

**Complete Application – General Requirements**

Please use the following checklist to assist with the preparation of your application.

<b>Checklist</b> If applicable, these items may be submitted in conjunction with another application type.	<b>Check or X</b>
A Completed Application Form with associated fee	
An Authorized Agent Form, if the property owner is represented by a third party	
Proof of Business Ownership <i>Note: Required if property owner is a corporation; includes Notice of Articles, Certificate of Incorporation, BC Company Summary</i>	
A recent title search, dated within 30 days of the application <i>Note: Staff will require copies of any applicable legal encumbrances on title.</i>	
Site Profile <i>Note: A Site Profile is only required if the subject site is being currently used, or has historically been used, for commercial or industrial activities.</i>	
Registered Survey Plan <i>Note: The Registered Survey Plan must show the topography of the site, and the location, elevation, and size of trees located on and around the subject site. If any variances are requested, then the current building envelope and the proposed building envelope must be indicated on the registered survey plan.</i>	
Site Plan and Site Statistics <i>Note: The site plan should show information relating to gross site area (with and without road dedications), density (floor area totals – e.g.: gross, residential, etc), bulk (e.g. setbacks, lot coverage, height, proposed use, dwelling unit total (including unit distribution by bedroom count), floor areas (by use/common/amenity), parking spaces (electric charging stations, motor vehicles, and bicycles), loading spaces, and any other additional details.</i>	
Building Elevations and Floor Plans	
Tree Assessment Report <i>Note: The report, as prepared by a certified arborist, will need to meet the requirements of White Rock Tree Management Bylaw, 2008, No. 1831 (as amended or replaced). Please be aware that special consideration should be given to proposed building envelopes located within environmental development permit areas.</i>	

<b>Checklist [Floodplain Development Permit Areas Only]</b>	<b>Check or X</b>
Stamped and Sealed Drawings <i>Note: These drawings, as prepared by a qualified professional engineer, must demonstrate how the foundation is designed to prevent damage to habitable space in the event of a flood event.</i>	
Qualified Engineering Report <i>Note: This report, as prepared by a qualified professional engineer, must indicate that the land may be used safely for the use intended, and that electrical and mechanical equipment can be safely located below the identified flood level.</i>	

<b>Checklist [Ravine Lands and Significant Trees Development Permit Area Only]</b>	<b>Check or X</b>
<b>Erosion and Sediment Control Plan</b> <i>Note: This plan will need to demonstrate how potential impacts to sensitive ecological areas and nearby watercourses will be mitigated throughout the development process.</i>	
<b>Geotechnical Study</b> <i>Note: This report will need to be prepared by a professional engineer or geoscientist with a specialization in geotechnical engineering in accordance with the current edition of the "Guidelines for Legislated Landslide Assessments for Proposed Residential Development in British Columbia."</i>	

<b>Checklist [Watercourses Development Permit Area Only]</b>	<b>Check or X</b>
<b>Environmental Impact Assessment – Riparian Areas Regulation (RAR) Assessment Report</b> <i>Note: This report will need to document the proposed development's impact on the surrounding environment. Prepared by a Qualified Environmental Professional, this RAR Assessment Report will need to be submitted to the Ministry of Forest, Lands, Natural Resource Operations and Rural Development. This report will need to meet the Ministry's submission requirements.</i>	
<b>Erosion and Sediment Control Plan</b> <i>Note: This plan will need to demonstrate how potential impacts to sensitive ecological areas and nearby watercourses will be mitigated throughout the development process.</i>	
<b>Geotechnical Study</b> <i>Note: This report will need to be prepared by a professional engineer or geoscientist with a specialization in geotechnical engineering in accordance with the current edition of the "Guidelines for Legislated Landslide Assessments for Proposed Residential Development in British Columbia."</i>	

### **Complete Application – Additional Requirements [If Applicable]**

Depending on the scope and scale of the development application, additional submission requirements may be necessary. Other studies not described here may be required at time of initial application. Please verify with Planning staff prior to application submission.

<b>Checklist – Condition of Land Use Permit</b> If applicable, these items may be submitted in conjunction with another application type.	<b>Staff Only</b> Check or X	<b>Applicant</b> Check or X
<b>Cost Estimate</b> <i>Note: Pursuant to Section 502 of the Local Government Act and as a condition of the issue of a land use permit, the City of White Rock may require the provision of securities to ensure that the City can adequately undertake, at the expense of the holder of the applicable land use permit, the works, construction or other activities required to satisfy the landscaping condition(s), correct the unsafe condition(s), or correct damages to the environment.</i>  <i>This cost estimate will need to summarize the cost of works, as applicable, with the above-mentioned items: the full scope of works required to satisfy the proposed landscaping conditions, to correct unsafe conditions, or to correct damages to the environment. This will be required prior to final consideration by Council or by the relevant approving authority.</i>		