

CITY OF
LANGLEY



20399 Douglas Crescent Langley, B. C., V3A 4B3
Telephone: (604) 514-2800 Fax: (604) 514-2322

DEVELOPMENT APPLICATION

APPLICATION TYPE (Mark appropriate box)

FILE NO: _____

- | | |
|---|--|
| <input type="checkbox"/> Development Permit | <input type="checkbox"/> O.C.P. Amendment |
| <input type="checkbox"/> Development Variance Permit | <input type="checkbox"/> Land Use Contract Amendment |
| <input type="checkbox"/> Rezoning From _____ To _____ | <input type="checkbox"/> Zoning Text Amendment |

NAME OF APPLICANT: _____

ADDRESS: _____

POSTAL CODE: _____ **PHONE:** _____ **FAX NO:** _____

Name of Owner: (if not the applicant). If the applicant is not the owner of the property, attach the written consent of the owner appointing the applicant to act as agent for all purposes associated with the application. Interim agreements to purchase will not be accepted.

NAME: _____

ADDRESS: _____

POSTAL CODE: _____ **PHONE:** _____ **FAX NO:** _____

LEGAL DESCRIPTION OF PROPERTY: _____

PROPERTY ADDRESS: _____

POSTAL CODE: _____ **SIZE OF PROPERTY:** _____

I/We have attached the required documentation, as noted on the Development Submission Check List, along with the required application fee and hereby agree to submit further information deemed necessary for processing this application. Furthermore, I hereby acknowledge that any fees paid are non-refundable (except as noted on the following page).

Signature of Applicant/Agent

Date

FOR OFFICE USE ONLY

Application Fee: \$ _____
Receipt No: _____
Received By: _____

APPLICATION FEES AND REQUIRED ATTACHMENTS

<i>Development Application Type</i>	<i>Base Fee</i>	<i>Additional Fee</i>	<i>Attachments</i>
Development Permit ¹ Development Variance Permit ¹	\$2,500.00 ²	\$1.00/m ² gross floor area (non-residential) \$100.00/unit (residential)	A,B,C,D,E,F
Zoning Bylaw Amendment ¹	\$5,000.00 ²	\$0.10/m ² site area	A,B,C,D,E,F
Official Community Plan Amendment	\$3,500.00 ²	N.A.	A,B,C,D,E,F
Land Use Contract Amendment Single Family Residential Lot	\$2,500.00 ² \$300.00 ²	N.A. N.A.	A,B,C,D,E,F N.A.

¹ maximum \$10,000.00 total application fee for each application type

² half of total fees refundable if application is refused/withdrawn prior to publishing or delivery of notices

ATTACHMENTS REQUIRED:

- A. A copy of the Title for any parcel of land subject to the application, issued not more than 10 days prior to the date of the application.
- B. A location map and site plans drawn to scale in triplicate, showing lot boundaries, location of existing and proposed buildings and structures, points of access to the property, roads, rights-of-way, easements, waterways, and significant topographic features (contours), prepared by a British Columbia Land Surveyor.
- C. The elevations of floor levels of existing and proposed buildings and structures, related to the site grade elevations.
- D. Landscaping Plans to scale in triplicate showing:
 - ✓ the number and type of existing and proposed plant materials;
 - ✓ the proposed treatment of other surfaces of the site; and
 - ✓ the proposed treatment of the street boulevards.
- E. Plans to scale in triplicate showing the exterior elevations of all sides of proposed buildings and structures indicating the proposed use of each room or area.
- F. Electronic copy of plans in .ppt (Microsoft PowerPoint presentation) format on CD-ROM disk.

Note1: All application forms, plans, drawings, models and other documents accompanying an application will become the property of the City of Langley when submitted by the applicant.

Note2: Plans to scale shall be prepared in accordance with standard drafting practices for British Columbia unless otherwise authorized by the Director of Development Services

DEVELOPMENT SUBMISSION CHECK LIST
(TO BE COMPLETED BY APPLICANT)

TYPE OF DEVELOPMENT SUBMISSION:

- | | | |
|---|---|--|
| <input type="checkbox"/> Rezoning | <input type="checkbox"/> Development Permit | <input type="checkbox"/> Development Variance Permit |
| <input type="checkbox"/> O.C.P. Amendment | <input type="checkbox"/> Text Amendment | <input type="checkbox"/> Land Use Contract Amendment |

Address of Subject Property _____

Legal Description: Lot _____ District Lot _____ Group 2, NWD, Plan _____

To avoid unnecessary delays, please ensure that all information listed below is provided. Required sets of plans shall be to **scale in metric** or with metric equivalent calculated from imperial measurements.

Presentation **may** include other appropriate materials at the applicant's discretion, relevant to the scale and visual impact and land use context of the proposal: e.g. model, coloured perspective, photographs and building material samples.

APPLICATION TYPE	REQUIREMENTS	PLAN SETS
1 REZONING/OCP AMENDMENT/LAND USE CONTRACT AMENDMENT (Application to Advisory Planning Commission)	Application Form and Items #1-31	3-Full size 1-11.5"x17" reduction 1- .ppt CD-ROM
2 ZONING BYLAW TEXT AMENDMENT (Application to Advisory Planning Commission)	Application Form and Items #1-30	3-Full size 1-11.5"x17" reduction 1- .ppt CD-ROM
3 DEVELOPMENT PERMIT (Application to Advisory Planning Commission)	Application Form and Items #1-31	3-Full size 1-11.5"x17" reduction 1- .ppt CD-ROM
4 DEVELOPMENT VARIANCE PERMIT (Application to Advisory Planning Commission)	Application Form and Items #1-30	3-Full size 1-11.5"x17" reduction 1- .ppt CD-ROM

ITEMS TO BE SUBMITTED WITH APPLICATION (TO BE COMPLETED BY APPLICANT)

NOTE: *Items 1-16 should be in the form of a data sheet on the site plan.*

	YES	NO
1. Registered owner and letter of authorization to agent, if applicable. (interim purchase agreements are not applicable)		
2. Legal description and copy of State of Title.**		
3. Address of subject property.		
4. Architect/Designer/Phone and Fax Numbers.		
5. Lot Area in m ² .		
6. Lot Coverage* (%).		
7. Gross Floor Area* in m ²		
8. Floor Area Ratio.*		
9. Number of Dwelling Units & Residential Density per Hectare.		
10. Dwelling Unit Breakdown by Unit Type.		
11. Parking Calculation (Required & Provided).		
12. Existing Average Grade* of Building* (Provide Calculations)*		
13. Height* in m of Building (from average grade).		
14. Number of Storeys.*		
15. Setbacks/Yard* Dimensions in m.		
16. Open Air space* (%).		
17. Floor Plan(s) indicate uses of all spaces of existing and proposed buildings.		
18. Site Plan at minimum 1:200 showing maximum building footprint, shadow analysis and ground levels (existing and finished), adjoining streets, footprints of adjacent buildings and north arrow.		
19. All elevations to minimum 1:100 scale indicating existing average grade and finished building grade at building wall. For projects where existing grade is altered, indicate finished grade at all bordering properties/streets.		
20. Exterior treatment on all elevations identifying materials and colours with colour chips on display boards.		
21. Comprehensive hard and soft landscaping plan (botanical and common names of all species, size, spacing, surface materials, vents, approved screening of refuse and recycling containers). Note: If any major trees to be removed, and existing material to be maintained.		
22. Sections through building indicating line of finished and existing average grade.		
23. Numbered parking and loading spaces, access, layout and dimensions, screening, curbing, handicap accessibility and surface treatment.		
24. Garbage and recycling provisions (individual curbside pick-up or centralized bin locations), including truck turning movements, clearly identified for multifamily residential development projects.		

- 25. Roof plans showing treatment of all exposed surfaces, including vents, chimneys and elevator housing.
- 26. Off-site information as may be relevant to the design; e.g. boulevard trees, adjacent building locations and parks, sidewalks, street furnishing, or overhead utilities.
- 27. Zoning check list (proposal data vs. zone standards) on site plan.
- 28. Street elevations at minimum 1:200 and photos of proposal in relation to flanking building(s).
- 29. Sign details.
- 30. One set of drawings reduced to 11" x 17". (for agenda purposes)
- 31. Completed Sustainability Checklist.

ELECTRONIC COPY OF PLANS IN .PPT (MICROSOFT POWERPOINT PRESENTATION) FORMAT ON CD-ROM DISK IS REQUIRED FOR APC AND COUNCIL PRESENTATIONS.

* Definitions of technical terms are provided in the Zoning Bylaw.

** Copy of Certificate of Title should include copies of any easements and covenants (this information is available from B. C. Land Title's office, 88 - Sixth St., New Westminster, B. C., V8W 1B4, 660-2595), and shall be less than 30 days old.

Signature of Applicant

Date

DEVELOPMENT SERVICES DEPARTMENT USE ONLY	
Checked for completion by: _____	
Date: _____	
Application is: Complete _____	Incomplete _____
Sets of plans submitted: _____	
Photos submitted _____	
Is application in a Development Permit Area? _____	
If so which? _____	

ZONING CHECK LIST
(TO BE COMPLETED BY CITY STAFF)

Applicant: _____ File No: _____

Address: _____

Legal Description _____

Development Permit Area: _____

Existing Zoning: _____ Proposed Zoning: _____

Conforming: _____ Non-Conforming: _____

Environmentally Sensitive Area? Yes: _____ No: _____

Number of Buildings: _____ Type: _____

CRITERIA	PROPOSED	ZONE STANDARDS	COMMENTS
Site Area (m ²)		min	
Residential Units		max	
Density		max	
Lot Coverage (m ² / %)		max	
Gross Floor Area (m ²)		max.	
F.A.R.		max.	
Height (m)		max	
Setbacks (m)			
Front		min.	
Rear		min.	
Side		min.	
Side		min.	
Parking (Total)		min.	
Visitor		min.	
Handicapped		min.	
Indoor Amenity Space (m ²)		min.	
Storage Area (m ²)		min.	
Loading Space		min.	

Plans Dated: _____ Checked By: _____ Date: _____