



Village of Belcarra Rezoning and Development Permit Applications Checklists

This checklist should be completed and submitted with your Rezoning and/or Development Permit Application. Additional plans or documents may be required to continue the review process. If you have any questions regarding the information requested on this form, please contact the Village of Belcarra Chief Administrative Officer at 604-937-4100. **Please note: the costs associated with review of Rezoning and Development Applications will be borne by the applicant pursuant to Schedule 8 of the Village of Belcarra Fees and Charges Bylaw.**

Address(es) of Site and PID:	Application Number:
	To be completed by Village (format RZ-YYYY-## or DP-YYYY-##)

Forms, Fees, Technical Reports and Drawings Checklist*			OFFICE USE ONLY
Drawings and reports should be provided in paper copies as identified below, as well as in digital format.			
REZONING			
Document	Copies Required	Details	Received
Application Form	1	An application form must be completed and signed at time of submission.	
Application Fee Based on the current Fees and Charges Bylaw	1	Non-refundable, due at time of submission.	
Title Search	1	From the Land Title Office, current within 30 days.	
Charge Summary	1	If there are any charges or easements affecting access through the property. Written summary by a solicitor describing each charge on title.	
Agent Authorization Letter	1	Required if an agent will be acting on behalf of the landowner.	
Proof of Ownership	1	Corporate record search identifying corporate directors or land owner.	

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Letter of Intent	1	Letter of intent must be submitted which illustrates the rationale and the relaxations requested. Detailing the proposal, site context, rationale for development, community benefits, impacts on community and neighbouring properties (economic, social and environmental). Should summarize the proposed uses and alignment with Village planning considerations, including the Official Community Plan, Zoning Bylaw, and other relevant studies, reports, bylaws or regulations, as may be applicable.	
Pre-Application	1	<p>Applications for more than two single family lots or more than one duplex will be required to submit a Pre-Application to allow staff to provide early guidance. The Pre-Application Package should include:</p> <ul style="list-style-type: none"> ● A written description of the project; ● Zoning or Official Community Plan variances requested; and ● Plans, drawings, and/or illustrations that show both the existing and proposed use of the land in the context of the neighbourhood; the size, shape, and siting of any proposed buildings; roads and driveway crossings; septic fields; and on site / nearby water courses. 	
Technical Data Summary Project Statistics	1	<p>All relevant development statistics, including:</p> <ul style="list-style-type: none"> ● Site area, ● Existing lots, ● Proposed lots ● Proposed density ● Proposed dedicated open space/park ● Total area of dedicated road ● Lot/unit breakdown (parcel size, proposed FAR) ● Number of units, ● Parking and loading plan / mooring plan. 	

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Site Plan	3	The following must be included and clearly indicated:	
		● Street address and legal description	
		● North arrow	
		● Site dimensions and area	
		● The location and dimensions of all buildings	
		● All proposed variance indicated	
		● Yard, setbacks and building lines requirements	
		● Off street parking/loading dimensions and location	
		● Parking and loading access	
		● Maneuvering aisles	
		● Location of existing trees, as noted on the Survey	
		● Location and dimensions of all streets, property accesses, registered easements, covenants, encroachments and right-of-way, existing and proposed street names	
		● Location of the natural boundary of any existing watercourse(s) including the elevation of the crest and toe if slope at regular intervals	
		● Approximate location of all existing and proposed utility services	
		● Approximate extent of area available for sewerage disposal surrounding the test holes	
		● Locations of any on-site water sources to be developed	
		● Locations of sewage-disposal systems on adjacent properties within 30m of any external lot line of the proposed development	
		● Location of sewer, water and gas lines on the property	
		● Sources of domestic water on the site and all adjacent domestic water sources within 30m of the proposed site	
		● Sewerage systems with their offset distance from the lot lines	
● Building envelopes indicating all Zoning Bylaw setbacks			
● Grade levels - existing and finished			
● Details on treatment of outdoor space, pedestrian areas, etc.			
● Garbage facilities & access			
● BC Hydro infrastructure (e.g. power poles, transformers, etc.)			
● Moorage marina plan (<i>if applicable</i>)			

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Landscape Plan	1	Full Landscape Plan illustrating common and botanical plan names, size, and quantity	
Setback Overlay	1	Overlay illustrating all required or proposed setbacks and proposed building locations, including setbacks from water courses and high tide lines.	
Arborist Report	1	<ul style="list-style-type: none"> Prepared by an ISA Certified Arborist. 	
		<ul style="list-style-type: none"> Details of existing site trees must be included. 	
		<ul style="list-style-type: none"> Conducted by a B.C.L.S. and identifies the overall health and quality of the trees (over 1.0m) on or adjacent to the subject site 	
Transportation Demand Management Plan	1	A Plan demonstrating demand for nearby road access and water access, including authorization by Port Authority for marina use if ferry transportation is considered in the Plan.	
Site Profile	1	Available at https://www2.gov.bc.ca/gov/content/environment/air-land-water/site-remediation/identifying-sites-that-may-be-contaminated Must indicate site contamination status.	
Rainwater Management Plan	1	A Plan indicating existing conditions, drainage requirements, aquifer and flood protection, risk assessments, maintenance and recommendations.	
Hydrogeological Study (Groundwater Study)	1	The Hydrogeological Study will include:	
		(a) Finalized Groundwater Management Plan; and (b) Finalized Impact Assessment, signed & sealed by a Registered Professional with experience in hydrogeology.	
Water and Sewage Demand Study	1	A Study demonstrating that the current water and sewage system can accommodate the anticipated increased demand associated with the proposed development at full capacity.	
Survey plans	3	Conducted by a B.C.L.S. identifying all natural or constructed features, including ponds, bridges, etc. Identifies site elevations including grades at each corner of the lot and contours at one meter intervals.	
Preliminary Geotechnical Report	1	Preliminary geotechnical report confirming suitability of lands for intended purpose, sealed by a Professional Engineer licensed to practice in B.C.	

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Exterior Elevations	2	<ul style="list-style-type: none"> ● Four Elevations: front, rear, and two sides 	
		<ul style="list-style-type: none"> ● Floor levels and height above and below finished grades 	
		<ul style="list-style-type: none"> ● Details of finish and materials of exterior 	
		<ul style="list-style-type: none"> ● Elevation on each floor level, roof or parapet wall of flat roof 	
		<ul style="list-style-type: none"> ● Details and sizes of every chimney details, door and window 	
		<ul style="list-style-type: none"> ● Weather protection elements 	
		<ul style="list-style-type: none"> ● Details on fencing and accessory buildings 	
		<ul style="list-style-type: none"> ● Heating, ventilation, air conditioning, mechanical structures or equipment 	
Cross Sections	2	Longitudinal and cross sections should include:	
		<ul style="list-style-type: none"> ● Details of vaulted areas and adjacent attic spaces 	
		<ul style="list-style-type: none"> ● Envelope or height protrusions 	
<ul style="list-style-type: none"> ● Bay window, window seats and window well details 			
3D perspective images	2 copies of each	Provide 3D perspective images illustrating proposed building form and context	
DEVELOPMENT PERMIT			
Document	Copies Required	Details	Received
Floor Plans	2	The following must be included and clearly indicated:	
		<ul style="list-style-type: none"> ● Plans for all storeys including underground parking 	
		<ul style="list-style-type: none"> ● Dimensions, including outside dimensions of each floor 	
		<ul style="list-style-type: none"> ● All room uses and dimensions, including finished/unfinished areas 	
		<ul style="list-style-type: none"> ● Locations of doors, windows and skylight locations 	
		<ul style="list-style-type: none"> ● Location of vents, bay or box windows, air conditioning units and/or condensing units 	
		<ul style="list-style-type: none"> ● Clearly indicate proposed work if adding to a building (highlight) 	
<ul style="list-style-type: none"> ● Full permitted and proposed statistics for parking, loading, floor area, number of units, floor area breakdown by proposed uses, height, Floor Area Ratio 			
3D model	1	<ul style="list-style-type: none"> ● Digital or physical 	
		<ul style="list-style-type: none"> ● Required for urban design review 	

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Detailed Geotechnical Report	1	Detailed geotechnical report confirming suitability of lands for intended purpose, sealed by a Professional Engineer licensed to practice in B.C. More details as to report requirements may be provided at time of initial inquiry.	
Structural Plans	2	Structural Plans prepared by a Registered Professional	
Fire Services Plan	2	● Location of fire hydrants	
		● Fire department access routes/lanes	
		● Fire suppression system drawings prepared by a Registered Professional	
Climatic Design Data	1	Climatic Design Data	

*** Through this process, new information may be uncovered which may require new information at the discretion of the Village.**

The Village of Belcarra is collecting personal information in accordance with Section 26 (c) of the Freedom of Information and Protection of Privacy Act. The personal information collected on this form is collected for the purpose of processing a rezoning and development permit application and for administration and enforcement purposes. Questions about the collection, use and disclosure of this information can be directed to the Village's Privacy Officer at the Village of Belcarra, 4084 Bedwell Bay Road, Belcarra, BC V3H 4P8. Phone 604-937-4100 or email foi@belcarra.ca