



Preliminary Plan Approval (PPA) Application Form

Application # _____

Date _____

Final _____

Property Address/es _____

Project Summary (details included in **attached** scope of work/s): _____

Estimated Value of Construction: \$ _____ Application Fee: \$ _____ Invoice: # _____

I, the undersigned, being the owner of/authorized agent for the above mentioned property, hereby make application under the provisions of the City of Burnaby Zoning Bylaw for Preliminary Plan Approval, and hereby declare that all of the statements and information contained this application and the material submitted in support of this application are to the best of my knowledge true and correct in all respects.

(Applicant's Name – Print)

(Reg. Owner's Name – Print)

(Applicant's Address)

(Reg. Owner's Address)

(Applicant's Telephone)

(Applicant's Cell)

(Reg. Owner's Email)

(Applicant's e-mail)

Agent Authorization Form submitted (if applicable)

OFFICE USE: Name Authorized: _____

(Applicant's Signature)

OFFICE USE ONLY

The plans dated _____ have been approved with the additions, notations and modifications shown in **RED**.

This Preliminary Plan Approval is hereby issued in accordance with the submitted application and such plans and information forming part thereof, subject to compliance with the provisions of the Zoning Bylaw, the Development Cost Charges Bylaw, and all other relevant bylaws of the City of Burnaby, and subject to the following conditions:

(Issue Date)

(Signed)

RELATED APPLICATIONS MUST BE MADE BEFORE EXPIRY DATE OF: _____

This approval is valid for a period of 90 days from the issue date, unless: (a) no further permits are required (the approved works are started within this timeline and completed within two (2) years from the issue date); or, (b) further permits are required (a relevant permit application is made within this time period).

VALIDATION: Approval becomes valid when signed by **THE REGISTERED OWNER** or their **AUTHORIZED AGENT** within 90 days of the Issue Date, otherwise this approval will expire. I, (print) _____ owner of/authorized agent for the above described property, acknowledge and agree to the conditions attached to the approval of application for Preliminary Plan Approval.

(Signature)



Preliminary Plan Approval (PPA) Scope of Proposed Work

Planning and Building Department

| | | |
|--------------|-----------------|--------------|
| Date: | Address: | PPA#: |
|--------------|-----------------|--------------|

| Please check (✓) all that apply | | ✓ | Description of the proposed work as applicable |
|-----------------------------------|--|---|--|
| 1 | Construct a new building(s) | | |
| 2 | Construct new underground level(s) | | |
| 3 | Add to an existing building(s) | | |
| 4 | Alter the interiors | | |
| 5 | Alter the exteriors | | |
| 6 | New use or change of use: a) Specify old use and operation | | |
| | b) Specify new use and operation | | |
| 7 | Alter grade (raise or lower grade) a) Specify soil deposit quantity | | |
| | b) Specify soil removal quantity | | |
| 8 | Demolish existing structures | | |
| 9 | Excavate | | |
| 10 | Add temporary structure | | |
| 11 | Alter / expand surface parking | | |
| 12 | Alter / expand landscape: a) Existing trees within altered area | | |
| | b) Tree removal and/or replacement | | |
| 13 | Building envelope repair | | |
| 14 | Accessory Building or Structure | | |
| 15 | Off-Site services required | | |
| 16 | Other Works | | |

OFFICE USE: X-ref: PPA _____ Rezoning _____ SUB _____

Map # _____ Zone _____