

<b>Submission Requirements</b> (Consult with staff to determine non-applicable (N/A) items. Additional information may be requested during application review.)		<b>Comments</b>		
Application Form	<ul style="list-style-type: none"> <li>A Development Permit Application Form must be completed and signed at time of submission. Refer to our fees schedule.</li> </ul>			
Application Fee	<ul style="list-style-type: none"> <li>An application fee is due at time of submission.</li> </ul>			
Written Description	<ul style="list-style-type: none"> <li>A description of the project, outlining the use, site context and rationale.</li> </ul>			
Title Search	<ul style="list-style-type: none"> <li>Copy of current title search from the Land Title Office for each parcel involved in the proposal (include Legal description and Property Identifier).</li> <li>All easements, right-of-way's, building schemes, and covenants registered to the title.</li> </ul>			
Site profile	<ul style="list-style-type: none"> <li>A SCHEDULE 1 Site Profile are required.</li> <li>Is soil removal required as part of this proposed permit? If so, refer to our Soil Regulation Bylaw.</li> </ul>			
Photos	<ul style="list-style-type: none"> <li>Pre-construction digital photos of site and surrounding context</li> </ul>			
Sustainability Checklist	<ul style="list-style-type: none"> <li>Filled out form – it is intended to assist developers and landowners to plan projects that further the sustainable objectives in the Official Community Plan</li> </ul>			
Building Signage	<ul style="list-style-type: none"> <li>See the City of Dawson Creek Standards and Guidelines: <a href="http://www.dawsoncreek.ca/departments/corporate-administration/bylaws/">http://www.dawsoncreek.ca/departments/corporate-administration/bylaws/</a></li> </ul>			
Geotechnical Report	<ul style="list-style-type: none"> <li>Prepared by a Geotechnical Engineer for potentially hazardous or unstable areas. <u>If applicable:</u> refer to the Hazardous Development and Natural Development permit area maps.</li> </ul>			
Estimates	<ul style="list-style-type: none"> <li>Estimates based on landscaping and hard surfacing plans</li> </ul>			
<b>Drawing Requirements</b>				
One hard copy set (11" x 17" and stapled only) and one digital set (emailed or USB)				
Cover Sheet with Project Statistics (Data Sheet)	<ul style="list-style-type: none"> <li>Total Site Area and Site Coverage</li> <li>Net and Gross Floor Area by Use</li> <li>Building Height(s) Setbacks: front yard, rear yard and side yards (permitted + proposed)</li> <li>Number of parking, loading and bicycle parking spaces (permitted + proposed)</li> <li>Number of dwelling units, unit sizes, bedrooms per unit + CRUs</li> </ul>			
Context Plan	<ul style="list-style-type: none"> <li>Plan showing the relationship of the proposed buildings to surrounding developments at front, rear and sides</li> </ul>			
Site plan	<table border="0"> <tr> <td> <ul style="list-style-type: none"> <li>Address (if available)</li> <li>Street name(s)</li> <li>Dimensions of site</li> <li>Location and dimensions of all buildings with north arrow</li> <li>Required yards, setbacks and building lines</li> <li>Size and location of all off street parking and loading</li> <li>Access to parking and loading</li> </ul> </td> <td> <ul style="list-style-type: none"> <li>Existing and finished grade levels</li> <li>Location of garbage facilities</li> <li>Location of fire hydrants and their distance from the subject site</li> <li>Fire access routes or lanes</li> <li>Area of proposed work if adding to an existing building (highlight)</li> </ul> </td> </tr> </table>	<ul style="list-style-type: none"> <li>Address (if available)</li> <li>Street name(s)</li> <li>Dimensions of site</li> <li>Location and dimensions of all buildings with north arrow</li> <li>Required yards, setbacks and building lines</li> <li>Size and location of all off street parking and loading</li> <li>Access to parking and loading</li> </ul>	<ul style="list-style-type: none"> <li>Existing and finished grade levels</li> <li>Location of garbage facilities</li> <li>Location of fire hydrants and their distance from the subject site</li> <li>Fire access routes or lanes</li> <li>Area of proposed work if adding to an existing building (highlight)</li> </ul>	
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Drawing Requirements (Continued)		Comments
Survey Plan	<ul style="list-style-type: none"> <li>• Street address, street name(s) and location</li> <li>• Dimensions of site and site area, including north arrow</li> <li>• Location and dimensions of all existing buildings on the site</li> <li>• Ultimate property line (where lane “dedications” are required, setbacks must be measured from the dedication line)</li> <li>• Lane dedications, registered easements, encroachments and right-of-way’s must be indicated on the surveys</li> <li>• Location of existing street crossings</li> <li>• Existing grades at each of the four corners of the site</li> <li>• Existing grades at each corner of the existing and/or proposed principle building envelope</li> </ul>	
Utilities	<ul style="list-style-type: none"> <li>• Site Plan showing the adjacent existing utility lines, storm, sewer and water etc.</li> <li>• Preliminary investigation has been completed to determine possible site servicing options (storm, sewer, water and access);</li> <li>• Servicing details are indicated on the submitted plans and/or attached brief, with reference to applicable land use and subdivision bylaws; and,</li> <li>• Registered covenants have been reviewed and plans reflect requirements.</li> </ul>	
Elevations	<ul style="list-style-type: none"> <li>• Elevation of front, rear, two sides</li> <li>• Floor levels and height above and below finished grades</li> <li>• Exterior finishing details and materials</li> <li>• Elevation on each floor level, peak of pitched roof or parapet wall of flat roof</li> <li>• Door and window details and sizes</li> <li>• Accessory building details</li> <li>• Sign location</li> </ul>	
Landscape Plans	<ul style="list-style-type: none"> <li>• Provide a full Landscape Plan illustrating both common and botanical names, sizes and quantity of all proposed plant material and cost estimate.</li> <li>• Proposed plant material, paved surfaces and materials, other landscape elements and existing/proposed trees must be shown on Landscape Plan</li> <li>• All landscape elements and details, including new/existing surfaces to be retained, enclosures, site furniture, fences and structures</li> <li>• Screen for garbage enclosures</li> </ul>	
Lighting	<ul style="list-style-type: none"> <li>• Proposed Lighting Plan is to comply with Lighting Guidelines</li> </ul>	
<p><b>Note the following:</b></p> <ul style="list-style-type: none"> <li>• DCC’s will be applicable at time of building permit issuance.</li> <li>• For all residential properties the developer or home builder must be registered with the HPO (Homeowners Protection Office)</li> <li>• If applicable, please consider our back flow cross connection bylaw.</li> </ul>		



