

All Complete Application submissions must be prepared and submitted in accordance with the City of Burnaby’s Development Procedures Bylaw No. 14824. All documents should be submitted using metric measurements, with an additional square footage calculation only required for Community Benefit Bonus floor area.

- This checklist does not include requirements for Air Space Parcel Subdivision Applications.
- All submitted documents should match the naming convention as listed below.
- The City of Burnaby reserves the right to waive any requirements as needed.

Elements	Rezoning Application	Subdivision Application or Servicing	Form & Character DP	Streamside Protection DP	Tenant Protection DP	Development Variance Permit	Temporary Use Permit	OCP Amendment
General Requirements								
<input type="checkbox"/>	Development Application Form	✓	✓	✓	✓	✓	✓	✓
<input type="checkbox"/>	Agent Authorization Form 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"/>	Title Search A current title search from the Land Title Office for each parcel included in the development	✓	✓	✓	✓	✓	✓	✓
<input type="checkbox"/>	Title Summary A written summary from a Solicitor describing each charge on title and advising if any are impacted by the proposed development	✓	✓	✓	✓	✓	✓	✓
<input type="checkbox"/>	Letter of Intent Brief written statement outlining purpose and scope of application	✓	✓	✓	✓	✓	✓	✓
<input type="checkbox"/>	Application Fee(s) Fees are applied as per fee bylaw at time of application	✓	✓	✓	✓	✓	✓	✓
<input type="checkbox"/>	Site Disclosure Statement and Contamination Identification BC - Ministry of Environment and Climate Change Site Disclosure Statement identifying potentially contaminated sites.	✓		✓	✓	✓		

Elements		Rezoning Application	Subdivision Application or Servicing	Form & Character DP	Streamside Protection DP	Tenant Protection DP	Development Variance Permit	Temporary Use Permit	OCP Amendment
<input type="checkbox"/>	All proposed dedications to the City are required to be remediated to a numerical standard. This submission item is due when requested by the City at the time of application payment.								
<input type="checkbox"/>	Strata Council Approval Required if the subject site is stratified						✓	✓	
<input type="checkbox"/>	Heritage and Archaeology Checklist A form that identifies if a property subject to a development application includes a heritage resource and/or is known by the City to overlap with protected archaeological site(s)	✓		✓				✓	✓
Architectural Submission (provided in one document)									
<input type="checkbox"/>	Title Sheet: <input type="checkbox"/> Precursor Application Number (INT Case #) <input type="checkbox"/> Project title <input type="checkbox"/> Project civic address(es) <input type="checkbox"/> Table of contents <input type="checkbox"/> Applicant name and contact Architectural consultant's name and contact			✓			✓	✓	
<input type="checkbox"/>	Site Survey and Draft Subdivision or Reference Plan: All plans shall be signed and sealed by a BC Land Surveyor and include the following: <input type="checkbox"/> Topographic survey and building plot plan, which shall also identify any building encroachments into proposed road dedication or new parcel boundaries <input type="checkbox"/> Top of bank or Top of Ravine Bank, and significant trees if applicable <input type="checkbox"/> Draft subdivision or reference plan with proposed		✓	✓	✓				

Elements		Rezoning Application	Subdivision Application or Servicing	Form & Character DP	Streamside Protection DP	Tenant Protection DP	Development Variance Permit	Temporary Use Permit	OCP Amendment
<input type="checkbox"/>	<p>dedications, road closure areas, statutory rights-of-way (SRW), easements, covenants indicated, and the ultimate property line</p> <p>The site survey is to be overlaid on Civil Design.</p> <p>If Dedication or SRW is required, provide written confirmation from Civil Designer that the necessary Engineering Transportation Servicing can be accommodated.</p>								
<input type="checkbox"/>	<p>Photos of Subject Site</p>						✓	✓	
<input type="checkbox"/>	<p>Statistics and Data Sheet Copy of City of Burnaby stats sheet for the proposed development.</p>			✓	✓	✓			
<input type="checkbox"/>	<p>Use and Tenure Diagram A block massing diagram with labels indicating land use, tenure, and floor area.</p>			✓		✓			
<input type="checkbox"/>	<p>Context Plan A drawing showing the relationship of the proposal to surrounding buildings.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Include building separation distances between existing and future building locations (Block Study), in plan view and if necessary elevation view. <input type="checkbox"/> Show adjacent roads and site connectivity. 			✓					
<input type="checkbox"/>	<p>Circulation Plan Plan demonstrating sufficient road and lane allowance to meet the needs of the Zoning Bylaw</p>			✓					

Elements	Rezoning Application	Subdivision Application or Servicing	Form & Character DP	Streamside Protection DP	Tenant Protection DP	Development Variance Permit	Temporary Use Permit	OCP Amendment
<input type="checkbox"/> Site Plan <ul style="list-style-type: none"> <input type="checkbox"/> Clearly dimension all setbacks, existing and proposed property lines, road allowances, road dedications, statutory rights-of-way, dedications, and building footprints. <input type="checkbox"/> Include topographical elevations across the site. <input type="checkbox"/> Show building separation between existing and future building locations, if multiple buildings are proposed. <input type="checkbox"/> Identify any applicable Streamside Protection and Enhancement Areas (SPEAs) and Geotechnical hazards or setbacks. <input type="checkbox"/> Include potential pad-mounted transformer and vista switch locations and associated statutory rights-of-way. 		✓	✓	✓		✓	✓	
<input type="checkbox"/> Fire Access Plan Access Plan illustrating fire truck access routes or lanes Show location of fire hydrants and indicate their distance from the subject site			✓			✓		
<input type="checkbox"/> Loading Strategy Detailed strategy for meeting loading requirements			✓			✓		
<input type="checkbox"/> Elevations <ul style="list-style-type: none"> <input type="checkbox"/> All building facades shown with adjacent finished grades clearly noted <input type="checkbox"/> Finished grade indicated at property line <input type="checkbox"/> Include cross section <input type="checkbox"/> Each storey labelled, with exempt levels and additional permitted storeys noted 			✓			✓		

Elements		Rezoning Application	Subdivision Application or Servicing	Form & Character DP	Streamside Protection DP	Tenant Protection DP	Development Variance Permit	Temporary Use Permit	OCP Amendment
<input type="checkbox"/>	<ul style="list-style-type: none"> <input type="checkbox"/> Proposed building height in meters <input type="checkbox"/> Identification of exterior materials and finishes <input type="checkbox"/> Details for heating, ventilation and mechanical equipment/ structures 								
<input type="checkbox"/>	<p>Sections with adjacent finished grade noted</p> <p>Drawing sections with adjacent finished grades noted</p>			✓			✓		
<input type="checkbox"/>	<p>Materials sample sheet</p> <p>Materials sheet showing proposed exterior finishes, colours and materials, with labels identifying application locations</p>			✓					
<input type="checkbox"/>	<p>Floor Plans, including the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Ensure parking stalls, drive aisles, and bike parking is clearly dimensioned <input type="checkbox"/> Include use overlays (residential, commercial etc.) <input type="checkbox"/> District Energy Utility Room 			✓					
<input type="checkbox"/>	<p>Vehicle Turning Templates</p> <p>Scaled diagram used to assess vehicle maneuverability, including access to site and parkade</p>			✓					
<input type="checkbox"/>	<p>Solid Waste and Recycling Access Plan</p> <ul style="list-style-type: none"> <input type="checkbox"/> Include a fully detailed parkade plan showing access routes and waste collection areas <input type="checkbox"/> Ensure garbage room and staging area are designed to meet all applicable meets full design standards 			✓					

Elements		Rezoning Application	Subdivision Application or Servicing	Form & Character DP	Streamside Protection DP	Tenant Protection DP	Development Variance Permit	Temporary Use Permit	OCP Amendment
<input type="checkbox"/>	<p>Renderings</p> <p>Coloured renderings illustrating the project’s design intent and conformity to applicable guidelines and policies</p>			✓					
<input type="checkbox"/>	<p>Shadow Study (applicable to buildings 8 storeys or greater)</p> <p>An analysis of sun and shadow patterns, including impacts during the summer and winter solstices as well as the spring and fall equinoxes</p>			✓					
Landscape Architecture Submission (provided in one document)									
<input type="checkbox"/>	<p>Landscape Site Plan, including the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Detailed environmental site plan showing setbacks to City-designated Environmentally Sensitive Areas, streams, or areas identified as part of Metro Vancouver’s Sensitive Ecosystem Inventory (SEI) <input type="checkbox"/> Show onsite trees and replacement trees, along with any proposed water features, hydro infrastructure, and parkade vents <input type="checkbox"/> Provide conceptual planting plan with species list and inventory <input type="checkbox"/> Verify vegetation measures have been met as per Form and Character Development Permit Area Guidelines <input type="checkbox"/> Provide a permeable surface diagram, as per Form and Character design guidelines. 			✓	✓				

Elements		Rezoning Application	Subdivision Application or Servicing	Form & Character DP	Streamside Protection DP	Tenant Protection DP	Development Variance Permit	Temporary Use Permit	OCP Amendment
<input type="checkbox"/>	Grading Plan Detailed grading plan showing any Streamside Protection and Enhancement Areas, as applicable.			✓	✓				
<input type="checkbox"/>	Detailed Planting Plan / Species List <ul style="list-style-type: none"> <input type="checkbox"/> Include inventory of existing public or private trees <input type="checkbox"/> Detailed vegetation plan, with certificate statement that it meets the calculations as included in the design guidelines (applicable to Form and character DP only) 			✓	✓				
<input type="checkbox"/>	Hardscape Materials and Furniture Identified			✓	✓				
<input type="checkbox"/>	Landscape Sections			✓	✓				
<input type="checkbox"/>	Landscape Details <ul style="list-style-type: none"> <input type="checkbox"/> Include a vegetation coverage plan and certification statement that the calculations meet the calculations as included in the Development Permit Guidelines. <input type="checkbox"/> Include soil volumes. 			✓	✓				
<input type="checkbox"/>	Lighting Plan <ul style="list-style-type: none"> <input type="checkbox"/> Lighting plan for both landscape and building lighting, if applicable 			✓	✓				
Servicing, Plans and Reports									

Elements	Rezoning Application	Subdivision Application or Servicing	Form & Character DP	Streamside Protection DP	Tenant Protection DP	Development Variance Permit	Temporary Use Permit	OCP Amendment
<input type="checkbox"/> <p>Design rationale Complete design rationale form to highlight alignment with the Form and Character Development Permit Guidelines. Identify any known variances or deviations and include a rationale.</p>			✓					
<input type="checkbox"/> <p>Summary of Proposed Off-Site Works</p>		✓						
<input type="checkbox"/> <p>Civil Key Plan Key Plan shall include existing and proposed utility service connections, road Right- of -Ways and Statutory Right- of-Ways, conceptual road geomatics (if available) and driveways, site and fire access design, and proposed VISTA switch/PMT location (s). Include servicing and grading proposed in SPEA.</p>		✓	✓	✓				
<input type="checkbox"/> <p>Fire Underwriters Survey</p>		✓	✓					
<input type="checkbox"/> <p>Loading Calculations and Conditions Assessment for Proposed Utilities</p>		✓	✓					
<input type="checkbox"/> <p>Proposed Utility Metering Strategy</p>			✓					
<input type="checkbox"/> <p>Offsite Civil Engineering Design Include signage and pavement marking plans. Also include a Rainwater Management Amenity Report and 80% Design Drawings, required if the site is located within a Town Centre</p>		✓	✓					
<input type="checkbox"/> <p>Offsite Electrical Design - Street Lighting, Traffic Signals Detailed engineering drawings and specifications for all off-site electrical works, including street-light and traffic signal design.</p>			✓					

Elements	Rezoning Application	Subdivision Application or Servicing	Form & Character DP	Streamside Protection DP	Tenant Protection DP	Development Variance Permit	Temporary Use Permit	OCP Amendment
<input type="checkbox"/> Transportation Impact Assessment Standalone Report			✓					
<input type="checkbox"/> Pavement Design Pavement Design Report: Required with a new road or when road class or traffic patterns change; includes design criteria, traffic analysis, geotechnical investigation, and rehabilitation recommendations per TAC and MoTT guidelines (Design Criteria Manual, Section 6.16). Pavement Condition Assessment Report: Required for existing pavements with unchanged road class or traffic patterns; includes destructive and non-destructive testing to inform rehabilitation design and specifications. Proposed pavement structure design must meet the minimum structural requirements (thicknesses and material types) specified for corresponding functional road classes in the Pavement Restoration Policy (July 2020).			✓					
<input type="checkbox"/> Rainwater & Groundwater Management (including hydrogeological study): <ul style="list-style-type: none"> <input type="checkbox"/> On-site Rainwater Management Plan <input type="checkbox"/> Groundwater Management Plan <input type="checkbox"/> If contamination is present on site, identify any potential interaction with proposed development works, stormwater management facilities & best management practices (BMP's) <input type="checkbox"/> If the site includes a steep slope, include stability 			✓	✓				

Elements	Rezoning Application	Subdivision Application or Servicing	Form & Character DP	Streamside Protection DP	Tenant Protection DP	Development Variance Permit	Temporary Use Permit	OCP Amendment
<p>and/or hydrogeological reports, recommended building setbacks, measures to protect the integrity of the riparian areas (as applicable), including a pre-construction and post-construction monitoring plan</p> <p><input type="checkbox"/> All reports shall include the following statements in the same location:</p> <ul style="list-style-type: none"> • The report shall give the City of Burnaby explicit permission to rely upon it • The may be used safely for the use intended in accordance with the recommendations in the report • Construction will not draw down on the water table or cause any adverse impacts to adjacent properties and road right-of way 								
<p><input type="checkbox"/> Geotechnical Report</p> <p>The report shall include the following statements in the same location:</p> <p><input type="checkbox"/> All reports shall include the following statements in the same location:</p> <ul style="list-style-type: none"> • The report shall give the City of Burnaby explicit permission to rely upon it • The land may be used safely for the use intended in accordance with the recommendations in the report • Construction will not draw down on the water table or cause any adverse impacts to adjacent properties and road right-of way 			✓	✓				

Elements		Rezoning Application	Subdivision Application or Servicing	Form & Character DP	Streamside Protection DP	Tenant Protection DP	Development Variance Permit	Temporary Use Permit	OCP Amendment
<input type="checkbox"/>	<p>If the site is within a SPEA DPA the Geotechnical Report should address the suitability of the development in the proposed location, a recommended building setback and measures to protect the integrity of the slope/SPEA.</p>								
<input type="checkbox"/>	<p>Slope Stability and/or Hydrogeological Report for Steep Slopes (If Applicable)</p> <p>Include pre-construction and post-construction monitoring plan</p>			✓	✓				
<input type="checkbox"/>	<p>Phasing Plan</p> <p>Applicable to multi-phase developments, the phasing plan should outline the sequence and timing of construction stages, key milestones, and occupancy considerations.</p>		✓	✓					
<input type="checkbox"/>	<p>Flood Hazard Report</p> <p>Required when the site is within a designated flood plain.</p>			✓					
<input type="checkbox"/>	<p>Acoustic Report</p> <p>Required for projects that involve the construction of residential units or liveable spaces. An acoustical report shall be completed by a Qualified Professional, and demonstrate that the constructed building will include mitigation measures to reduce the effect of disruptive external sounds and to ensure the building constructed is compliant with City of Burnaby design criteria.</p>			✓	✓				
<input type="checkbox"/>	<p>Arborist Report & Tree Management Plan</p> <p>Required when a site has a tree as defined in the Tree Bylaw. An Arborist report shall include identification, classification and condition of public and private trees and outline proposed removals, and replacements.</p>			✓					

Elements		Rezoning Application	Subdivision Application or Servicing	Form & Character DP	Streamside Protection DP	Tenant Protection DP	Development Variance Permit	Temporary Use Permit	OCP Amendment
<input type="checkbox"/>	<p>Statement of Significance (Required if a Heritage Resource is on Site)</p> <p>A statement prepared by a qualified heritage professional that identifies the heritage value and character-defining elements of a built heritage resource.</p>		✓	✓					
<input type="checkbox"/>	<p>Documentation of Engagement with an Archaeologist (Required if a Heritage Resource is on Site)</p> <p>A letter or report submitted by a professional archaeologist or the British Columbia Archaeology Branch that indicates an applicant has engaged a professional archaeologist to review a development, or that indicates no review necessary.</p>		✓	✓			✓	✓	
<input type="checkbox"/>	<p>As Found Report (Required if a Heritage Resource is on Site)</p> <p>A report that records the physical condition and configuration of built heritage resources prepared by a qualified heritage professional.</p>		✓	✓			✓	✓	
<input type="checkbox"/>	<p>Commemorative Plan (Required if a Heritage Resource is on Site)</p> <p>A plan that describes heritage resources and outlines their heritage value, identifies commemorative themes, and presents a strategy to incorporate the commemorative these into the development.</p>		✓	✓			✓	✓	
Streamside Protection and Enhancement Development Permit Submissions									
<input type="checkbox"/>	<p>A suitable plan prepared by a surveyor describing the SPEA area</p> <p>A certified Explanatory Plan or Reference Plan describing the SPEA area</p>				✓				



Complete Application Submission Checklist

Effective: July 01, 2026

Elements	Rezoning Application	Subdivision Application or Servicing	Form & Character DP	Streamside Protection DP	Tenant Protection DP	Development Variance Permit	Temporary Use Permit	OCP Amendment
<input type="checkbox"/> <p>SPEA Restoration and Enhancement Plan</p> <p>The plan shall be prepared by a Qualified Environmental Professional and include the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> The area proposed to be planted, restored or enhanced <input type="checkbox"/> Location and specifications of the SPEA fence <input type="checkbox"/> Invasive species locations, species and control plan <input type="checkbox"/> Proposed planting details (species, location, size). 				✓				
<input type="checkbox"/> <p>Monitoring and Maintenance Plan</p> <p>Plan details determined by Development Permit Guidelines. Required for a minimum of 3 years for R1 district lots and 5 years for all other districts</p>				✓				
<input type="checkbox"/> <p>Erosion and Sediment Control Plan</p> <p>Designed to protect the SPEA during demolition and construction</p>				✓				
<input type="checkbox"/> <p>Construction Environmental Management Plan</p> <p>Required for projects with a risk of contamination, noise, sensitive habitat, invasive species spread, or species at risk present adjacent to development site.</p>				✓				
Tenant Protection Development Permit Submissions								

Elements		Rezoning Application	Subdivision Application or Servicing	Form & Character DP	Streamside Protection DP	Tenant Protection DP	Development Variance Permit	Temporary Use Permit	OCP Amendment
<input type="checkbox"/>	<p>Schedule D “Tenant Meeting Requirements” of the Tenant Protection Bylaw 2026.</p> <p>This includes, but is not limited to: Posting an information flyer in the building about upcoming meeting, hosting a tenant meeting for all eligible households with City staff, and sending eligible households Tenant Protection Bylaw forms. Full requirements outlined in Schedule D of the 2026 TPB</p>					✓			
<input type="checkbox"/>	<p>Tenant Assistant Form Report</p> <p>A report of all the TAF forms collected from the applicant in a summarized excel version. This must be sent directly to the Burnaby Housing Team at tenantprotection@burnaby.ca</p>					✓			
<input type="checkbox"/>	<p>Draft Eligible Household List</p> <p>If required, submit an updated list of tenants who live at the existing rental site subject to redevelopment (this is referred to as the Draft Eligibility List in the Tenant Protection Bylaw). If there are no changes to previous submission inform City staff and no update is required.</p> <p>This must be sent directly to the Burnaby Housing Team at tenantprotection@burnaby.ca</p>					✓			
<input type="checkbox"/>	<p>Security Calculation Template</p> <p>Calculation is outlined in Schedule C (1) (g) Tenant Protection Bylaw No.14824 and the Burnaby Development Procedures Bylaw.</p>					✓			

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