



DEVELOPMENT APPLICATION
Three or More Residential Units and Non-Residential

1. APPLICANT

Name _____
 Company _____
 Address and Postal Code _____
 Email Address _____ Day Phone _____

2. PROJECT ARCHITECT *if different from applicant*

Name _____
 Company _____
 Address and Postal Code _____
 Email Address _____ Day Phone _____

3. SITE DESCRIPTION

Civic Address(es) _____
 Lot(s) _____ Blocks(s) _____
 Legal Description(s) Resub(s) _____ DL(s) _____
 Plans(s) _____
 PID(s) _____

4. DEVELOPMENT DESCRIPTION

Briefly describe the development proposal (use, number of storeys, amenities, etc.) and specify the amendment, permit, or variance type required.

Total Lot Area (SQ M) _____ Proposed Floor Space Ratio _____
 Pre-Consultation Application No _____

5. APPLICATION TYPE & FEES *enter all that apply*

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

1. Official Community Plan (OCP) Amendment

Official Community Plan (OCP) Amendment	\$5,000.00	
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2. Zoning Bylaw Amendment (Z)

Text Amendment	\$4,000.00	
Existing Zone	\$3,500.00	
Comprehensive Development (CD) Zone	\$4,500.00	
Extraordinary Lot Fee for lots greater than 1,500 m ² : (Lot Area - 1,500 m ²) x (proposed FSR) x \$0.45	Calculate	

3. Land Use Contract (LUC) Amendment / Termination

Land Use Contract Amendment / Termination	\$4,000.00	
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4. Development Variance Permit (DVP)

Variance (Sign Bylaw)	\$350.00	
Variance (All Other Bylaws)	\$2,700.00	
Concurrent with Zoning Bylaw Amendment	\$1,000.00	

5. Temporary Use Permit (TUP)

Temporary Use Permit	\$2,300.00	
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6. Heritage Revitalization Agreement (HRA)

Heritage Revitalization Agreement	\$4,000.00	
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7. Title Search

Title Search – unless the original State of Title Certificate was provided with this application (\$25.00 + \$1.25 GST).	\$26.25	
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8. Environmental Site Disclosure Statement

Environmental Site Disclosure Statement	\$105.00	
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BASE APPLICATION FEE: _____

9. Pre-Consultation Application Fee

Less

If the application was charged the \$500.00 fee at the Pre-Consultation stage, subtract \$500.00 from the Base Application Fee to determine the Total Application Fee below.	\$-500.00
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TOTAL APPLICATION FEE: _____

6. CONFIRMATION OF EXISTING AND PREVIOUS LAND USE

For properties that have been used for industrial or commercial uses, as defined in [Schedule 2](#) of the Contaminated Sites Regulation (B.C. Reg. 131/2020, App. s. 9.), a Site Disclosure Statement must be completed and provided with the application submission. For properties that have not been used for industrial or commercial uses, the owner must confirm as much by signing the declaration below.

I, the owner, confirm that the property/properties have not been used for commercial or industrial uses.

Signature of Owner

Date

7. ADDITIONAL INFORMATION

The Director of Planning & 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.

8. 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 the main contact for the public and on the City's 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.

Signature of Applicant

Date

Name of Applicant (Please print)

Company Name

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

Signature of Owner

Date

(All owners on title must sign. Attach extra signature pages as applicable)

Name of Owner

Owner Day Phone

Signature of Owner

Date

Name of Owner

Owner Day Phone

Signature of Owner

Date

Name of Owner

Owner Day Phone

Signature of Owner

Date

Name of Owner

Owner Day Phone

Signature of Owner

Date

Name of Owner

Owner Day Phone

PLANNING APPLICATION SUBMISSION REQUIREMENTS

For Three or More Residential Units or Non-Residential

Development Procedures Bylaw, 2001, No. 7343 establishes development application requirements. The City reserves the right to vary the required information as necessary. The submission requirements may be amended by the Planner at the time of Pre-Consultation or during the review stage in order to suit the specific conditions of the project. For more information about submission requirements and for resources including forms, please refer to the City's [Development Applications](#) and related [resources page](#).

Architect / Landscape Architect

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

Digital Submission

A complete digital submission is required for all Applications. Documents must be saved as a PDF at full size with flattened layers and no document restrictions/securities. Documents can be submitted to the City via our secure file transfer portal (*Send-it*). Please email planning@cnv.org to request access. Documents must be named according to the following naming standard:

- Address – Document Name
- Example: 141 W 14th Street – Architectural Drawings

Submission Example:

Part 1	Part 2
<ul style="list-style-type: none"> ▪ Development Application Form ▪ Studies and Additional Information 	<ul style="list-style-type: none"> ▪ Introduction and Project Team ▪ Design Analysis ▪ Planning and Design Framework ▪ Project Description ▪ Community Amenity Contributions ▪ Drawings

Application Fee Payment Options

Payments can be made online via CityServe (www.cityserve.cnv.org/) or by cheque (drop-off or by mail to City Hall c/o “Planning Assistants, Planning Division” made payable to “the Corporation of the City of North Vancouver”). The address of the proposed development should be included on the cheque memo.

Submission Amendments

The submission requirements may be amended by the City at any time based on the proposal.

SUBMISSION REQUIREMENTS	COMMENTS TO BE COMPLETED BY CITY
I – INTRODUCTION & PROJECT TEAM	
Brief introduction and general overview of the project team members	
II – DESIGN ANALYSIS	
800m Context Map, with the following: <ul style="list-style-type: none"> a) Regional Landmarks (includes heritage resources) b) Nodes (i.e. Shopping Areas, Public Spaces, Transit Hubs) c) Neighbourhood or city gateways and focal points d) Mobility routes (including transit and bicycle routes) e) Significant regional view corridors (views to downtown Vancouver, Burrard Inlet, Lions Gate Bridge or the Mountains) f) Surrounding urban fabric and character 	
400m Context Map, with the following: <ul style="list-style-type: none"> a) Topography b) Surrounding OCP and Zoning designations c) Photographs of the site and surrounding area d) Immediate view corridors and vistas to and from the site e) Composition of surrounding and neighbouring character and land uses f) Intended or existing street character adjacent to the site g) Figure ground of the immediate area h) Mobility patterns around the site i) Landscaping in the area j) Opportunities for tree preservation k) Edges, paths, barriers, landmarks, nodes within the immediate vicinity of the site 	
III – PLANNING & DESIGN FRAMEWORK	
Relevant policies (OCP and Council), zoning and guidelines applicable to the site	
IV – PROJECT DESCRIPTION	
Design rationale and/or objectives for the project (incorporate elements from Design Analysis and Planning & Design Framework) <ul style="list-style-type: none"> a) Project description, design origin, target market, relationship to context, explanation of project response to site challenges and opportunities, building massing, amenities, materials, Crime Prevention Through Environmental Design, open space and landscape treatment b) Statement of Affordability with reference to tenure (rental, strata, other), unit size (area and number of bedrooms) and target market price 	

SUBMISSION REQUIREMENTS	COMMENTS TO BE COMPLETED BY CITY
<p>Description of the project and the implementation of project goals and objectives, including the zone sought or OCP amendment, organised under the following headings:</p> <p>a) Use</p> <ul style="list-style-type: none"> • What is the proposed use? • What current uses are permitted? • Describe how the proposed use is appropriate in the area and in consideration of Council's approved vision/direction? • Does the proposed use meet the intent of the Regional Growth Strategy (and associated designations – i.e. FTDA's)? <p>b) Intensity (includes height, FSR, floor plate, lot coverage, # of units, floor area of non-residential, parking and traffic)</p> <ul style="list-style-type: none"> • What is the FSR and height of the proposal? • Describe how the proposed intensity is appropriate in the area and in consideration of Council's approved vision/direction? • Does the proposed intensity meet the intent of the Regional Growth Strategy (and associated designations – i.e. FTDA's)? • Is a density transfer proposed? <p>c) Form (includes massing; parking layout, landscaping, vehicular access, orientation, setbacks, building location on site, step-backs, materials and architecture)</p> <ul style="list-style-type: none"> • What is the massing, shadow impact, site layout (includes parking design and landscaping) and the public realm (e.g. design of the public realm and how the building interfaces with this area)? 	
V – COMMUNITY AMENITY CONTRIBUTIONS	
<p>Table identifying contributions and their value <i>See Resources: Density Bonus and Community Benefits</i></p>	
VI – DRAWINGS (in metric only; ensure all information is legible and clearly depicted)	
<p>Survey Plan (two sealed and two copies from BC Certified Land Surveyor) <i>See Resources: Building Grade Requirements; Survey Requirements</i></p>	
<p>Zoning Summary Table <i>See Resource: Zoning Summary Tables</i></p>	

SUBMISSION REQUIREMENTS	COMMENTS TO BE COMPLETED BY CITY
<p>Site Plan</p> <ul style="list-style-type: none"> a) Lot dimensions and North arrow b) Finished grade elevations at corner of all buildings, top and bottom of all retained and proposed retaining walls, using geodetic datum c) Proposed grades at property line for all pedestrian paths and driveways d) Easements and/or R.O.W.'s (if applicable), both existing and proposed e) Any adjacent street and/or lane locations and widths f) Full public realm (trees, poles, sidewalk, etc.) to street centre line and curb and lot line opposite the subject site g) Location of proposed buildings and their setbacks to property lines (do not show existing buildings unless they are to be retained) h) All building dimensions, eave projections, and overhangs i) Label the highest finished grade within 10 feet of the principal building and lowest finished grade at the perimeter outside wall of the building (for Average Grade calculation) j) Location of buildings and structures on adjacent sites (two properties on either side and four across the street/lane) k) If applicable, location of mailboxes in accordance with Canada Post and City practices 	<p><i>Number of sets required</i> <i>Full-size / Reduced:</i></p>
<p>Architectural Plans</p> <ul style="list-style-type: none"> a) Floor Plans for all levels with room use labelled by unit type and area, with travel distance to exits shown, and roof plan. b) Elevation drawings must show property lines and label geodetic elevations at floor levels, top of roof, highest point of building (e.g. top of parapet) and top of additional structures (elevator housing, etc.) c) Reflected Window Elevation(s) d) Exterior Materials & Finishes Details e) Must show mechanical, electrical and sprinkler room/s. f) If roof decks are proposed, cross section of stairs is required g) Gross Floor Area overlays, by floor, showing areas by use and areas excluded from floor area (e.g. Adaptable Design units) must correspond with Zoning Summary Table h) Colour elevations with context illustrating adjacent buildings and structures i) Sections with context illustrating proposed building integration with the public realm and adjacent buildings j) Parking and loading with all spaces labeled, dimensioned and numbered; slopes of all drive aisles must be shown k) Garbage, recycling, and compost collection receptacles and area(s) with route to pick-up staging area identified and all slopes along route shown l) Signage package 	<p><i>Number of sets required</i> <i>Full-size / Reduced:</i></p>

SUBMISSION REQUIREMENTS	COMMENTS TO BE COMPLETED BY CITY
<p>Landscape Plans</p> <ul style="list-style-type: none"> a) Existing trees >5cm (2") Diameter at Breast Height (DBM) b) Significant trees for retention or removal c) Plant list – scientific and common names d) Plant Size – mature and at time of planting e) Paving, retaining walls, lighting, decks, patios, fencing, furniture, drainage, irrigation f) Exterior lighting plan and photos of proposed lights g) List specifications for all hardscape materials h) Show boulevard treatment between the property lot line and the curb 	<p><i>Number of sets required Full-size / Reduced:</i></p>
<p>Civil Engineering Plan See Resources: Building Grade Requirement; Survey Requirements</p> <ul style="list-style-type: none"> a) Building grades at all property corners and at both sides of all pedestrian and vehicle accesses (See Resource: Building Grade Requirement) b) Location of existing site service connections (contact Development Services Department) c) Proposed municipal service connection locations and sizes (including LEC if required) d) Proposed off-site works (e.g. sidewalks, curb and gutter, road paving) e) Location of the pad mounted transformer or transformation room (if required) 	<p><i>Number of sets required Full-size / Reduced:</i></p>
<p>Stormwater Management Plan See Resources: Stormwater Management Three Unit or More; Monitoring and Reporting Guidelines for Stormwater Source Controls</p> <ul style="list-style-type: none"> a) Demonstrate the ability to meet City of North Vancouver stormwater requirements and clearly show proposed stormwater management features 	<p><i>Number of sets required Full-size / Reduced:</i></p>
VII – STUDIES AND ADDITIONAL INFORMATION	
<p>Pre-Consultation Memo Response</p> <ul style="list-style-type: none"> a) Provide an itemized response to pre-consultation memo 	
<p>Site Disclosure Statement (one of a or b applies)</p> <ul style="list-style-type: none"> a) Complete and submit a Site Disclosure Statement if current or past use of property (or properties) has included commercial and/or industrial uses, as listed on Schedule 2 of the Contaminated Sites Regulation (B.C. Reg. 131/2020, App. s. 9.); OR, b) If property (or properties) does not have Schedule 2 uses, owner must complete and sign the declaration in this application form. 	
<p>Arborist Report</p>	

SUBMISSION REQUIREMENTS	COMMENTS TO BE COMPLETED BY CITY
Certified Energy Advisor Report – Conceptual Energy Memo	
Code Compliance Summary and Building Code Data Sheet See Resource: Building Code Data Sheet Template a) Complete and submit the Building Code Data Sheet if a complex building is proposed and include summary of Alternative Solutions	
Fire Department Response Plan a) Response point location, which should be located between 3 to 15 metres from the drive aisle of the street (i.e. the distance from where the fire truck would be parked to the front door) b) Fire Department Connection location(s) c) Lock box location(s) d) Fire Safety Plan location(s) e) Fire alarm/annunciator location(s) f) Fire hydrant location(s) and distance(s) to Fire Department Connection g) Travel distance to portions of the building that are not accessible from the response point, if applicable h) Location of access stairs to all above and below grade levels to be within close proximity of the response point	
Heritage Conservation Report	
Transportation Study See Resource: Guidelines for Transportation Studies a) Level (1, 2 or mini) is identified at pre-consultation stage	
Pro Forma and/or Other Financial Analysis	
Public Art Plan See Resource: Public Art Policy	
Shadow Study a) Shadow Impact Study showing June 21, December 21, and March or September 21, all at 10am, 12pm and 2pm	
Sustainable Development Guidelines See Resource: Sustainable Development Guidelines a) Recommended for most projects – Indicate inclusion of sustainable development principles by completing the City’s Sustainable Development Guidelines	



SUBMISSION REQUIREMENTS	COMMENTS TO BE COMPLETED BY CITY
<p>Active Design Guidelines See Resource: Active Design Guidelines a) Recommended for larger projects – Indicate incorporation of Active Design elements, if any, by completing the City’s Active Design Guidelines (ensure compliance with BCBC is maintained)</p>	
<p>Tenant Relocation Plan See Resource: Residential Tenant Displacement Policy a) For sites with existing rental housing, provide proposed relocation plan in accordance with Residential Tenant Displacement Policy</p>	
<p>Existing Building Floor Plans a) Proposed development may qualify for Development Cost Charge credits – provide floor plans and Gross Floor Area calculations for existing building(s) on site</p>	
<p>Pre-Application Notification See Resource: Preliminary Notification a) May be recommended for larger development projects</p>	
<p>Other Requirements or Studies:</p>	



AMENITIES

Amenity Fund Contribution (Complete this table if a cash contribution is proposed for bonus density)

Fund Category	Sq. Ft.	Calculation	Total
Category A		sq. ft. x \$25 per sq. ft. =	
Category B (Inside regional City Centre)		sq. ft. x \$190 per sq. ft. =	
Category B (Outside regional City Centre)		sq. ft. x \$175 per sq. ft. =	
Totals =			

Amenities

(Complete this section for in-kind contributions for bonus density)

Amenity Type (If Applicable)	Location (On-Site or Off-Site)	Amenity Value
Energy (e.g. Step 4 or 5)		
Infrastructure (including LEC)		
Transportation		
Public Art		

Amenity Type (If Applicable)	SQ. Metre	Location (On-Site / Off-Site)	Amenity Value
Employment Generating Space			
Heritage			
Parks/Open Spaces			
Public Realm/Greenway			
Social/Community Facility			



**PLANNING & DEVELOPMENT DEPARTMENT
PLANNING**

CITY OF NORTH VANCOUVER T 604 983 7357
 141 WEST 14TH STREET F 604 985 0576
 NORTH VANCOUVER PLANNING@CNV.ORG
 BC / CANADA / V7M 1H9 CNV.ORG

Child Care (If Applicable)

Amenity Type	SQ. Metre	No. of Spaces	Location (On-Site / Off-Site)	Amenity Value
Child Care				

Rental Housing (If Applicable)

Amenity Type	SQ. Metre	No. of Units	Location (On-Site / Off-Site)	Amenity Value
Market Rental Housing				
Non-Market Rental Housing				
Mid-Market Rental Housing				

DENSITY TRANSFER

Density Transfer (If Applicable)

From Address(es)	To Address(es)	Total Density

GROSS FLOOR AREA

Gross Floor Area

Type	Floor Areas	Square Metres
Residential	Total Floor Area (Pre-Exclusion)	
	Excluded Floor Area Per Zoning Bylaw	
	Total Floor Area	
	Demolished Floor Area	
Commercial	Total Floor Area (Pre-Exclusion)	
	Excluded Floor Area Per Zoning Bylaw	
	Total Floor Area	
	Demolished Floor Area	

Type	Floor Areas	Square Metres
Industrial	Total Floor Area (Pre-Exclusion)	
	Excluded Floor Area Per Zoning Bylaw	
	Total Floor Area	
	Demolished Floor Area	
Institutional	Total Floor Area (Pre-Exclusion)	
	Excluded Floor Area Per Zoning Bylaw	
	Total Floor Area	
	Demolished Floor Area	
Totals	Total Floor Area (Pre-Exclusion)	
	Excluded Floor Area Per Zoning Bylaw	
	Total Floor Area	
	Demolished Floor Area	
	Net New Floor Area	



UNIT BREAKDOWN

Residential Units

Housing Type	Detached	Semi-Detached	Ground	Apartment
Free Hold				
Mid-Market Rental				
Market Rental				
Market Strata				
Non-Market Rental				
Non-Market Strata				
Total Units				

Residential Total Storeys

Total Number of Stories	
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Accessory Unit Breakdown

Housing Type	Secondary Suite	Accessory Dwelling Unit	Coach House	Lock Off
Free Hold				
Mid-Market Rental				
Market Rental				
Market Strata				
Non-Market Rental				
Non-Market Strata				
Total Units				



**PLANNING & DEVELOPMENT DEPARTMENT
PLANNING**

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Adaptable Unit Totals

Housing Type	Studio	One Bedroom	Two Bedroom	Three+ Bedroom	Total Units
Level 2 Adaptable					
Level 3 Adaptable					

Bedroom Mix Totals

Housing Type (as applicable)	Studio	One Bedroom	Two Bedroom	Three Bedroom
Free Hold				
Mid-Market Rental				
Market Rental				
Market Strata				
Non-Market Rental				
Non-Market Strata				
Totals				

VEHICLE SPACES

Consult the Zoning bylaw Part 9 for required parking ratios. Note that commercial parking is based on commercial unit area, excluding common garbage area, common circulation areas, etc. Residential parking ratios include visitor parking (e.g. rental ratio is .6 per unit, of which, .1 must be provided as **visitor parking**).

Vehicle Category	Vehicle Space Type	Space Totals
Regular Vehicle	Required Number of Spaces	
	Proposed Number of Spaces	
Visitor Vehicle	Required Number of Spaces	
	Proposed Number of Spaces	
Disability Vehicle	Required Number of Spaces	
	Proposed Number of Spaces	
Secure Bicycle	Required Number of Spaces	
	Proposed Number of Spaces	
Short-Term Bicycle	Required Number of Spaces	
	Proposed Number of Spaces	
Shared Vehicle	Required Number of Spaces	
	Proposed Number of Spaces	
Electrical Vehicle	Level 2 Required Number of Spaces	
	Level 2 Proposed Number of Spaces	
	Level 3 Required Number of Spaces	
	Level 3 Proposed Number of Spaces	

DEVELOPMENT APPLICATION PROCESS

Three or More Residential Units or Non-Residential

Step 1: Pre-Consultation	Pre-Consultation is the first step in the development application review process. It enables early discussion and feedback from City staff on preliminary development proposals. See the Pre-Consultation Process at: https://www.cnv.org/property-and-development/building-and-development/development-applications
Step 2: Development Application	Submit complete development application, plans, supporting information, fee payment and Advisory Body material board (if required). Submissions will not be accepted until staff conduct a review to determine the application is complete. Once complete, the Advisory Body and Developer Information Session (DIS) dates will be scheduled.
Staff Review	Application materials are distributed to assigned staff for comment. A coordinated Team Review form outlining required revisions is provided.
Step 3: Public Consultation	Post signage and complete required notifications. Conduct DIS and/or Town Hall Meeting (as required).
Step 4: Advisory Body Review	Present with required professionals to Advisory Bodies (if required).
Revised Plans Submitted	Advisory body comments will be integrated into the Team Review and responses are required prior to proceeding. Responses and revisions to plans (as necessary) are required prior to Council consideration.
Council Consideration	Staff prepares report, recommendation, and bylaws/permits. The City Clerk's office schedules the bylaw and/or permit consideration on the Council Agenda. Introduction / 1st Reading Attendance is encouraged. Post notification signage once Public Hearing/Meeting scheduled. Public Hearing / Meeting Attendance required. Submit presentation ahead of meeting to address Council. Council considers 2nd and 3rd Readings or permit issuance. Final Consideration / Adoption Submit executed documents or agreements. Adoption occurs at subsequent Council meeting.
Approval	Schedule a meeting with Approving Officer if subdivision is required. 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.