Land Development

Document Checklist

SQUAMISH
HARDWIRED for ADVENTURE

Project Civic Address:_____

Applicant's Full Name: _____

You are required to provide the following documents (if applicable) with your *Land Development Application Form* and applicable fees. This checklist, and all District of Squamish forms, are available online at www.squamish.ca.

The items on the list are the minimum requirement for your application. Depending on the nature of your project, **you may be requested to submit additional information/documents** with, or following submission of, your application.

Print this *Document Checklist*, check that you have provided all required documents, sign, and include this document with your application (not required for the Pre-Application Meeting).

Electronic copies of all submissions; including application, drawings, & reports should be in PDF format. Drawings & site plans must be no more than 5MB in size. Electronic files may be emailed to planning@squamish.ca.

Documents Required for ALL Land Development Applications:

	n/a	FORMS, TECHNICAL REPORTS + DRAWINGS	COPIES
☐	☐	1. Complete and signed ***Land Development Application Form*** and all applicable **fees**.	Electronic or 1 hardcopy
☐	☐	2. **Land Title Search** – documents must be dated within 30 days of the date of application, and include copies of all easements and covenants. Certificates are available from: • BC Land Title Office – www.ltsa.ca (must be a registered user to access Land Title information) • If there are more than 3 charges on title you will be required to submit a summary of each charge.	Electronic
☐	☐	3. **Site Disclosure Statement** – required for rezoning, development permit, subdivision or site alteration permit (soil removal) applications per the *Environmental Management Act*. Download a Site Disclosure Statement *(Schedule 1: Contaminated Sites Regulation) and see Administrative Guidance from* B.C. Ministry of Environment website: A fee of $100.00 is payable to the District of Squamish upon application submission where Site Profiles must be sent to the Ministry.	Electronic
☐	☐	4. **Cover Sheet with Project Statistics** (Data Sheet) – Total site area, proposed floor area and floor area ratio and noted GFA exclusions, site coverage, building heights, parking and loading spaces, and useable outdoor area per Zoning Bylaw. **ALL DIMENSIONS TO BE IN METRIC** 5. **Context Plan** – showing the relationship of proposed development to surrounding sites, roads/ intersections, buildings and neighbourhood features (green spaces, trails, transit facilities) 6. **Site Plan** – drawn to scale showing dimensions of the property (as indicated on the Survey Plan) and on-site details including: a. Location of all existing and proposed roads, trails, easements or statutory rights-of-way. b. Location of any watercourse(s), mature vegetation, steep banks or slopes. c. Location of fire hydrants and fire lanes, hydro infrastructure (poles, boxes etc). d. Location and dimensions (incl. setbacks) of existing and proposed buildings and structures on site, including waste and recycling facilities. e. Building grades (calculations for existing average grade of buildings) – NOT required for Site Alteration Permit Application.	Electronic in 11"x17" format Multiple **colour** copies may be requested by Planning staff during application review or issuance.
☐	☐	7. **Other Development Plans** (typically only required for Development Permit Applications – confirm at your Pre-Application Meeting): **ALL DIMENSIONS TO BE IN METRIC** a. **Section/Elevation/Streetscape Plans** longitudinal and cross sections indicating floor levels and height above finished and existing average grades, as well as front/rear/side elevations sufficient to show proposal with exterior finishes, door and window details, weather protection, fencing/screening, and exterior equipment (if applicable). Elevation plans need to include adjacent buildings for context. b. **Roof Plans** (dimensions, including any required rooftop mechanical screening) c. **Parking Layout and Access Plans** (for all parking, loading and bicycle areas - including access, layout & dimensions, maneuvering aisles, ramps, curbing, and conformance with accessibility and surface treatment, screening & landscaping)	

		d. **Materials, Finishes & Colours** (for Development Permit Applications ONLY) – provide relevant details and elevations of all exterior treatments including proposed materials, finishes and colours. e. **Landscape Plans** (including all plant and hardscape materials, dimensions, sections/elevations, irrigation, lighting, signage, garbage and recycling, site furnishings and their relation to underground utilities, riparian areas and existing trees). *An Arborist Report may be required for proposed tree removal.* f. **Solid Waste Management Plan –** including waste room calculations and dimensions of the waste as per the Technical Guidelines. g. **Site Grading and Storm Drainage Plan** (to be coordinated with preliminary servicing plans prepared by a civil engineer, as required per the *Subdivision & Development Bylaw*.) h. ENERGY ADVISOR SIGN OFF – letter confirming development form and character meets BC Step Code requirements	
☐	☐	8. **Solar & View Impact Studies*** (for Downtown properties and existing or proposed zoning permits a maximum building height of 9 metres or higher). To study and reduce impacts on adjoining properties and public open spaces, provide as follows: • Sun/shade diagrams for Equinox: 8 a.m., 12 noon, 4 p.m. Summer and Winter Solstice: 9 a.m., 12 noon, 3 p.m. • Perspective renderings from the street/pedestrian level showing the development (simplified 3D block model) in its context with surrounding mountains, ocean and public realm viewpoints. *Confirm locations with File Planner.* **Not required at time of application submission; review and discuss Terms of Reference with assigned File Planner.*	Electronic in 11"x17" format Multiple **colour** copies may be requested by Planning staff during application review or issuance.
☐	☐	**3D Model*** (Projects proposing more than 5 residential units or larger non-residential development may be required to provide dimensionally accurate 3Dimensional representations of the proposed development and building form in relation to surrounding buildings, streets and public spaces. **Not required at time of application submission; discuss with assigned File Planner.*	
☐	☐	9. **Hazard/Risk Assessment** – For applications located within a natural hazard area, Hazard Assessments prepared by a Qualified Professional in accordance with Terms of Reference established by the District. **See specific Terms of Reference for Natural Hazard and/or Risk Assessments, and Risk Assessments for new development in the Cheekeye Fan Hazard Area, and the Flood Management Guide for Development.*	
		10. **Wildfire Hazard Assessment** – if applicable. Refer to OCP Part 5, Development Permit Area 11 Protection from Wildfire Hazard and confirm at Pre-Application meeting. See: https://squamish.ca/assets/Planning-forms/8d709ec8c0/Terms-of-Reference-for-Wildfire-Hazard-Assessments.pdf	
☐	☐	11. **Geotechnical Analysis** – required for Development Permit and Subdivision Applications only (usually NOT required for Zoning and OCP Amendment, Strata Title Conversion, Tree Management Permit, and Soil Management Permit applications – confirm at Pre-Application Meeting). 12. **Slope Stability Assessment** – for development sites with natural grade/slope equal or greater than 25% or as required by the District's Building Inspector or Approving Officer *See OCP Schedule E	
☐	☐	13. **Site Bio-Inventory** for Environmental Review Areas per OCP DPA1 Schedule K-1. See Terms of Reference: http://squamish.ca/assets/DS-Forms/Site-Bio-inventory-Report-Terms-of-Reference-final.pdf	
☐	☐	14. **Riparian Assessment Report**, if applicable. (Refer to OCP Part 5 Development Permit Area 1 Aquatic Guidelines for riparian areas and wetlands and confirm at Pre-Application Meeting).	
☐	☐	15. **Map** showing the location of invasive species.	
☐	☐	16. Complete and signed ***Document Checklist*** (not required for Pre-Application Meeting).	Electronic or 1 hardcopy

_____ _____ DD / MM / YYYY

Full Name of Applicant (please print) Signature of Applicant Date