



CERTIFIED PROFESSIONAL (CP) PROGRAM PRELIMINARY PLAN APPROVAL CONFIRMATION OF CHANGES LETTER

PROJECT ADDRESS:		PPA#:	PPA
MASTER BUILDING PERMIT:	BLD	STAGE NO:	

I, _____, (*Architect of Record*) hereby confirm that the drawings submitted for this stage of construction under the above noted Building Permit do not comply with the Preliminary Plan Approval drawings.

NOTE: All changes must be noted in the Table on Page 2. Particular attention should be paid to the following:

1. Permitted use(s);
2. Building Exterior (e.g. doors, windows, siding, rooftop units, venting, change in overall building form including height);
3. Floor area(s) (e.g. additional floors, enclosed balconies, mezzanines, lofts, storage rooms);
4. On-site parking (e.g. add or delete parking stalls, layout changes) and loading and bicycles (e.g. configuration, dimension and vertical clearances.);
5. Landscape;
6. Number of dwelling units, adaptable dwelling units or tenancies;
7. Setbacks/siting;
8. Exterior color;
9. Covenants.

Plans and details must be submitted to illustrate the listed changes.

Further, I understand that it will be determined by staff at the City of Burnaby whether an amendment to the Preliminary Plan Approval is required as a result of these changes.

I also confirm that I understand that this project may be audited by City staff for compliance with the Preliminary Plan Approval as issued.



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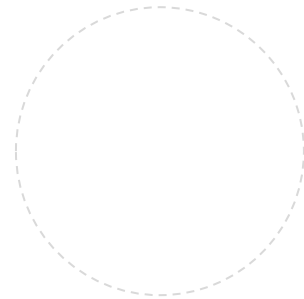
NOTE: You must submit plans and details that illustrate the listed changes.
Cloud changes on the drawings to reference the list.

DRAWING NO.	CHANGE DESCRIPTION Attach a separate sheet if required	REVISION NO.

Signed By: _____
(Architect of Record)

Company Name: _____

Architect Seal:



Date: _____

Certified Professional's Stamp



Submitted By: _____
(Certified Professional)

Company Name: _____