agent to act on owner’s behalf
*			<b>Legal Description</b> and municipal address(es) of properties included in the application
*			<b>Current Title search for each parcel including all charges</b> (covenants, right of ways, registered easements & applicable legal notices) dated within 30 days of application.
			<p><b>Written description of the proposal, providing:</b></p> <ul style="list-style-type: none"> <li>▪ Present and intended use of the site</li> <li>▪ Overall design and objectives of the proposal</li> <li>▪ Assessment of the impact on the area and adjacent properties</li> <li>▪ Indication of the community benefits of the proposal</li> <li>▪ Include architect/designer contact information</li> </ul>
			<b>Project Summary Sheet</b> with a summary of the proposed development in relation to bylaw requirements, including total site area, site coverage, gross floor area, floor space ratio and building heights (form average grade), setbacks/yard dimensions, parking numbers, access, layout and dimensions..
			<b>BCLS Survey Plan:</b> one fully dimensioned location and topographic survey plan showing the location of all existing and proposed buildings and structures; 1 metre contour intervals; top of bank; 5 metre and 15 metre lines from the top of bank; watercourses, natural boundary of the sea, and streams on or within 30 metres of the subject property. Identify all areas with slopes exceeding 20%.
			<b>Digital versions of all application documents.</b>
			<p>Site Profile for Contaminated Sites: Please note the District of Sechelt has opted out of administering site profiles. If a property has been used for industrial or commercial activities</p> <p><a href="https://www2.gov.bc.ca/gov/content/environment/air-land-water/site-remediation/guidance-resources/forms">https://www2.gov.bc.ca/gov/content/environment/air-land-water/site-remediation/guidance-resources/forms</a></p>
			<b>Tree Survey, Arborists Report and Tree Retention &amp; Management Plan:</b> indicating general location and type of vegetation, description of trees and tree groupings, listing species, size of trees and identifying any significant trees. A tree cutting permit application may be required in accordance with Bylaw 484.
			<b>Complete Zoning Analysis Table</b> (see attached)
			<b>Preliminary Archeological Assessment:</b> Please contact the BC Association of Professional Archaeologists ( <a href="http://www.bcapca.bc.ca">www.bcapca.bc.ca</a> )
Additional Requirements for: OCP Amendment			
			<b>Written Rationale</b> for requested policy change or change in land use designation, indicating proposed use of site and community benefits created by the proposed OCP amendment. Applicants should review the OCP amendment criteria contained on page 125 of the Sechelt OCP.
			<b>Plans, reports or drawings</b> as may be relevant to the type of amendment being proposed. Requirements will be clarified through the pre-application meeting.

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<b>Additional Requirements for: Rezoning Application</b>			
			<b>Written rationale</b> for requested bylaw change or change in land use; why a rezoning is necessary; and the benefits to the neighbourhood.
			<b>Preliminary Design Drawings</b> including site plan, parking plans, floor plans, roof plans and building elevations
			<b>Conceptual Landscape Plans</b> including the tree retention plan and planting list. Indicate the location and treatment of open spaces, landscaping, fences and walls prepared by a registered landscape architect. Include waste and recycling containers, irrigation systems, and paving materials.
			<b>Preliminary Site Servicing Plans</b> indicating all existing and proposed on-site and off-site utility services for the development, and driveway locations along with the relevant reports, calculations and cost estimates. The site servicing plan must also indicate how the on-site stormwater will be managed. New services must be located where they do not conflict with any retained trees and new planting. Additional engineering requirements and a servicing agreement may be required by the engineering department depending on the nature of the project.
			<b>Project data sheet</b> showing all site and building calculations relative to bylaw requirements.
			<b>Traffic Study:</b> the requirement for a traffic impact assessment and/or the scope of a traffic/intersection assessment will be identified through the pre-application meeting (in most cases) or through the post-referral letter.
<b>Additional Requirements for: Development Permit – Form and Character</b>			
			<b>Design Rationale statement.</b>
			<b>Architectural Plans</b> including site plan, parking plans, floor plans, building elevations and colour and material specifications for external finishes.
			<b>Signage and lighting plan:</b> showing specifications for the proposed siting, type, size and appearance of all signs and lighting on the property
			<b>Detailed Landscape Plans</b> including the tree retention plan, planting list and cost estimates. Indicate the location and treatment of open spaces, landscaping, fences and walls prepared by a registered landscape architect. Include waste and recycling containers, irrigation systems, and paving materials.
			<b>Streetscape Analysis:</b> showing how the proposed development will integrate with the existing area.
			<b>Renderings of the proposed development</b>
			<b>Written summary of the project:</b> Include the design rationale and any variances being requested
			<b>Preliminary Site Servicing Plans</b> confirming servicing capacity and connections.
<b>Additional Requirements for: Development Permit – Environmental or Hazardous Conditions</b>			
			<b>BCLS Topographic Survey</b> with 1.0 metre contour intervals indicating all natural features such as top of bank and 5 metre and 15 metre lines from top of bank.
			<b>All relevant professional reports</b> e.g. Geo-technical Report, Slope analysis, Landslide Assessment, Environmental Impact Assessment.
			<b>Site Plan:</b> Fully-dimensioned site plan indicating the proposed development
			<b>Preliminary Site Servicing Plans</b> confirming servicing capacity and connections. Indicate any connections, roadways, and driveways on the site.
<b>Additional Requirements for: Development Variance Permits</b>			
			<b>Variance Rationale:</b> A written rationale for all proposed variances (required for all Development

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				Variance Permits and all applications that seek to vary OCP, Zoning Bylaw, Sign Bylaw, or other District requirements)	
				<b>Architectural Plans Including:</b> site plan, parking plans, floor plans, and building elevations, highlighting proposed new construction and requested variances.	
				<b>Preliminary Site Servicing Plans</b> confirming service capacities and connections.	
				<b>Streetscape photos</b> that show the subject site and adjacent properties, with the proposed construction superimposed on the image to illustrate the impact of the variances.	
				<b>Optional: Neighbourhood support letters.</b>	
<b>Additional Requirements for Temporary Use Permit</b>					
				<b>Written summary</b> providing a description of the current and intended use of the site and a rationale for the temporary use including community impact and benefit	
				<b>Architectural Plans including:</b> site plan, parking plans, floor plans, and building elevations, highlighting proposed new construction. Where applicable, Indicate the natural site features, including and existing trees, watercourses, or areas of steep slope or change in contours.	
				<b>All relevant professional reports</b> such as Geotechnical reports, Landslide Assessment, Environmental Impact Assessment. The engineering department will indicate if a traffic impact assessment is required for the project during the pre-application meeting or through the post-referral letter.	
				<b>Project summary sheet</b> with a statistical summary of the proposed development in relation to bylaw requirements. This includes lot area, site coverage, floor space ratio and building heights.	
				<b>Detailed Landscape Plans including tree retention plan, planting list and cost estimates.</b>	
				<b>Preliminary Site Servicing Plans</b> confirming service capacities and connections. Additional engineering requirements may be required by the engineering department depending on the nature of the permit.	
<b>Additional Requirements for: Subdivision</b>					
				<b>Subdivision Layout Plan:</b> Fully dimensioned lot layout for each lot, road dedications, path dedications, Statutory Road Rights of Way, access to the ocean, and any park land dedication	
				<b>Subdivision Site plan:</b> Plans showing potential buildable area, potential building footprint, on-site parking for at least 2 vehicles per lot, driveway access, zoning setbacks, proposed retaining walls, and any cut and fill areas.	
				<b>Engineering Site Servicing Plans</b> indicating all existing and proposed on-site and off-site utility services for the development, and driveway locations, along with relevant reports, calculations and cost estimates.	
				<b>Site Grading Plan:</b> A detailed plan showing existing and proposed site grades and the relationship to the elevations of adjoining properties. Show contours in 1m intervals.	
<b>Additional Studies That May Be Required</b> (additional reports will be identified at the pre-application meeting or through the post-referral letter)					
				<b>Riparian Area Assessment:</b> As per the Provincial Riparian Area Regulations (RAR), this assessment must be completed for projects which propose development within the riparian setback. Prior to issuance of the development permit, confirmation is required from the Ministry that they have received the report. The assessment must be completed by a Qualified Environmental Professional (QEP). A RAA is required for all areas within DPA #2 (see OCP)	
				<b>Soil Erosion &amp; Sediment Control Plan:</b> A plan describing erosion controls during construction and mitigation measures for finished development	

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		<b>Detailed Stormwater Management Plan:</b> A report identifying how stormwater will be dealt with. The objective is to manage flows at pre-development levels. Low impact development approaches are encouraged.
		<b>Traffic Study:</b> To include, but not be 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
		<b>Parking Study</b> (if proposing to vary zoning bylaw parking requirements)
		<b>Streetscape Assessment:</b> indicate how the proposed development will integrate into the existing streetscape.
		<b>Shadow Study</b>
		<b>Acoustic Study:</b> A report identifying existing noise levels and methods of noise abatement
		<b>Wildfire Interface Assessment</b>
		<b>Preliminary Hydrological Assessment</b>

**Please Note:** Items listed under “Required” must be submitted for an application to be deemed complete.

Please submit all documents in unprotected PDF format to [planning@sechelt.ca](mailto:planning@sechelt.ca)

**Incomplete applications will NOT be processed and will be returned to the applicant.**

## Zoning Analysis Table

This analysis table provides the applicant an opportunity to demonstrate how the proposal meets the existing requirements of District of Sechelt Zoning Bylaw.

<b>Lot Details</b>	<b>Zone Requirement</b>	<b>Proposal</b>
Lot Area (m <sup>2</sup> )		
Lot Width (m)		
Lot Depth (m)		
Lot Coverage of buildings (%) Primary & accessory		
Lot coverage of buildings, driveways and parking (%)		

<b>Development Regulations</b>	<b>Zone Requirement</b>	<b>Proposal</b>
Number of units		
Floor Area (gross)		
Floor Area Ratio (FAR)		
Building Height (storeys/metres)		
Building Setbacks (m)		
Front		
Side (include direction)		
Side (include direction)		
Rear		
Parking spaces (#)		
<b>Other Regulations</b>		