

## GENERAL INFORMATION

Preliminary Plan Approval (PPA) is an approval granted by the Director Planning and Building indicating that a proposed development meets all the applicable requirements of the Zoning bylaw. It is **NOT** a Building permit. A Building Permit must be applied for separately and will not be issued unless a proposed development has received Preliminary Plan Approval.

## EXPLANATORY NOTES

1. Please refer to the PPA Application Number (Preliminary Plan Approval) when making enquiries.
2. Applications will be reviewed by staff concurrent with circulation to Fire, Health and Engineering Departments for comment.
3. Applications may be made for Building Permit concurrently with PPA application.
4. The applicant is advised that it is their responsibility to make necessary arrangements with the Building, Fire, Environmental Health, and Engineering Departments for compliance with pertinent requirements prior to issuance of any Building Permits, including proposed design details and procedures relating to fire protection, water metering, servicing, public roads and utilities, Environmental Health Bylaws dealing with matters such as noise or sound emissions, air pollution, storm and sanitary sewer effluent quality, operation of food premises and garbage disposal.
5. Any landscaping or other works within easement areas must be approved by the requisite City Departments including the Planning and Engineering Departments.
6. The applicant will be contacted by phone when the PPA is approved.
7. The approved PPA is attached to one set of the approved drawings. The applicant must take the PPA and drawings to the registered property owner who will sign and have witnessed the Validation portion of the PPA form. The owner has the option to sign an agent authorization form that will give authority for the agent to sign the validation portion of the PPA form on their behalf. **NOTE:** if there is a recent change of ownership, a copy of the registered change must be provided.
8. Once the Validation portion of the PPA form has been signed, the PPA application is returned to the Planning Department. The applicant will receive one copy of the PPA form and one copy of the approved PPA drawings for their records. Once copy of the validated PPA form will be attached to a second copy of the approved PPA drawings and forwarded to the Building Department preparatory to the issuance of any permit.
9. If you require additional information or assistance, please contact the Planning Department at 604.294.7400.