

District of Lantzville

P.O. Box 100
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Lantzville, B.C.
V0R 2H0

Incorporated June 2003

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DEVELOPMENT PERMIT - CHECK LIST

Please ensure that, at a minimum, all of the information listed below is included in your application. Should you have any questions regarding submission requirements, please contact the Municipal Planner. **Staff *will not* begin processing your application until all required information has been provided and the application is complete.**

Land Title

- Recent certificate of title (within 30 days of receipt of application)
- All covenants, building schemes, easements or right of ways charged on title.

Three (3) full size copies & One (1) 8 ½ x 11 size of Site, Elevation and Floor Plans showing:

- All uses, existing & proposed, on the property, including buildings and structures
- Dimensions and floor areas (each floor) of all existing and proposed buildings on the property
- Height of all existing and proposed buildings on the property
- Setbacks of all existing and proposed buildings and structures, from the property lines and from the natural boundaries of the sea, wetlands, and watercourses, and from significant topographic features such as cliffs
- If applicable, site grading information (natural and proposed alterations)
- A zoning summary, including parcel size, lot coverage, etc
- Locations of all wetlands, watercourses on the property or other natural or environmental features (eagle trees, heron roosts, etc.)
- Locations and dimensions of all parking areas on the property, including entrances and exists, parking stalls and maneuvering aisles
- Locations and dimensions of all legal easements, covenant areas, and utility corridors on the property

Landscape Plan (where applicable)

- Showing existing and proposed landscaping. Alternatively, this information can be included on the site plan. Also, include an estimate of the total cost of the proposed landscaping, provided by a landscape architect or qualified professional. This estimate will be used to determine the amount of security required.

Other Requirements (where applicable)

- Elevation drawing(s), noting all proposed alterations to building elevations
- Proposed building materials and colours
- Location, fixture type and intensity of all proposed lighting
- Existing and proposed signs, including locations, dimensions, proposed building materials and colours

If you are requesting a variance, provide reasons for varying bylaw requirement(s). On your site plan, show the existing bylaw requirement and your proposed variance with accurate dimensions.