

# DEVELOPMENT APPLICATION PROCESS

## Development Permits

Preliminary Discussion	Review relevant guidelines and bylaws and prepare preliminary development proposal and plans. Schedule a meeting for early staff input. Discuss application for Service Information through the Engineering Department and determine level of transportation study required. Discuss public consultation process.
<b>DEVELOPMENT APPLICATION</b> (See this package)	Submit complete development application, plans, supporting information, and fee payment. Incomplete submissions are not accepted. Application materials are distributed to assigned staff. Developer Information Session (DIS) date is scheduled.
Staff Review	Plans will be circulated for comment. A coordinated Team Review form outlining required revisions is provided.
Revised Plans Submitted	Responses and revisions to plans (as necessary) are required prior to Staff Approval.
Post Approval	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 and securities are typically required at Building Permit.

# DEVELOPMENT APPLICATION

Development Application Form

Development Application Submission Requirements

# STEP 1. DEVELOPMENT APPLICATION FORM

## Development Permit

### I. APPLICANT

Name  
Company  
Address and Postal Code  
Email  
Phone


### II. PROJECT ARCHITECT *if different from above*

Name  
Company  
Address and Postal Code  
Email  
Phone


### III. SUB-CONSULTANTS *as applicable (e.g. Landscape Architecture, Civil Engineering)*

Name  
Company  
Address and Postal Code  
Email  
Phone


Name  
Company  
Address and Postal Code  
Email  
Phone


### IV. SITE DESCRIPTION *provide additional descriptions as necessary*

Civic Address  
Legal Description(s)

Lot:	Block:	
Resub:	D.L:	Plan:

Proposed New Address

To be completed by staff

#### IV. DEVELOPMENT DESCRIPTION

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*(To be completed by Staff)*

*File Number* \_\_\_\_\_

*Permit Number* \_\_\_\_\_

## V. GENERAL APPLICATION

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

### Application Type

- ## 1. Obtain a Form and Character Development Permit

- |   |         |
|---|---------|
| a) Two-Unit (Duplex)  | \$500   |
| b) Commercial, Residential, Multi-family or Mixed Use       | \$3,700 |
| c) Council Consideration of DP                              |         |
| <i>In addition to original base Development Permit fee:</i> | \$1,250 |

**2. Obtain an Environmental Development Permit for Streamside Protection and Enhancement Areas:**

- |  |         |       |
|--|---------|-------|
| a) Minor (landscape, Accessory Building or Accessory Structure)  | \$50    | _____ |
| b) Full (Principle Building in any Zone)   | \$350   | _____ |
| c) Full with Variance (Variance to Zoning or not meeting Streamside Protection and Enhancement Development Guidelines) | \$1,750 | _____ |
| d) Environmental DP Exemption  | \$25    | _____ |

### 3. Minor Amendment to a Development Permit:

- |  |       |       |
|--|-------|-------|
| a) Streamside Protection and Enhancement             | \$200 | _____ |
| b) Coach House                                       | \$200 | _____ |
| c) Two-Unit (Duplex)                                 | \$200 | _____ |
| d) Commercial, Residential Multi-family or Mixed Use | \$750 | _____ |

**TOTAL (A)**

## VI. TITLE SEARCH

Title search, unless original State of Title Certificate provided with Application. (\$25.00 + \$1.25 GST)

\$26.25

**TOTAL (B)**

## VII. FEE SUMMARY (Payment required at time of application)

General Application Fee (from Section IV) ..... (A) \$ \_\_\_\_\_

Title Search Cost (from Section V) ..... (B) \$ \_\_\_\_\_

**TOTAL FEES (A+B)**

\$

## VIII. ADDITIONAL INFORMATION

The Director of Community 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.

## IX. 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 used as the contact for the public and on the 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.

\_\_\_\_\_  
Name of Applicant (Please print)

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Company

\_\_\_\_\_  
Date

I/We hereby consent to the submission of this development application. For all strata properties, owner authorization must be from the Strata Council.

\_\_\_\_\_  
Name of Owner (Please print)

\_\_\_\_\_  
Signature of Owner(s)

\_\_\_\_\_  
Owner's Telephone Number

\_\_\_\_\_  
Date

# DEVELOPMENT APPLICATION SUBMISSION REQUIREMENTS

Development Procedures Bylaw, 2001, No. 7343 establishes development application requirements. Applicants must provide sufficient information to describe the proposal and its impact on the site, neighbouring properties and the community as a whole. Please refer to the City's [website](#) for [development application resources](#).

## Development Permit Guidelines

The City has established Development Permit Guidelines to regulate development in specific areas or for certain building types. All Development Permit Applications must consider and comply with respective Guidelines.

## Architect

The City requires a Registered Architect and Registered Landscape Architect for all commercial projects and residential projects comprised of **three units or more**.

## Community Impact Studies

Some applications may require additional Community Impact Studies. Confirm with Planning Staff which are applicable (heritage, noise, market, view etc.). The City reserves the right to vary the required supporting information as necessary to respond to individual applications.

## Digital Submission

Digital copies of submission materials are required for all Development Permit Applications.

Files must be **fitted to 11" x 8.5" page size** and saved in PDF format with **no document restrictions**. Document restrictions can be modified in the Document Properties "Security" tab. The Security Method should be set to "No Security" to set all permissions (printing, etc.) to "Allowed". Please submit flat PDF files, which do not include layers that can be separated or edited.

All documents must be pre-compiled into two files (as per the table below), and delivered on a portable storage device (i.e. USB drive) with the hard-copy submission.

### FILE 1:

- Summary of Project Statistics
- Design Rationale
- Context Map and Colour Street Elevations
- Site Plan and Building Plans
- Architectural Plans
- Landscape Plans
- Shadow Study
- Stormwater Management Plan and Study
- Civil Engineering Plan

### FILE 2:

- Development Application Form
- Building Code Data Sheet and Security Checklist
- Supporting Information:
  - Affordability Statement
  - Sustainable Development Checklist
  - Transportation Study or Review
  - Active Design Checklist

For additional information about submission requirements, see the Development Application Resources page at the end of this document.

Different drawings within a submission may be in either imperial or metric; however, drawings containing both metric and imperial units will not be accepted. Elevations must be provided in Geodetic Datum.

	Submitted
<b>I. SURVEY PLAN</b> (Two sealed and two copies from BC Certified Land Surveyor, and digital copies in PDF and DWG formats) See Resource 1. Building Grade Requirements See Resource 2. Survey Requirements	<input type="checkbox"/>
<b>II. SITE PLAN</b> at 1:100 or 1/8" = 1'-0" scale (Eight sets full-size, one reduced 11" x 17" and digital PDF)	<input type="checkbox"/>
Lot dimensions and North arrow	<input type="checkbox"/>
Grade elevations at corner of all buildings, grades, top and bottom of all existing and proposed retaining walls using geodetic datum	<input type="checkbox"/>
Building Grades in accordance with Resource 1 Building Grade Requirements	<input type="checkbox"/>
Location of site service connections (contact Engineering Department)	<input type="checkbox"/>
Easements and/or R.O.W.'s (if applicable), both existing and proposed	<input type="checkbox"/>
Any adjacent street and/or lane locations and widths	<input type="checkbox"/>
Full public realm to curb edge	<input type="checkbox"/>
Location of any existing or proposed buildings and their setbacks to property lines	<input type="checkbox"/>
All building dimensions and eave projections and overhangs	<input type="checkbox"/>
Label the highest finished grade within 10 feet of the principal building and lowest finished grade at the perimeter outside wall of the building	<input type="checkbox"/>
Location of buildings and structures on adjacent sites	<input type="checkbox"/>
Existing trees >5cm or 2 inches DBH (Diameter at Breast Height)	<input type="checkbox"/>



### III. ARCHITECTURAL PLANS at 1:100 or 1/8" = 1'-0" scale

(Eight sets full-size, one reduced 11" x 17" and digital PDF)

Floor Plans with room use labelled (including Adaptable Design level) and with unit type and area

Gross Floor Area overlay plan, by floor, showing areas by use, and areas excluded by floor area calculations

Roof plan

Colour elevations with context illustrating adjacent buildings and structures

Sections with context illustrating adjacent buildings and structures

Parking and loading with all spaces numbered

Garbage, recycling, and compost receptacles for each unit

Reflected window elevations and limiting distance calculations

Physical model or digital model in 3DS file format (if applicable to application type)

Shadow Impact Study showing June 21, December 21, and March or September 21, all at 10am, 12pm and 2pm

Building and interpolated building grades with offset dimensions to property lines

### IV. SCHEDULE OF EXTERIOR MATERIALS

No larger than 11"x17"; one board (multiple boards acceptable for large projects if required)

Colour material chips with corresponding numbers on the material legend on the building elevations

Glass displayed in a manner that permits visual inspection of light penetration and colour (e.g. removable samples or board cut-outs behind samples)

Physical material samples of siding, concrete, glass, etc. numbered to correspond with the material legend on the building elevations

Annotated building elevations (all sides of the building(s)) indicating where each material will be used on the building, including siding, fascia and trim, windows, roof, doors, gutters and spouts, chimney canopies, etc.

### V. DESIGN RATIONALE

A written explanation of how the project responds to the challenges and opportunities of the site.

Project description, design origin, target market, relationship to context, building massing, amenities, materials, Crime Prevention Through Environmental Design, open space and landscape treatment

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**VI. LANDSCAPE PLAN** at 1:100 or 1/8" = 1'-0" scale  
See Resource 3. *Landscaping Requirements*

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**See Resource 2. Survey Requirements**

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Demonstrate the ability to meet City of North Vancouver stormwater requirements and clearly show proposed stormwater management features.

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## IX. BUILDING CODE DATA SHEET

Complete and submit the Building Code Data Sheet on the next page, if a complex building is proposed.

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Review all required documentation for Building Permit issuance in Part 4: General Regulations of the Zoning Bylaw. Should meeting these conditions necessitate substantive changes to the building exterior, applicants may be required to amend the issued Development Permit (if applicable). This will result in increased processing time and additional fee payment.

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## Building Code Data Sheet For New Construction for Complex Buildings

### Project Information (please print clearly)

Project Address:	Type of Work: <b>New Building</b> <b>Addition</b>
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### Building Information (please print clearly)

Applicable Building Code Edition:				Building Classification(s) (3.2.2.____):											
Major Occupancy Classification(s):   A1    A2    A3    A4    B1    B2    B3    C    D    E    F1    F2    F3															
Governing Code Part:      Part 3      Part 9				Type of Construction:    Combustible    Non-Combustible											
Building Area (sq.m.):				Building Height (m):				# of Storeys:							
Facing No. of Streets:      1      2      3				Grade Elevation:											
Sprinklers:    None    NFPA 13    NFPA 13R    NFPA 13D				Fire Alarm Required?				Yes				No			
Standpipe System?      Yes      No				Interconnected Floor Space?				Yes				No			
High Building?      Yes      No				Emergency Power?				Yes				No			
Mezzanines:      Yes      No				Alt. Solutions Required:				(Attach if yes.)							
Air Space Parcel formed due to construction:      Yes      No															

### Spatial Separation (please print clearly)

	Area of Exposed Building Face	Limiting Distance	Opening % Permitted	Opening % Proposed	Construction of Exposing Building Face			
					Fire Resistance Rating	Construction	Cladding	
North						C    N/C	C    N/C	
South						C    N/C	C    N/C	
East						C    N/C	C    N/C	
West						C    N/C	C    N/C	

### Applicant Information (please print clearly)

Signature:	AFFIX PROFESSIONAL SEAL
Name:	
Date Signed:	
Phone:	
Email:	

## X. BUILDING SECURITY CHECKLIST

Please refer to the [Construction Regulation Bylaw](#) for all building security regulations.

If a new, multi-family residential building(s) under Part 3 (or Part 9 buildings on top of Part 3 Storage Garages) of the BC Building Code is proposed, ensure that the checklist items below are addressed in the application. Also please complete the checklist to indicate compliance, and/or provide comments.

### Landscaping Drawings

- ☐ All access and egress points to the building and shall be clear of landscaping for at least 0.9 metres (36 inches) on either side of all entrances and exit doors unless conditions allow a lesser clearance.

### Architectural Drawings

- ☐ Circulation and egress for residential occupancies shall be independent of circulation or egress systems accessible by commercial and other occupancies of the building.
- ☐ Other than elevator vestibules, any doors leading into rooms accessible directly from the parking area shall not have any glass areas within them.
- ☐ Where a stair shaft servicing the storage garage connects to a storey containing an occupancy other than a storage garage, the stair shaft shall terminate at that storey.
- ☐ Storage garages shall be restricted to egress only from the storage garage and shall exit directly outside the building without allowing access to residential lobbies.
- ☐ Provide visitor parking areas separate from resident parking areas.
- ☐ Access to a storage garage from a stair shaft enclosure or elevator shall be open to the exterior or be provided through a high visibility vestibule.
- ☐ Security gates shall be provided at all vehicle entry points to storage garages.
- ☐ Security gates shall be provided to separate visitor parking from resident parking.
- ☐ Where required for egress, person-doors shall be located next to, but independent of, the parking gate and have a path of travel additional to the required width of the drive aisle.

☐ Provide a CCTV monitoring room where signals are to be gathered in a central location and be available to be displayed on a monitor located in a room adjacent to the main lobby of the building.

## **XI. SUSTAINABLE DEVELOPMENT GUIDELINES RESPONSE AND CHECKLIST**

Applicants are required to submit a response to the Sustainable Development Guidelines as a key part of their development application package. Projects are not expected to incorporate all measures in the Guidelines.

For information on underlying City goals and objectives, it is recommended that applicants refer to other relevant City policies such as the OCP, Social Plan, Economic Development Strategy, Transportation Plan, Community Energy and Emissions Plan, Food Strategy and Food Action Plan, as well as others.

The Guidelines address the six capacities that comprise the OCP's Sustainable City Framework, including Natural Systems, Physical Structures / Infrastructure, Local Economy, Human Potential, Social Connections, and Cultural Diversity.

# SUSTAINABLE DEVELOPMENT GUIDELINES FOR REZONING & DEVELOPMENT PERMIT APPLICATIONS

*Staff Use*

Case Number \_\_\_\_\_

CIVIC ADDRESS \_\_\_\_\_

APPLICANT NAME \_\_\_\_\_

## I. INTRODUCTION

These Guidelines have been developed to help applicants prepare a successful Development Application submission. All Development Applications must include a response to the Sustainable Development Guidelines, which will be reviewed by Advisory Bodies, staff and, ultimately, City Council who will give serious consideration to the sustainability achievements of a project.

Applicants must demonstrate how their development will contribute to the current and future needs of the community by highlighting sustainability achievements of an application.



The Guidelines challenge applicants to advance the sustainability objectives of the City, as outlined in the 2014 Official Community Plan (OCP), which guides community development in our city with the following Vision:

**In 2031, the City of North Vancouver will be a vibrant, diverse, and highly livable community that is resilient to climate or other changes, and sustainable in its ability to prosper without sacrifice to future generations.**

One of the key ways that the community vision will be realized is through property development. Buildings house us, provide employment centres and frame our streets. They remain with us for many decades with significant ongoing impacts, including generating approximately 50% of our community greenhouse gas emissions. Buildings now need to adapt to the impacts of climate change to help the City become resilient to that new reality. Building forms and densities

**Sustainability** in the City means balancing the natural, physical (human-made), human, social, cultural and local economic implications of our activities in order to meet the needs of people today without compromising the ability of future generations to meet their own needs.

also have significant effects on housing cost and diversity, transportation choices, and the liveability of our community.

## **II. PREPARING THE SUSTAINABLE DEVELOPMENT GUIDELINES**

Applicants are required to submit a response to the Guidelines as a key part of their development application package. Projects are not expected to incorporate all measures in the Guidelines.

For information on underlying City goals and objectives, it is recommended that applicants refer to other relevant City policies such as the OCP, Social Plan, Economic Development Strategy, Transportation Plan, Community Energy and Emissions Plan, Food Strategy and Food Action Plan, as well as others.

The Guidelines address the six capacities that comprise the OCP's Sustainable City Framework, including Natural Systems, Physical Structures / Infrastructure, Local Economy, Human Potential, Social Connections, and Cultural Diversity.



**1. Natural Systems:** The ability of natural systems, both global and local, to support life. Parks and green spaces help regulate the climate, clean and filter water and air, and provide recreational and aesthetic benefits. Maintaining healthy natural systems will reduce strain on municipal infrastructure, support local wildlife and enhance quality of life for community members.



	Y	N	N/A	Please Provide Comments:
<b>LANDSCAPE</b>				
Private Trees Retained or Added (indicate number)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Green Roof / Wall	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Majority Native Species Landscaping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Habitat Restoration (butterfly, bird-friendly, naturalized areas)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Community Gardens*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
50% or More Edible Landscaping for Common Space	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Water Efficient Irrigation System (drip hose, low-flow nozzles)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Rainwater Collection (rain barrel)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Reuse of Wastewater	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>HARDSCAPE</b>				
Permeable Paving for Hardscape	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
40%+ Open Site Space (see Zoning Bylaw definition)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Other Sustainability Achievements:</b>				

\*See City of North Vancouver Active Design Guidelines for recommended compliance paths.

**2. Physical Structures/Infrastructure:** The ability to effectively deliver basic services, shelter and physical amenities required to sustain the health and well-being of the community. This includes water supply, sanitary sewer, stormwater drainage, solid waste management, roads, telecommunications, and energy efficiency and conservation including district energy. As well, this category includes attractive streetscapes, durable buildings, provision of a range of housing types and adequate community amenities.



	Y	N	N/A	Please Provide Comments:
<b>HIGH PERFORMANCE CONSTRUCTION</b>				
Durable Building (modular / deconstructable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Building Reuse / Recycled Content / Use of Repurposed materials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Majority Use of Environmentally Friendly Materials (non-toxic, wood)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Certified by a Third Party Green Building Rating System	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>ENERGY EFFICIENCY AND HEALTHY BUILDINGS</b>				
Energy Performance (% better than Building Code or energy use / m <sup>2</sup> )	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Superior Insulation (thick wall exclusion in Zoning Bylaw sought for insulation above BC Building Code)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Airtightness (1.5+ blower door test and appropriate ventilation strategy)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
High-performance Windows e.g. Energy-Star, Passive House Certified (whole project)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Heat Recovery Ventilator (75% or better recovery)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
LED Lighting (whole building)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Energy-Star Appliances (whole building)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Renewable Energy Fixtures Installed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Water Efficient Fixtures (whole building)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Greywater Reuse	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

## TRANSPORTATION

End of Trip Bicycle Infrastructure  
(beyond Zoning Bylaw requirements) ☐ ☐ ☐

Car-Share Program ☐ ☐ ☐

### Electric Vehicle Supply Equipment:

20% of all residential parking spaces include an electrical outlet, a receptacle or electric vehicle supply equipment, and are supplied by a branch circuit rated not less than 40A at the nominal voltage of 208 V or 240V as applicable. ☐ ☐ ☐

### Electric Vehicle Supply Equipment:

Adequate space in the electrical room or electrical vault to support future electric vehicle charging for the remaining 80% of parking spaces. ☐ ☐ ☐

### Other Sustainability Achievements:

**3. Local Economy:** The ability to maintain and grow a healthy local economy. A strong economy brings employment and a solid tax base to support services without compromising other areas of capacity. A stronger economy has been shown to support healthier lifestyles for community members and greater opportunities for personal fulfillment and overall quality of life.



Y N N/A Please Provide Comments:

Net New Jobs Generated (long term, full time) ☐ ☐ ☐

Commercial floor space (net increase, indicate area) ☐ ☐ ☐

Neighbourhood-Scale Commercial  
(unit frontages ≤6m (20ft)) ☐ ☐ ☐

Non-Market / Lower-End of Market  
Commercial ☐ ☐ ☐

Commercial Relocation Strategy ☐ ☐ ☐

### Other Sustainability Achievements:

**4. Human Potential:** The ability of our local community to support our residents in their pursuit of individual livelihood objectives including access to education, healthy food, active transportation and affordable housing. Meeting these basic needs is essential for the maintenance and growth of human capacity.



	Y	N	N/A	Please provide comments:
Market Rental Housing (net increase, indicate number of units)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Non-Market / Lower-End of Market Rental Housing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10%+ Three+ Bedroom Units (in multi-unit residential buildings)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Micro-units ~37.16m <sup>2</sup> (~400 ft <sup>2</sup> )	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Childcare Facilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Community Space for Food Preparation, Storage and Processing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Green Building Educational / Interpretive Features	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Primary and Secondary Stair Design*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Outdoor Circulation*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Storage space for residents in units and storage rooms (multi-unit residential buildings)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Other Sustainability Achievements:</b>				

*\*See City of North Vancouver Active Design Guidelines for recommended compliance paths.*



**5. Social Connections:** The ability of our community to foster communication, interaction and networks to respond effectively to community issues. These may include supporting community members with low incomes, lone-parent families, and matters specific to children, youth, seniors and people with disabilities.

	Y	N	N/A	Please provide comments:
Design Features for People with Disabilities (beyond Zoning Bylaw requirement)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Communal Cooking Amenities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Indoor Amenity*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Outdoor Recreation*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Amenities for Senior Users	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Crime Prevention Through Environmental Design	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Other Sustainability Achievements:</b>				

\*See City of North Vancouver Active Design Guidelines for recommended compliance paths.



**6. Cultural Diversity:** The ability of our community to support and celebrate a diversity of cultural backgrounds. This includes recognition of the traditions of the Squamish Nation and the many cultures of residents who make the City their home. With both tangible and intangible elements, cultural capacity has economic implications and is strongly connected to social traditions. Manifestations of cultural practices can range from spiritual practices to heritage buildings.

	Y	N	N/A	Please provide comments:
Formal and Informal Gathering Spaces	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Retention of Heritage Building	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Public Art Reflecting Local Culture	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Streetscape Improvements (benches, planters, lighting)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Other Sustainability Achievements:</b>				

### III. SUMMARY

The Sustainable Development Guidelines are important in both shaping and processing development applications. Applicants are advised to consider these issues at the outset of a project and to contact planning staff for more information on sustainable design strategies.



Endorsed by Council October 5, 2015

## XII. ACTIVE DESIGN CHECKLIST

Please review the City's [Active Design Guidelines](#), and design buildings in support of daily physical fitness and social interaction. Complete the Active Design Checklist below to indicate which of the opportunities that you have included in your application submission.

	Y	N	N/A
<b>Primary Stairs</b>			
Provide a clear visual path into and out of the stairs by leaving the stairs open to two or more floors.			
Locate the stairs in a prominent location near the building's main entrance.			
Visually emphasize the stairs while maintaining elevator access for those with mobility limitations.			
Provide stairs that have daylight and views to/from common areas.			
Select high-quality, inviting, and visually appealing materials and finishes.			
Provide visible signage to encourage and direct stair use at the elevators.			
Design stair widths that can accommodate groups traveling in two directions.			

<b>Secondary Stairs</b>			
Provide a clear visual path into and out of the stairs by: <ul style="list-style-type: none"> <li>Leaving the stairs open to the environment while still providing overhead rain protection</li> <li>Enclosing the stairs within a fire-rated glass enclosure with interior views</li> <li>Enclosing the stairs within a fire-rated glass enclosure with exterior views</li> <li>Eliminating the locks between the stairs and surrounding floor area (e.g. hold-open devices)</li> </ul>			
Provide stairs that have daylight and views to/from common areas.			
Select high-quality, inviting, and visually appealing materials and finishes.			
Provide visible signage to encourage and direct stair use at the elevators.			

<b>Outdoor Circulation</b>			
Provide a clear visual path into and out of the outdoor corridor by leaving the corridor open to the environment while still providing overhead rain protection.			
Provide the corridor with daylight and views to/from indoor and outdoor common areas.			
Select high-quality, inviting, and visually appealing materials and finishes.			
Visually highlight and articulate the dwelling entrances.			
Provide places to pause, look onto outdoor amenity areas and meet neighbours naturally.			

<b>Indoor Amenity</b>			
Provide an indoor amenity area that is held in common ownership with the following: <ul style="list-style-type: none"> <li>Provide at a minimum, the lesser of 1.4 sq m (15 sq ft) per unit or 2% of Gross Floor Area.</li> <li>Provide reduction to the minimum area required may be considered when an adjacent outdoor amenity is provided but at no time should the indoor amenity room size be less than 37 sq m (400 sq ft).</li> <li>Provide a universally accessible washroom, small kitchenette, and storage room nearby.</li> <li>Locate the area in a central, above grade location with universal access.</li> <li>Locate the amenity room nearby other common areas with views to/from these areas.</li> <li>Provide sufficient sound proofing between the area and adjacent residential units.</li> </ul>			

Development Application Requirements

Document: 1307924-v5

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<ul style="list-style-type: none"> <li>Partner with a community-based organizations that can offer programming support for the space.</li> </ul>			
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<b>Outdoor Recreation</b>			
Provide an outdoor recreation area that is held in common ownership with the following considerations: <ul style="list-style-type: none"> <li>Include physical activity opportunities for multiple age groups;</li> <li>Incorporate natural and unstructured play areas for children;</li> <li>Encourage the use of the area during winter months by providing protection from the rain, celebrating rain through design elements, and co-locating other indoor/outdoor amenity areas.</li> </ul>			
Locate the area in a central, sunny location with universal access.			
Locate the amenity near other common areas with views to/from these areas.			
Partner with a community based organization that can offer programming and support for the space.			
Consideration will be given to designs that utilize adjacent city boulevards and engage the surrounding public realm.			

<b>Outdoor Gardens</b>			
Provide a community garden area that is held in common ownership for building occupants: <ul style="list-style-type: none"> <li>Provide one garden plot 2.2 sq m (24 sq.ft.) for every four dwelling units.</li> <li>Encourage the use of the space during winter months by providing protection from the rain, celebrating rain through design elements, and co-locating other indoor/outdoor amenity areas.</li> <li>Provide a nearby hose bib, rodent-resistant compost bin and storage room.</li> <li>Provide a nearby seating area for rest and socializing.</li> </ul>			
Locate the area in a central, sunny location with universal access.			
Partner with a community based organization that can offer programming and support for the space.			
Consideration will be given to designs that utilize adjacent city boulevards and engage the surrounding public realm.			

<b>Other Elements</b>			
Enhanced bicycle facilities for commercial / office / institutional development: <ul style="list-style-type: none"> <li>Incorporate bicycle pump/repair stands, tools, air.</li> <li>Include enhanced change facilities with clothes dryers, ironing tables and other features.</li> <li>Consider prominent location of bicycle facilities and highlight these areas using signage and glazing.</li> <li>Use automatic door openers, hold open doors, bicycle integrated stair ramps and other features to facilitate bicycle circulation.</li> </ul>			
Have a design element not captured in this document? We want to hear how it encourages daily physical activity or social interaction!			



### XIII. SUMMARY OF PROJECT STATISTICS

<b>Civic Address:</b>		<b>Lot:</b>
<b>Application Description:</b>		<b>Block:</b>
		<b>DL:</b>
<b>Lot Area</b> (square metres (square feet))		<b>Plan:</b>
<b>Existing</b>		<b>Proposed</b>
<b>Zoning</b>		
<b>Official Community Plan</b>		
<b>Required</b>		<b>Proposed</b>
<b>Gross Floor Area</b> (square metres (square feet))		
<b>Exemptions</b>		
<b>Density Bonus</b> (if applicable)		
<b>Lot Coverage</b> (percentage)		
<b>Height</b> (metres (feet))		
<b>Setbacks from</b> (metres (feet))		
<b>Interior lot line 1</b>		
<b>Interior lot line 2</b>		
<b>Exterior lot line</b>		
<b>Front lot line</b>		
<b>Rear lot line</b>		
<b>Vehicle Parking</b> (number of spaces)		
<b>Bicycle Parking</b> (number of spaces)		

### IX. SITE PROFILE

See [Site Profile Form with Instructions](#) for more information.



# DEVELOPMENT APPLICATION RESOURCES

The following materials and templates have been prepared to assist applicants in the preparation of materials for an application submission and for consultation processes. They are available on the [City of North Vancouver website](#).

## Application Resources

- Resource 1. Building Grade Requirements
- Resource 2. Survey Requirements
- Resource 3. Landscaping Requirements
- Resource 4. Stormwater Management – One to Two Units
- Resource 5. Stormwater Management - Three Units or More
- Resource 6. Monitoring and Reporting Requirements for Stormwater Source Controls
- Resource 7. Guidelines for the Submission of Transportation Studies to Accompany Development Applications
- Resource 8. Letter of Introduction (Template)
- Resource 9. Project Description (Template)
- Resource 10. Comment Form & Sign in Sheet (Template)

## Other Relevant Materials

- [Notice of DCC Charges](#)
- [Density Bonus and Community Amenity Policy](#)
- [Advisory Design Panel – Submission and Presentation Guidelines and Checklist](#)
- [Site Profile Form with Instructions](#)