

PLANNING APPLICATION FORM – RS-2 REZONING

For rezoning proposals from RS-1 to RS-2 to allow for future subdivision

1. APPLICANT

Name _____

Company _____ Business Licence # _____

Address and Postal Code _____

Email Address _____ Day Phone _____

2. SITE DESCRIPTION

Civic Address(es) _____

Lot(s) _____ Blocks(s) _____

Legal Description(s) Resub(s) _____ DL(s) _____

Plans(s) _____

PID(s) _____

Staff use only: DPA number _____

Proposed New Address(es) for subdivision _____

3. APPLICATION TYPE & FEES

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

Text Amendment or Rezoning to an Existing Base Zone	\$4,000
Title Search fee	\$26.25
Variance concurrent with rezoning (only if required)	\$1,500

TOTAL APPLICATION FEE: _____

4. PROJECT SUMMARY

Please compare the RS-2 zoning regulations with the proposed lots and confirm if a variance is required. For complete information about requirements from the RS-2 Zone, please see the *Zoning Bylaw, 1995, No. 6700* available online at www.cnv.org/zoning.

	Requirement for the RS-2 Zone	Proposed Lot 1	Proposed Lot 2
Lot Area	<ul style="list-style-type: none"> No min or max 		
Lot Frontage	<ul style="list-style-type: none"> Minimum 7.5 m (24.6 ft) 		
Number of units	<ul style="list-style-type: none"> 1 Principal Unit 1 Secondary Suite 		
Lot Coverage	<ul style="list-style-type: none"> Maximum 30% 		
Gross Floor Area	<ul style="list-style-type: none"> 0.5 times lot area or 0.3 times lot area + 92.9 m (1,000 sq ft), whichever is lesser Minimum Principal Building GFA of 74.32 sq.m (800 sq ft) 		
Parking stalls	<ul style="list-style-type: none"> 1 for Principal Unit 1 for Secondary Suite, if proposed 		
Variances, if proposed	N/A		



**PLANNING & DEVELOPMENT DEPARTMENT
PLANNING**

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5. 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

6. 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.

7. APPLICANT AND OWNER AUTHORIZATION

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

Signature of Owner

Date

Name of Owner

Owner Day Phone

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

The City is collecting your personal information in accordance with Section 26(c) of the *Freedom of Information and Protection of Privacy Act*. The City collects your information for the purposes of administering City programs and services, including permits and licensing services. If you have any questions, please contact the Privacy Coordinator at 141 West 14th Street, North Vancouver, BC V7M 1H9 or FOIPrivacy@cnv.org or 604-985-7761.

SUBMISSION REQUIREMENTS

For RS-2 Rezoning Applications

Development Procedures Bylaw, 2001, No. 7343 establishes development application requirements. The submission requirements may be amended by the City at any time to suit the specific conditions of the project. For more information, please refer to the City's [Development Applications](http://www.cnv.org) webpage (www.cnv.org).

Required Documents

See the following pages for a full list of required documents to be submitted. All documents must be included in the submission package. Related materials can be combined into one PDF file.

Digital Submission

Email planning@cnv.org to submit your application or to request a link to our secure file-transfer system (SendIt). Digital files must follow the format and naming requirements below.

File Format Requirements

- Files must be saved in PDF format at 8.5" x 11" size with all layers flattened.
- No document restrictions.
- Security Method set to "No Security" with all permissions (printing, etc.) "Allowed."
- All pages in one document must be either all landscape or all portrait orientation.

Document Naming Standard

All digital file names must follow the City's strict document naming standard:

- "Address - Document Name"
- Example: "141 W 14th St – Application Form"

Fee Payment

Once your application has been saved into our system, a fee invoice shall be provided. Payment can be made online via CityServe (www.cityserve.cnv.org). Alternatively, a cheque can be sent to City Hall c/o the "Planning Assistants, Planning Division" and made payable to the "Corporation of the City of North Vancouver". The address of the development and/or application number should be included on the cheque memo.

8. REQUIRED DOCUMENTS

All documents are required, unless otherwise specified. **All documents are to be provided in metric.** Incomplete submissions will not be accepted.

Document Name	Description
1. Context Map	Context map showing the site and surrounding streets illustrating the surrounding streets and the proximity to amenities such as schools, grocery stores and transportation. Street view and aerial images are available online www.cnv.org/citymap
2. Site Disclosure Statement	Complete option A or B as required: <ol style="list-style-type: none"> 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, If property (or properties) does not have Schedule 2 uses, owner must complete and sign the declaration in Part 5 of this application form.
3. Supplementary Dwelling Unit Information	Provide a completed Supplementary Dwelling Unit Information Form .
4. Topographic Survey Plan	A complete topographic survey in metric; sealed by a BC Certified Land Surveyor. <i>See resource: Topographic Survey Requirements.</i>
5. Site Plan (in metric units)	<ul style="list-style-type: none"> • Dimensions of the Lot and site area, including north arrow. • Bar scale. • Existing and proposed Lane dedications, registered easements, encroachments and right-of-ways must be indicated on the plan. • Ultimate property line. • Location and exterior dimensions of all proposed and retained buildings on site. • Setbacks labelled for all buildings (including projections, e.g., balconies and eaves) to all property lines. • Finished grades at each of the four corners of the site and along dividing lot lines of neighbouring lots spaced 3 metres apart. • Location and grades at the top and bottom on each side of any existing and proposed retaining walls at each end of a retaining wall section and at regular intervals of approximately every 3 metres. • Finished grades on site and within 3 metres neighbouring properties. Including existing and proposed building corners; decks; stair landings; corners of any paved area (one centre elevation is sufficient if areas is less than 10 sq. m and the slope is less than 1%); using geodetic datum. • Finished grades at the main floor and Basement or Cellar elevations. • Location of proposed and existing street crossings. • Full public realm (street trees, poles, sidewalk, line markings, embellishments, cycling infrastructure etc.), extending to the street or lane centre line. • Location of nearest fire hydrant, or description of fire hydrant if not adjacent to the site. • Location of all significant trees to be removed and retained as identified in the survey plan. • Tree grades (Finished tree base elevations) for all significant existing trees that are affected by development. • The drip line (crown of trees or extent of tree branches) and species or type of trees. • If applicable, required information for a Streamside Development Application including the top of bank/ravine, and applicable setbacks. • If applicable, location of mailboxes in accordance with Canada Post and City practices.

Document Name	Description
6. Architectural Plans (in metric units)	<p>Note that all building grades on the architectural plans must match the site plan. Architectural Plans should reflect all zoning requirements, include all relevant dimensions, and show all of the following:</p> <ul style="list-style-type: none"> • Parking and loading with all spaces labelled, dimensioned and numbered; slopes of all drive aisles must be shown. • Elevation drawings showing 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, air intake, exhaust, etc.). • Reflected window elevation(s) and limiting distance calculations. • Gross Floor Area overlays, by floor, showing areas by use and areas excluded from Gross Floor Area. Must be fully dimensioned and correspond with the Zoning Summary Table.
7. Civil Engineering Plan (in metric units)	<p>Plan to show all of the following:</p> <ul style="list-style-type: none"> • Civil Servicing Key Plan indicating all existing and proposed civil connections to the site. • Building grades at all property corners and at both sides of all pedestrian and vehicle accesses Provide gutter elevations at corresponding building grade locations. • Location of existing site service connections (see CityMap or contact Development Services Department). • Proposed municipal service connection locations and sizes (including Lonsdale Energy Corporation (LEC) if required). • Proposed off-site works (e.g. sidewalks, curb and gutter, road paving). • Include road cross-sections for all affected roads, from PL to PL on the opposite side of the street, including typical cross sections, and cross sections at road narrowest segments by bulges. • Provide Road markings plan with traffic lane dimensions on plan Include opposing curbs for all affected streets and intersections. • Show opposing letdowns at intersections to ensure a correct alignment • Location of the pad mounted transformer or transformation room (if required). • Include an elevation of the proposed development at the rear PL, illustrating how the design at the back of the lot interfaces with the laneway. • Site Servicing Plan with Water, Storm and Sanitary. <p>See resources: Service Information Survey Requirements.</p>
8. Stormwater Management Plan	<p>Provide a stormwater management plan which demonstrates compliance with the City of North Vancouver stormwater requirements and clearly shows proposed stormwater management features.</p> <p>See Resources: Stormwater Management Three Unit or More, and Monitoring and Reporting Guidelines for Stormwater Source Controls.</p>
9. Other Study or Requirement:	

PLANNING APPLICATION PROCESS

Pre-Consultation Application	A Pre-Consultation Application (PCA) is required for all Planning Applications and Development Permit Applications, excluding coach houses. PCAs are also required for Heritage Revitalization Agreements. The PCA enables early discussion and formalized feedback from City staff to inform the preparation of your Development Permit or Planning Application.
Full Development Permit or Planning Application	After your PCA has been reviewed and feedback provided, you are ready to prepare your full Development Permit or Planning Application. Applicants are to complete the appropriate application form and submit any additional materials and studies identified in the PCA process. Applicants should engage all appropriate professionals to help prepare the application materials.
Staff Review	Application materials are distributed to assigned staff for review. A coordinated memo providing comments and required revisions is provided.
Public Consultation	Post signage and complete required notifications. Host Developer Information Session (DIS) and/or Town Hall Meeting.
Advisory Body Review	Present with required professionals to Advisory Bodies (if required). For example, Advisory Design Panel or Heritage Advisory Commission.
Revised Plans Submitted	Advisory body comments will be integrated into the review and responses are required prior to proceeding. Responses and revisions to plans (as necessary) are required prior to Council consideration.
Council Consideration	<p>Staff prepares report, recommendation, and bylaws/permits. The City Clerk's office schedules the bylaw and/or permit consideration on the Council Agenda.</p> <p>Introduction / 1st Reading Applicant attendance is encouraged. Post notification signage once Public Hearing/Meeting scheduled.</p> <p>Public Hearing / Meeting (if required) Applicant attendance required. Submit presentation ahead of meeting to address Council. Council considers 2nd and 3rd Readings or permit issuance.</p> <p>Final Consideration / Adoption Submit executed documents or agreements. Adoption occurs at subsequent Council meeting.</p>
Post -Approval	<p>Schedule a meeting with Approving Officer if subdivision is required.</p> <p>Schedule a meeting with the Manager of Inspections to review Building Permit application process, which may include a pre-application meeting.</p> <p>Servicing Agreement, Landscape Agreement, Development Cost Charges and other documentation/securities are typically required at Building Permit.</p>
<p>For more information about Land Use Approvals, including Development Permit and Planning applications, please visit our website: www.cnv.org/Property-and-Development/Building-and-Development/Land-Use</p>	