

All Initial 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. All submission items should follow the document naming convention as listed below.

The City of Burnaby reserves the right to waive any requirements as needed.

Elements	Required	If Available
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"/> 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)	✓	
<input type="checkbox"/> Site Disclosure Statement and Contamination Identification BC - Ministry of Environment and Climate Change Site Disclosure Statement identifying potentially contaminated sites. 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.	✓	
Architectural Submission (provided in one document)		
<input type="checkbox"/> Title Sheet: <input type="checkbox"/> Precursor Application Number (INQ 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 <input type="checkbox"/> Architectural consultant's name and contact	✓	

Elements	Required	If Available
<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: <ul style="list-style-type: none"> <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 dedications, road closure areas, statutory rights-of-way (SRW), easements, covenants indicated, and the ultimate property line 	✓	
<input type="checkbox"/> Statistics and Data Sheet Copy of City of Burnaby stats sheet for the proposed development	✓	
<input type="checkbox"/> Use and Tenure Diagram A block massing diagram with labels indicating land use, tenure, and floor area	✓	
<input type="checkbox"/> Context Plan A drawing showing the relationship of the proposal to surrounding buildings <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"/> 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"/> 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"/> Each storey labelled, with exempt levels and additional permitted storeys noted <input type="checkbox"/> Proposed building height in metres <input type="checkbox"/> Identification of exterior materials and finishes <input type="checkbox"/> Details for heating, ventilation and mechanical equipment/ structures 	✓	

Elements	Required	If Available
<input type="checkbox"/> Floor Plans <ul style="list-style-type: none"> <input type="checkbox"/> Ensure parking stalls, drive aisles, and bike parking are clearly dimensioned <input type="checkbox"/> Include use overlays (residential, commercial etc.) <input type="checkbox"/> District Energy Utility Room 		✓
<input type="checkbox"/> Fire Access Plan <ul style="list-style-type: none"> <input type="checkbox"/> Access Plan illustrating fire truck access routes or lanes <input type="checkbox"/> 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"/> Vehicle Turning Templates Scaled diagram used to assess vehicle maneuverability, including access to site and parkade		✓
<input type="checkbox"/> Solid Waste and Recycling Access Plan <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 	✓	
<input type="checkbox"/> Drawing Sections Adjacent finish grades to be noted		✓
<input type="checkbox"/> Renderings Coloured renderings illustrating the project's design intent and conformity to applicable guidelines and policies		✓
<input type="checkbox"/> Road Geometric Coordinated site plan that integrates street geometry, including curb-to-curb width, lane widths, sidewalks, cycle tracks, boulevards, and rainwater management amenities		✓
<input type="checkbox"/> Shadow Study (applicable to buildings 8 storeys or greater) An analysis of sun and shadow patterns, including impacts during the summer and winter solstices as well as the spring and fall equinoxes		✓

Elements	Required	If Available
Landscape Architecture Submission (provided in one document)		
<input type="checkbox"/> Landscape Site Plan, including the following: <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"/> <u>Show onsite trees and replacement trees</u>, 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. 	✓	
Servicing, Plans and Reports <i>(Note: Additional engineering requirements will be identified through engineering submission)</i>		
<input type="checkbox"/> <u>Design rationale</u> 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.	✓	
<input type="checkbox"/> <u>Summary of Proposed Off-Site Works</u> Summary detailing infrastructure improvements, road upgrades and other off-site works	✓	
<input type="checkbox"/> <u>Fire Underwriters Survey</u> Survey determining fire flows in accordance with the requirements of the current edition of "Water Supply for Public Fire Protection - A Guide Recommended Practice", published by Fire Underwriters Survey (FUS).	✓	
<input type="checkbox"/> <u>Loading Calculations and Conditions Assessment for Proposed Utilities</u> Complete assessment for sanitary, storm and water load/flows	✓	
<input type="checkbox"/> <u>Flood Hazard Report (If Applicable)</u> Required when the site is within a designated flood plain.	✓	
<input type="checkbox"/> <u>Phasing Plan (If Applicable)</u> Applicable to multi-phase developments, the phasing plan should outline the sequence and timing of construction stages, key milestones, and occupancy considerations.	✓	
<input type="checkbox"/> <u>Draft Civil Key Plan</u> Key Plan shall include existing and proposed utility service connections, road ROW and SRW, conceptual road geomatics (if available) and driveways, site and fire access design, and proposed VISTA switch/PMT location(s)	✓	

Elements	Required	If Available
<input type="checkbox"/> Proposed Utility Metering Strategy		✓
<input type="checkbox"/> Stormwater & Groundwater Management (Including hydrogeological study): <ul style="list-style-type: none"> <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 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 <input type="checkbox"/> Reports shall include the following statements in the same location: <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 		✓
<input type="checkbox"/> Geotechnical Report <ul style="list-style-type: none"> <input type="checkbox"/> All reports shall include the following statements in the same location: <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 <p>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"/> Arborist Report & Tree Management Plan <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>		✓
<input type="checkbox"/> Slope Stability and/or Hydrogeological Report for Steep Slopes (If Applicable) <p>Include pre-construction and post-construction monitoring plan</p>		✓
<input type="checkbox"/> Statement of Significance (Required if a Heritage Resource is on Site) <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"/> Heritage Impact Assessment (Required if a Heritage Resource is on Site) <p>A study done by a qualified heritage consultant to determine the potential impacts of a proposed development or site alteration on heritage resources and recommends</p>	✓	

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<input type="checkbox"/> Heritage Context Report (Required if a Heritage Resource is on Site) A report prepared by a qualified heritage professional that identified site-specific design principles and strategies to support retention and interpretation of heritage resources.	✓	
<input type="checkbox"/> Adaptive Re-Use Study (Required if a Heritage Resource is on Site) A feasibility analysis prepared by a qualified heritage professional that evaluates converting a built heritage resource to a new purpose.	✓	
Streamside Protection and Enhancement Development Permit Submissions		
<input type="checkbox"/> An Environmental Assessment Report This report is to be prepared by a Qualified Environmental Professional in accordance with the Streamside Protection and Enhancement Development Permit Area guidelines.	✓	
<input type="checkbox"/> SPEA Restoration and Enhancement Plan The plan shall be prepared by a Qualified Environmental Professional and include the following: <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"/> Arborist Report If within a SPEA DPA the arborist report shall include an assessment of hazard trees, wildlife trees, and stand stability or windthrow risk if required.		✓
<input type="checkbox"/> Civil Key Plan <ul style="list-style-type: none"> <input type="checkbox"/> Include servicing and grading proposed in the SPEA on the Civil Key Plan 		✓
<input type="checkbox"/> Geotechnical Report If 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		✓
Tenant Protection Development Permit Submissions		
<input type="checkbox"/> Tenant Protection Assistance Plan Template Provide an estimated timeline for key deliverables required to meet the Tenant Protection Development Permit and Tenant Protection Bylaw requirements.	✓	
<input type="checkbox"/> Information Sharing Agreement To be signed by the Tenant Relocation Coordinator, Property Owner and the City.	✓	

Elements	Required	If Available
<input type="checkbox"/> Draft Eligible Household List List of households who live at the existing rental site subject to redevelopment <i>Note this can only be submitted once the Information Sharing Agreement has been submitted and signed off by City of Burnaby due to privacy sharing considerations. This deliverable must be sent directly to tenantprotection@burnaby.ca</i>	✓	

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