



Land Use Application Minimum Requirements

We would be pleased to accept your application once the following minimum requirements have been met. This will ensure that we have enough information to begin the review and approval process and will avoid unnecessary delays. Incomplete applications will not be accepted. Based on application type, the following minimum information must accompany your application along with a completed application form. Additional information may be requested by staff or other agencies.

1. Official Community Plan *and/or* Land Use Contract Amendment

- Application fee.
- Written consent from the property owner authorizing an agent (Schedule D).
- Acknowledgement and consent form from owner of drawings.
- A written brief outlining the purpose of the proposal including a description of the property, an outline of the existing and proposed uses, the reasons for the request and any benefits to the community.

2. Rezoning - *Single Family Dwelling*

- Application fee.
- Written consent from the property owner authorizing an agent (Schedule D).
- Acknowledgement and consent form from owner of drawings.
- Contaminated Site Profile.
- 3 copies of a sketch of the proposed development prepared by a BC Land Surveyor that includes a site plan showing the location of all proposed buildings and parking layouts, building elevations, trees, details of all proposed signs, and setbacks of adjacent buildings, all of which clearly indicate the scope of the requested variances.
- 1 additional copy of plans reduced to 11" x 17".
- A written brief outlining the purpose of the proposal including a description of the property, an outline of the existing and proposed uses, the reasons for the request and any benefits to the community.
- For development permits in hazardous or environmentally sensitive sites, a geotechnical report based on Delta's Steep Slope Guidelines will be required.
- A *Certified Arborist's Report* is required if there are trees on or adjacent to the subject site that may be affected by the proposed development. The report must include the species and condition of the trees, and the location shown on a site survey plan. If any trees are to be removed, a tree replacement plan will also need to be submitted. Note: The Corporation of Delta has in place a tree protection bylaw – Bylaw No. 6336.
- Single Family Design Scheme prepared by a design consultant or 1 set of standard building plans and reduced copies to 11"x17" and 8 ½ x 11" (note: must be readable) including all building elevations. Building elevations must be labelled "north", "south", "east" or "west". The site plan must show a north arrow. Refer to Single Family Residential Application Guide for detailed information.

3. Rezoning –

Commercial, Industrial, Institutional, Multi-family Residential and Mixed Use

- Application fee.
- Written consent from the property owner authorizing an agent (Schedule D).
- Acknowledgement and consent form from owner of drawings.
- Contaminated Site Profile.
- 3 copies of a sketch of the proposed development prepared by a BC Land Surveyor that includes a site plan showing the location of all proposed buildings and parking layouts, building elevations, trees, details of all proposed signs, and setbacks of adjacent buildings, all of which clearly indicate the scope of the requested variances.
- 1 additional copy of the proposed plans reduced to 11" x 17".
- A *Landscape Plan*.
- 3 copies (1 in colour) of an *Architectural Submission*.
- 1 additional copy of an *Architectural Submission* reduced to 11" x 17".
- A written brief outlining the purpose of the proposal including a description of the property, an outline of the existing and proposed uses, the reasons for the request and any benefits to the community.
- A completed Project Information Sheet.
- A *Certified Arborist's Report* is required if there are trees on or adjacent to the subject site that may be affected by the proposed development. The report must include the species and condition of the trees, and the location shown on a site survey plan. If any trees are to be removed, a tree replacement plan will also need to be submitted. Note: The Corporation of Delta has in place a tree protection bylaw – Bylaw No. 6336.
- Properties in Port Guichon East will also require:
 - A current survey plan of the subject property, including the area of the waterlot, all buildings on the property, setbacks from property lines, dimensions and location of services,
 - A copy of the valid water lot use permit issued by the Fraser River Port Authority and a copy of the Marine Engineer's survey. (Only where there are structures, including docks, on the water lot).

4. Development Permit – ***North Delta Single Family Dwelling***

- Development Application form and application fee.
- A written brief outlining the purpose of the proposal including a description of the property, type of building existing on the property and what new buildings are proposed, and an explanation of how the proposal addresses each of the development permit guidelines.
- Written consent from the property owner authorizing an agent (Schedule D).
- Acknowledgement and consent form from owner of drawings.
- Colour photos in a 4" x 6" format of your lot and neighbouring lots as viewed from the street.
- 1 set of standard building plans and reduced copies to 11"x17" and 8 ½ x 11" (note: must be readable) including all building elevations. Building elevations must be labelled "north", "south", "east" or "west". The site plan must show a north arrow and the location of trees. Refer to Single Family Residential Application Guide for detailed information.
- Colour scheme and materials for building exteriors and roof indicated on the plan.
- A Site Profile Plan (reduced to 11" x 17" and 8 ½ x 11") prepared by a BC Land Surveyor (BCLS) with metric dimensions. (see Site Profile Requirements)
- Generalized landscaping plan for the front yard and side yard on flanking street, including location of existing and proposed trees, shrubs, groundcover, lawn and impermeable surfaces.
- A *Certified Arborist's Report* is required if there are trees on or adjacent to the subject site that may be affected by the proposed development. The report must include the species and condition of the trees, and the location shown on a site survey plan. If any trees are to be removed, a tree replacement plan will also need to be submitted. Note: The Corporation of Delta has in place a tree protection bylaw – Bylaw No. 6336.

5. Development Permit – *Heritage, Revitalization, Form and Character*

- Application fee.
- Written consent from the property owner authorizing an agent (Schedule D).
- Acknowledgement and consent form from owner of drawings.
- Contaminated Site Profile.
- 3 copies of a sketch of the proposed development prepared by a BC Land Surveyor that includes a site plan showing the location of all proposed buildings and parking layouts, building elevations, trees, details of all proposed signs, and setbacks of adjacent buildings, all of which clearly indicate the scope of the requested variances.
- 1 additional copy of the proposed plans reduced to 11" x 17".
- A *Landscape Plan*.
- 3 copies (1 in colour) of an *Architectural Submission*.
- 1 additional copy of an *Architectural Submission* reduced to 11" x 17".
- A written brief outlining the purpose of the proposal including a description of the property, an outline of the existing and proposed uses, the reasons for the request and any benefits to the community.
- A completed Project Information Sheet.
- A *Certified Arborist's Report* is required if there are trees on or adjacent to the subject site that may be affected by the proposed development. The report must include the species and condition of the trees, and the location shown on a site survey plan. If any trees are to be removed, a tree replacement plan will also need to be submitted. Note: The Corporation of Delta has in place a tree protection bylaw – Bylaw No. 6336.
- Properties in Port Guichon East will also require:
 - A current survey plan of the subject property, including the area of the waterlot, all buildings on the property, setbacks from property lines, dimensions and location of services,
 - A copy of the valid water lot use permit issued by the Fraser River Port Authority and a copy of the Marine Engineer's survey. (Only where there are structures, including docks, on the water lot).

6. Development Permit – *Hazardous/Environmentally Sensitive Sites*

- Application fee.
- Written consent from the property owner authorizing an agent (Schedule D).
- Acknowledgement and consent form from owner of drawings.
- Contaminated Site Profile.
- 3 copies of a sketch of the proposed development prepared by a BC Land Surveyor that includes a site plan showing the location of all proposed buildings and parking layouts, building elevations, trees, details of all proposed signs, and setbacks of adjacent buildings, all of which clearly indicate the scope of the requested variances.
- 1 additional copy of plans reduced to 11" x 17".
- A written brief outlining the purpose of the proposal including a description of the property, an outline of the existing and proposed uses, the reasons for the request and any benefits to the community.
- For development permits in hazardous or environmentally sensitive sites, a geotechnical report based on Delta's Steep Slope Guidelines will be required.
- A completed Project Information Sheet.
- A *Certified Arborist's Report* is required if there are trees on or adjacent to the subject site that may be affected by the proposed development. The report must include the species and condition of the trees, and the location shown on a site survey plan. If any trees are to be removed, a tree replacement plan will also need to be submitted. Note: The Corporation of Delta has in place a tree protection bylaw – Bylaw No. 6336.

7. Development Variance Permit

- Application fee.
- Written consent from the property owner authorizing an agent (Schedule D).
- Acknowledgement and consent form from owner of drawings.
- Contaminated Site Profile.
- 3 copies of a sketch of the proposed development prepared by a BC Land Surveyor that includes a site plan showing the location of all proposed buildings and parking layouts, building elevations, trees, details of all proposed signs, landscaped areas, and setbacks of adjacent buildings, all of which clearly indicate the scope of the requested variances.
- 1 additional copy of the plans reduced to 11" X 17".
- A written brief outlining the purpose of the proposal including a description of the property, an outline of the existing and proposed uses, the variance(s) requested, the reasons for the variances and any benefits to the community.
- A completed Project Information Sheet.
- A *Certified Arborist's Report* is required if there are trees on or adjacent to the subject site that may be affected by the proposed development. The report must include the species and condition of the trees, and the location shown on a site survey plan. If any trees are to be removed, a tree replacement plan will also need to be submitted. Note: The Corporation of Delta has in place a tree protection bylaw – Bylaw No. 6336.
- 1 set of standard building plans and reduced copies to 11"x17" and 8 ½ x 11" (note: must be readable) including all building elevations. Building elevations must be labelled "north", "south", "east" or "west". The site plan must show a north arrow. Refer to Single Family Residential Application Guide for detailed information.
- Signage details if applicable.

8. Subdivision

- Application fee.
- Written consent from the property owner authorizing an agent (Schedule D).
- Acknowledgement and consent form from owner of drawings.
- Contaminated Site Profile.
- 3 copies of a sketch of the proposed development prepared by a BC Land Surveyor that includes a site plan showing the location of all proposed buildings and parking layouts, building elevations, trees, details of all proposed signs, and setbacks of adjacent buildings, all of which clearly indicate the scope of the requested variances.
- 1 additional copy of plans reduced to 11" x 17".
- A written brief outlining the purpose of the proposal including a description of the property, an outline of the existing and proposed uses, the reasons for the request and any benefits to the community.
- A *Certified Arborist's Report* is required if there are trees on or adjacent to the subject site that may be affected by the proposed development. The report must include the species and condition of the trees, and the location shown on a site survey plan. If any trees are to be removed, a tree replacement plan will also need to be submitted. Note: The Corporation of Delta has in place a tree protection bylaw – Bylaw No. 6336.
- Single Family Design Scheme prepared by a design consultant or 1 set of standard building plans and reduced copies to 11"x17" and 8 ½ x 11" (note: must be readable) including all building elevations. Building elevations must be labelled "north", "south", "east" or "west". The site plan must show a north arrow. Refer to Single Family Residential Application Guide for detailed information.

9. Industrial Use or Temporary Commercial Permit

- Application fee.
- Written consent from the property owner authorizing an agent (Schedule D).
- Acknowledgement and consent form from owner of drawings.
- Contaminated Site Profile.
- 3 copies of a sketch of the proposed development prepared by a BC Land Surveyor that includes a site plan showing the location of all proposed buildings and parking layouts, building elevations, trees, details of all proposed signs, landscaped areas, and setbacks of adjacent buildings, all of which clearly indicate the scope of the requested variances.
- 1 additional copy of the plans reduced to 11" x 17".
- A written brief outlining the purpose of the proposal including a description of the property, an outline of the existing and proposed uses, the reasons for the request and any benefits to the community.