

# Rezoning Application Submission Checklist

✓ = Required for all submissions

S = Site Specific- check with your assigned File Manager

D = Not required as part of your initial application package; will be required at a later stage

	Elements	Required, Site-Specific, Or Deferrable
<b>Administration Requirements</b>		
<input type="checkbox"/>	<a href="#">Rezoning Application Form</a>	✓
<input type="checkbox"/>	<a href="#">Agent Authorization Form</a> This form is required when an owner authorizes someone to act on their behalf during the rezoning process. All owners must sign.	✓
<input type="checkbox"/>	<a href="#">Title Search</a>	✓
<input type="checkbox"/>	<a href="#">Letter of Intent</a>	✓
<input type="checkbox"/>	<a href="#">Rezoning Application Fee</a>	✓
<b>Architectural Drawing Submission</b>		
<input type="checkbox"/>	Title Sheet: <ul style="list-style-type: none"> <li><input type="checkbox"/> Application number (REZ, DP)</li> <li><input type="checkbox"/> Project title</li> <li><input type="checkbox"/> Project civic address</li> <li><input type="checkbox"/> Drawing list</li> <li><input type="checkbox"/> Applicant name and contact</li> <li><input type="checkbox"/> Architectural consultant's name and contact</li> </ul>	✓
<input type="checkbox"/>	Site Survey: <ul style="list-style-type: none"> <li><input type="checkbox"/> Topographic survey and existing building area survey – by area and residential strata/ rental units</li> <li><input type="checkbox"/> Draft subdivision plan with proposed dedications, road closure areas, statutory rights-of-way, easements and covenants indicated</li> <li><input type="checkbox"/> Requirements for civic communication conduits and other special infrastructure</li> </ul>	✓

<input type="checkbox"/>	Statistical summary of all applicable statistics listed in the Statistics & Data Sheet (City-supplied data sheet)	✓
<input type="checkbox"/>	Design rationale (brief written rationale on key design principles, considerations, and context-sensitive design solutions)	✓
<input type="checkbox"/>	Use and tenure diagram	✓
<input type="checkbox"/>	Context plan	✓
<input type="checkbox"/>	Site plan (include clearly dimensioned setbacks, existing and proposed property lines, road allowances, rights-of-way, dedications, and building footprints)	✓
<input type="checkbox"/>	Fire truck access plan	✓
<input type="checkbox"/>	Loading plan – commercial and/or residential	✓
<input type="checkbox"/>	Vehicle turning templates	✓
<input type="checkbox"/>	<a href="#">Solid waste and recycling access plan</a> – commercial and/or residential as applicable (include size, location and collection vehicle turning path analysis with required clearance and ramp grades)	✓
<input type="checkbox"/>	Floor area overlays (clearly dimensioned with floor and unit areas noted)	✓
<input type="checkbox"/>	Adaptable unit layouts	✓
<input type="checkbox"/>	Elevations <ul style="list-style-type: none"> <li><input type="checkbox"/> All facades with adjacent finished grades noted</li> <li><input type="checkbox"/> Each storey labelled, with exempt storeys noted and any additional permitted storeys</li> <li><input type="checkbox"/> Extent of proposed underground storeys including depth in metres and levels</li> <li><input type="checkbox"/> Finished grade noted at property line</li> <li><input type="checkbox"/> Topographical elevations</li> <li><input type="checkbox"/> Materials identified</li> <li><input type="checkbox"/> Proposed building height in metres</li> </ul>	✓
<input type="checkbox"/>	Details (as necessary such as balcony privacy screens, windows & entrances)	✓

<input type="checkbox"/>	Materials sample page	✓
<input type="checkbox"/>	Sections (with heights from finished grade noted)	✓
<input type="checkbox"/>	Renderings	✓
<input type="checkbox"/>	Phasing plan	S
<input type="checkbox"/>	Shadow study (For buildings 20 storeys of greater – shadowing impacts at the summer and winter solstices and the equinoxes)	S
<input type="checkbox"/>	Draft airspace parcel diagram	S
<input type="checkbox"/>	Tower separation diagram	S
<b>Landscape Architecture Submission</b>		
<input type="checkbox"/>	Grading plan	✓
<input type="checkbox"/>	Landscape site plan (showing proposed hydro infrastructure and parkade vents)	✓
<input type="checkbox"/>	Detailed planting plan/species list (including inventory of existing public or private trees)	✓
<input type="checkbox"/>	Hardscape materials and furniture identified	✓
<input type="checkbox"/>	Landscape sections	✓
<input type="checkbox"/>	Landscape details (as necessary)	✓
<b>Servicing and Plans</b>		
<input type="checkbox"/>	Summary of Proposed Off-Site Works (City and third-party)	✓
<input type="checkbox"/>	Servicing Plan (showing existing and proposed utility service connections)	✓
<input type="checkbox"/>	<a href="#"><u>Loading Calculations and Conditions Assessment for proposed utilities</u></a>	✓
<input type="checkbox"/>	<a href="#"><u>Proposed Utilities Water Metering Strategy</u></a>	✓

<input type="checkbox"/>	<p>Geotechnical Report; report shall include the following statements in the same location:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> The report shall give the City of Burnaby explicit permission to rely upon it</li> <li><input type="checkbox"/> The land may be used safely for the use intended in accordance with the recommendations in the report</li> <li><input type="checkbox"/> Construction will not draw down on the water table or cause any adverse impacts to adjacent properties and road rights-of-way</li> </ul>	✓
<input type="checkbox"/>	Pavement Design Report	S
<input type="checkbox"/>	<p>Stormwater and <a href="#">Groundwater Management Report</a> (including hydrogeological study); report shall include the following statements in the same location:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> The report shall give the City of Burnaby explicit permission to rely upon it</li> <li><input type="checkbox"/> The land may be used safely for the use intended in accordance with the recommendations in the report</li> <li><input type="checkbox"/> Construction will not draw down on the water table or cause any adverse impacts to adjacent properties and road rights-of way</li> </ul>	D
<input type="checkbox"/>	Tree Management Plan (Arborist report for identification, classification and condition of public trees and removals proposed)	D
<input type="checkbox"/>	<p>Civil design plan (including signage, pavement markings and electrical for streetlights and traffic signals)</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Road geometrics (following City's engineering design criteria and Transportation's design requirements)</li> </ul>	D
<input type="checkbox"/>	Transportation Impact Assessment (Including site circulation, AutoTURN and loading)	D, S
<input type="checkbox"/>	Geotechnical Hazard Identification	S
<input type="checkbox"/>	Lighting plan (lighting within landscape and building lighting if proposed)	S
<input type="checkbox"/>	Environmental Site Plan (include location and setbacks to City-designated Environmentally Sensitive Areas, or part of Metro Vancouver's Sensitive Ecosystem Inventory [SEI] or streams)	S
<input type="checkbox"/>	Proposed water features	S

Other Items		
<input type="checkbox"/>	<a href="#">Site Disclosure Statement and Contamination Identification</a>	✓
<input type="checkbox"/>	Flood Management Report	S
<input type="checkbox"/>	<a href="#">Heritage and Archaeology Checklist</a> (copy of completed Local Government Notification Letter)	S
<input type="checkbox"/>	<a href="#">District Energy Area Review</a> and Site Plan	S
<input type="checkbox"/>	Rainwater Management Amenity Report and Preliminary Design ( <a href="#">required if the site is located within a Town Centre</a> )	S

**Additional information may be required for any of the following site-specific conditions:**

- » If the site includes a steep slope, include slope stability and/or hydrogeological reports, including a pre-construction and post-construction monitoring plan.
- » If contamination is present on site, identify any potential interaction with proposed development works, stormwater management facilities & best management practices (BMPs).
- » If the site has a Watershed Classification: Provide related stormwater requirements.
- » If heritage assets are identified on site, consult Burnaby's [Heritage Planning Program](#).
- » For additional information on [Archaeology and Indigenous sites](#), review the Official Community Plan guidelines.

For further information, please contact the City of Burnaby Planning and Development Department at **604-294-7400** or [planning@burnaby.ca](mailto:planning@burnaby.ca).