



Lot Servicing Application Checklist

Planning and Development Services 15322 Buena

Vista Ave., White Rock, B.C. V4B 1Y6

Phone: 604 541 2136 Fax: 604 541 2153

Website: www.whiterockcity.ca

A complete Tree Management Permit Application is required to be submitted in conjunction with a Lot Servicing Application.

Check / Initial

___ **TMP Application submitted**

The City of White Rock requires the following items as part of a Lot Servicing Application:

REQUIRED DOCUMENTS UPON APPLICATION:

Applicant to

Check / Initial

- ___ **Authorization Form** (if applicant is not owner)
- ___ **Road and Right of Way Use Application completed and Fees paid (if applicable)**
- ___ **Road and Right of Way Alteration Application completed and Fees paid (required)**
- ___ **\$5000.00 Road and Right of Way Security Deposit paid**
- ___ Storm and Sanitary Sewer Connection Fees paid
- ___ Water Serviceability Application completed and Fees paid
- ___ Water Connection Application completed and Fees paid
- ___ Title Search – dated within the last thirty (30) days If owned by a corporation, notice of articles/director registry is required
- ___ Topographical Survey (2 copies) – dated within the last sixty (60) days
- ___ Original drawing signed and sealed by a BC Land Surveyor), to include the following:
 - a) the bearing and dimensions of the parcel taken from the registered subdivision plan;
 - b) the legal description, civic address, and lot area of the parcel;
 - c) the location and dimensions of all existing and proposed statutory rights of way, easements and setback requirements;
 - d) the location and of all existing buildings and/or structures on the parcel; (v) setbacks to the natural boundary of the ocean or any lake, swamp, pond or watercourse;
 - e) the existing and finished ground levels to an established datum at or adjacent to the site and the geodetic elevation of the underside of the floor system of a building or structure in floodplain areas;
 - f) the location, dimension of existing driveway, driveway access, existing retaining walls and stairs on City boulevard, Hydro poles, fire hydrants, curbs, gutters and sidewalk, location of existing storm, sanitary and water connections;
 - i. the location of proposed *building* with setbacks to all property lines and *building height* calculated in relation to average natural grade, a statement on the plan from the British Columbia Land Surveyor that the elevations given on the property are, in the surveyors opinion, natural grades or their estimate of natural grade before a site was altered; and
 - ii. the location, size and type of all “*protected trees*” in accordance with City of White Rock Tree Management Bylaw, 2008, No. 1831 and amendments. Please ensure all *protected*

trees located on the property of the proposed development, as well as *protected trees* on City-owned and neighbouring properties, which may be impacted by the proposed development, are included.

- iii. **“Protected tree,”** means a woody plant with roots and branches that has a trunk DBH of 30 cm or greater, as well as:
- (a) a replacement tree of any size planted as a requirement of a tree management permit;
 - (b) a tree, hedge, or shrub of any size on City-owned properties;
 - (c) a tree with evidence of nesting or use by raptors as defined in the Wildlife Act, R.S.B.C.1996, c.488 or the next of an eagle, peregrine falcon, gyrfalcon, osprey, heron or burrowing owl; or
 - (d) an Arbutus (*Arbutus menziesii*, Gary Oak (*Quercus garryana*), or Pacific Dogwood (*Cornus nutalii*) of any size.
- (e) **Invasive species** (including holly trees) and hedges on private property are not considered protected trees

- ___ **A Geotechnical Slope Stability Report** if property is located in the Geotechnical Landslide Assessment Area (See Schedule 3 of City of White Rock’s Building Bylaw)
- ___ **Schedules “B” with Form “B” and current certificates of insurances** completed by all registered professionals providing sealed design drawings.

DRAWINGS:

Check / Initial

- ___ **Architectural Drawings:**
- **Driveway Slope and Sectional Details on Site Plan**
 - **(2) 24x36 sets (To Scale: ¼”=1’-0”), (2) reduced 11x17 sets, and 1 PDF copy.**
 - the location, width and gradient of proposed driveway and access (minimum width 4.5m, maximum width 6.0 m, driveway access to slope up minimum 2% from road edge to property line and maximum 15% slope from property line to garage slab) Elevations to be provided at road edge, property line and proposed garage slab. A centerline profile of the crossing/driveway.
 - Trees and vegetation within 10 m of subject property and City Boulevard. Location of tree protection barriers and the location of trees proposed to be removed.
 - Storm and sanitary service locations, depth of service and confirmation if the storm and/or sanitary require pumping.
- ___ **(2) sets of Engineered Excavation/ Shoring Drawings** signed and sealed by a geotechnical engineer.
- ___ **(2) 24x36 sets and PDF of sealed Lot Grading Plan and Lot Servicing Plan**
- ___ **Owner is required to confirm location and depth of sewer services and confirm if pumping of services is required prior to building permit application**
- ___ **Tree management for on and off site trees must be granted prior to applying for service connections, boulevard crossing, or alterations to the City boulevard**

PLEASE NOTE:

- A **Lot Servicing Application** is required **prior** to or in **conjunction** with a **Demolition Permit Application**.
- An **approved Lot Servicing Agreement** is required prior to issuance of a **Demolition Permit**.
- An **approved and completed Tree Management Permit** is required prior to issuance of a **Demolition Permit**.
- All existing encroachments on City property (including stairs, retaining walls, hedges and plantings but excluding trees) are to be removed from the City boulevard, and the City boulevard is to be restored with 150mm of topsoil and sod.
- Once storm and sanitary sewer connection/inspection chambers have been installed to the lot line, it is the applicant's responsibility to hire a BC Land Surveyor to determine sewer invert elevations and locations. This information must be provided to the Engineering and Building Departments prior to the release of a building permit.

Declaration:

- I am the Authorized Applicant or Agent for this application.
- That the information included in this application is correct and complete.
- That I understand an incorrect and incomplete application will be returned to me.

Full Name: _____ Phone # _____

Signature: _____



Expedited Lot Servicing Application Checklist

Planning and Development Services
 15322 Buena Vista Ave., White Rock, B.C. V4B 1Y6
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Table 1 – Applicant Eligibility, Requirements and Deposits for Expedited Review

<p>Eligibility</p> <p><input type="checkbox"/> ___ Applicant must have applied for a demolition permit</p> <p>Eligible applications must not have the following:</p> <p><input type="checkbox"/> ___ Retaining walls, structures, stairs, underpinning, overhangs, pavers, artificial turf, and other materials that do not meet City of White Rock standards</p> <p><input type="checkbox"/> ___ Encroachments</p> <p><input type="checkbox"/> ___ Parking pads</p> <p><input type="checkbox"/> ___ Unapproved street trees (ie: cedar hedges)</p> <p><input type="checkbox"/> ___ More than one driveway boulevard crossing</p>
<p>Submission Requirements</p> <p><input type="checkbox"/> ___ Arborist Report</p> <p><input type="checkbox"/> ___ Approved Tree Management Plan</p> <p><input type="checkbox"/> ___ IFC service connection drawing signed and sealed by a Professional Engineer</p> <ul style="list-style-type: none"> ○ should include: <ul style="list-style-type: none"> ▪ Inverts of adjacent MHs ▪ Inverts at connection and at PL ▪ Existing utilities and trees ▪ Profile ○ Boulevard crossing for driveway drawings <ul style="list-style-type: none"> ▪ Design elevations at edge of asphalt or top of curb, break points and entrances (show elevations for all corners and at centreline) ▪ Profile <p><input type="checkbox"/> ___ Letter signed and sealed by P.Eng. confirming the proposed service connections and boulevard crossing meets the City of White Rock’s Engineering Standards, and Street and Traffic Bylaw. (Crossing must be 2% up to Property Line – minimum 4.5m width, maximum 6.0m width)</p> <p><input type="checkbox"/> ___ Servicing cut sheet showing the offsets from PL and depth from the top of sewer alignment</p>
<p>Additional Deposits</p> <p><input type="checkbox"/> ___ Refundable deposit for Surveyor services to install connection (\$1,000)</p> <p><input type="checkbox"/> ___ Refundable down time deposit for crew standby / downtime time incurred due to inaccurate information by the Consultant (\$1,500)</p>
<p>Requirements prior to Occupancy</p> <p><input type="checkbox"/> ___ As-built drawings in PDF and CAD</p> <p><input type="checkbox"/> ___ Completion of Lot Servicing Application Checklist</p>

Please note:

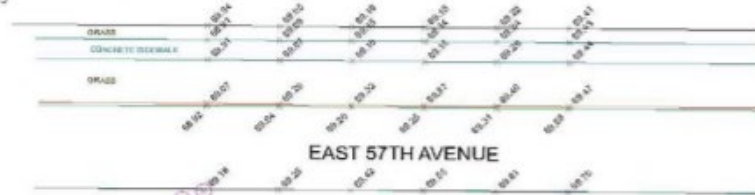
Applications submitted under the Fast Track Process, but do not meet the requirements or are incomplete, will be rejected. Applicants will not be allowed to resubmit under the Fast Track Process.

**SURVEY PLAN OF LOT 5 AMD OF 25 TO 30,
DISTRICT LOT 728
WEST-HALF OF PLAN 2944**

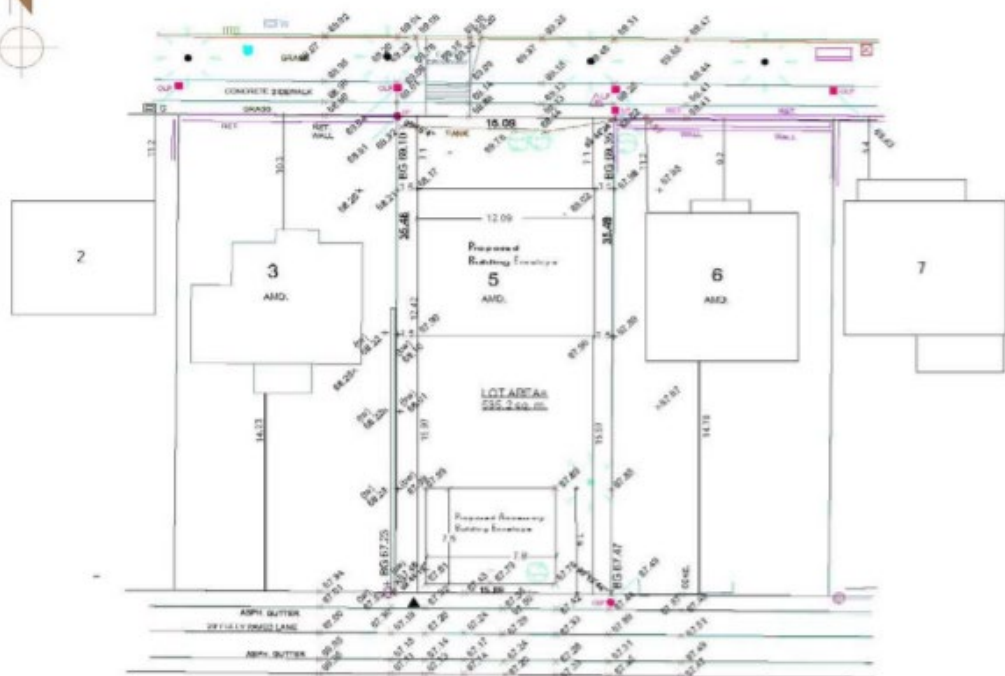
0 5 10 15 20 25 30 METRES

ALL DISTANCES ARE IN METRES

1636 W. 57TH AVENUE



EAST 57TH AVENUE



LANE SOUTH OF 57TH AVENUE

LEGEND

- | | | | |
|--|------------------------|--|------------------------------|
| | denotes catch basin | | denotes fire hydrant |
| | denotes manhole | | denotes lead plug set |
| | denotes lamp standard | | denotes iron post set |
| | denotes wood pole | | denotes old lead plug found |
| | denotes pole anchor | | denotes old iron post found |
| | denotes electric panel | | denotes survey control point |
| | denotes gas valve | | denotes bus stop bench |
| | denotes water valve | | |

Notes

For proposed driveways from a street, contact the Development Information & Application Counter for Zoning and Development By-Law requirements.

All trees have been plotted as required by Bylaw No. 3575.

For construction, use lead plugs in sidewalk or City survey monument only for elevation control.

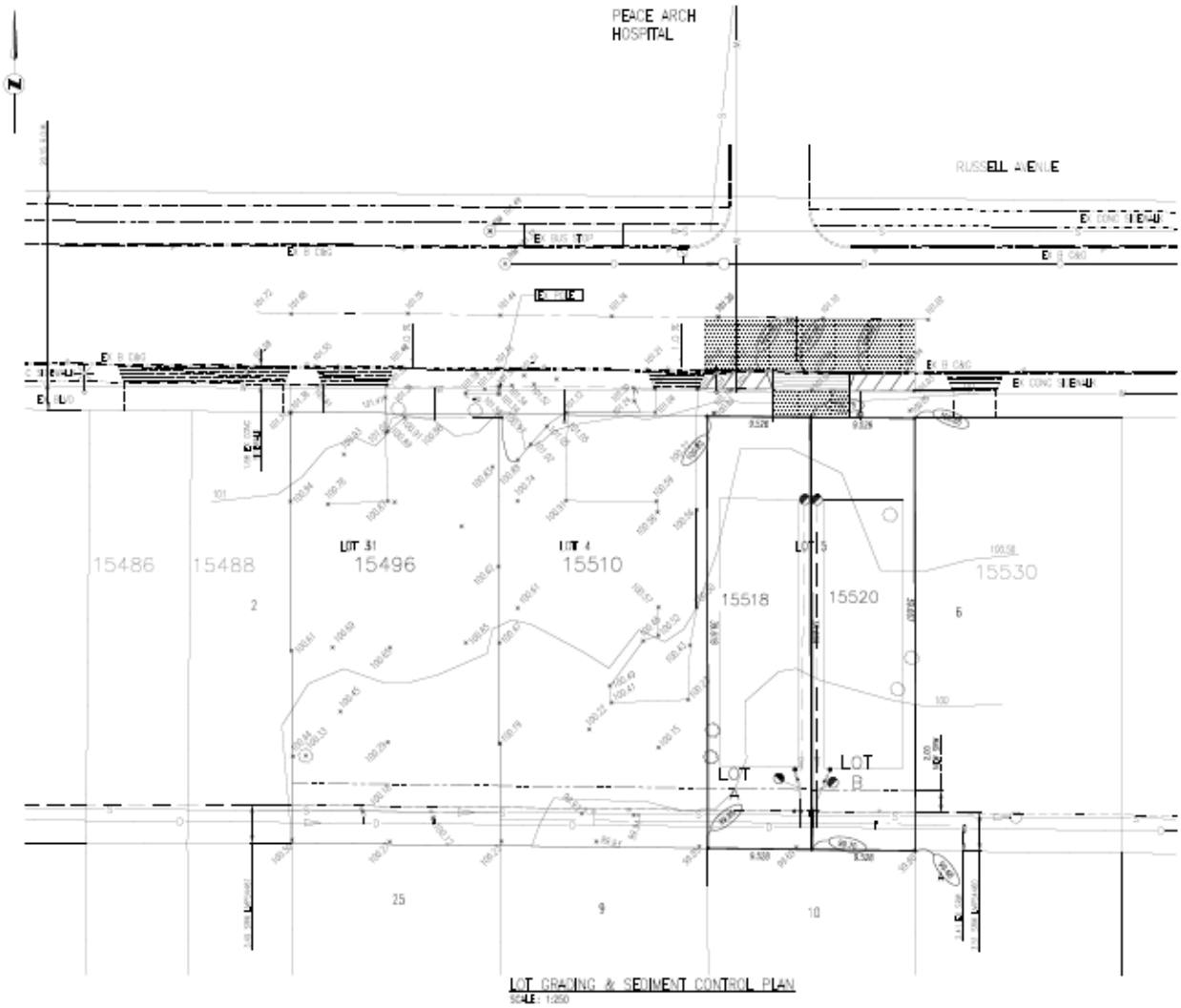
Building envelope shown is only approximate interpretation of City Building Bylaws. Consult Planning Dept. for final building envelope when required.

CERTIFIED CORRECT
Lot dimensions are correct according to ground survey and posting plan BCP _____

B.C.L.S.

Note:
Elevations are based on Vancouver City Datum (1988 Geodetic Datum) Bench Mark Control Monument 19971 located 51m east of property line at the SE Corner of East 57th Avenue and Dumbries Street. Bench Mark Elevation = 66.051 metres.

Sample Lot Grading Plan



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