

# Schedule A - Land Use and Development Application Requirements

This schedule outlines submission requirements for various types of land use and development applications. All required information must be provided at the time of application. Additional information may be requested by staff or other agencies. The following table identifies the documents required for each application type. **PLEASE NOTE: Incomplete applications will not be accepted.**

Application Type	Requirements*
<b>Official Community Plan Amendment</b>	
▪ Amendment	A, B, C, D, E, F, G, I
<b>Rezoning/Zoning Text Amendment</b>	<i>Depends on type of rezoning application</i>
▪ Commercial, Industrial, or Mixed Use Zone	A, B, C, D, E, F, G, H, I, J, L, Q
▪ Multi-Family Residential Zone	A, B, C, D, E, F, G, H, I, J, L, Q
▪ Single Family Residential Zone	A, B, C, D, D1, E, F, G, H, I, J, N, Q(for >10 lots)
▪ North Delta Floor Area Cap Relaxation	A, B, C, D, D1, E, F, G, H, I, K, M
<b>Development Variance Permit</b>	
▪ Development Variance Permit	A, B, C, D, D1(if req), E, F, G(if req), H, I, K, M
<b>Development Permit **</b>	<i>Depends on type of Dev. Permit application</i>
▪ Multi-Family Development Form and Character	A, B, C, D, E, F, G, H, I, J, L, Q
▪ Commercial, Industrial, Mixed Use or Institutional Development Form and Character	A, B, C, D, E, F, G, H, I, J, L, Q, R
▪ Revitalization Area	A, B, C, D, E, F, G, H, I, J, L, Q
▪ Steep Slope/Hazardous Conditions	A, B, C, D, D1(if req), E, F, G, H, I, J, K, S1, S2
▪ Riverside in Port Guichon East	A, B, C, D, E, F, G, H, I, J, K, S1, V, X
▪ Boundary Bay Foreshore	A, B, C, D, E, F, G, H, I, J, K, U
▪ Streamside Protection and Enhancement Area	A, B, C, D, E, F, G, H, I, J, T1, T2
<b>Land Use Contract</b>	
▪ Land Use Contract Discharge or Amendment: Single Family Residential Use	A, B(if not waived), C, D, D1(if req), E, F, G, H, I, K
▪ Land Use Contract Discharge or Amendment: Commercial or Mixed Use	A, B(if not waived), C, D, E, F, G, H, I, J, L, R
▪ Land Use Contract Discharge or Amendment: Multi-Family Residential, Institutional or Industrial Use	A, B(if not waived), C, D, E, F, G, H, I, J, L
<b>Heritage</b>	
▪ Heritage Revitalization Agreement: Single Family Dwelling/Duplex	A, C, D, D1(if req), E, F, G1, I, J(if req), K, M1, O, P
▪ Heritage Revitalization Agreement: Multi-Family, Commercial, Institutional	A, C, D, E, F, G1, I, J, L, M1, O, P
▪ Heritage Alteration Permit	A, C, D, D1(if req), E, F, G1, I, J(if req), K, M1, P
▪ Heritage Covenant	A, C, D, D1(if req), E, F, G1(if req), I(if req), J(if req), K or L, M1, O(if req), P
<b>Agricultural Land</b>	
▪ Additional Farm House	A, B, C, D, E, AF
▪ Exclude/Include/Subdivide Land in ALR or Non-Farm Use in ALR	ALC application***, A1, B, C, D, E, F, H, I
▪ Transportation, Utility and Recreational Trail Uses in Agricultural Land Reserve	ALC application***, A1, B, C, E, F, I



# Schedule A - Land Use and Development Application Requirements

<b>Subdivision</b>	
▪ Fee Simple or Bare Land Strata	A, B, C, D, E, F, G, H, I, K, N
▪ Phased Strata Plan	A, B, ST-1, ST-2, ST-3
▪ Strata Title Conversion	A, B, C, D, F, G, H, ST-4
▪ Air Space	A, B, C, D, E, F, H, I, K or L
<b>Temporary Use</b>	
▪ Temporary Use Permit	A, B, C, D, E, F, I, K
<b>Restrictive Covenant</b>	
▪ New	A, B, E
▪ Discharge or Amendment	A, B, E, I, Y
<b>Sign</b>	
▪ Sign Permit	Sign-1
▪ Temporary Sign Permit	Sign-2
▪ Comprehensive Sign Plan Permit (Development Permit)	A, B, C, E, R
<b>Liquor</b>	
▪ Liquor Licence	A, B, C, I, L, M, W
▪ Occupant Load Analysis for Liquor Licensing	B, W1
<b>Additional requirement for developments within the following areas:</b>	
Development within an environmentally sensitive area	V
Development involving the Crown foreshore along the Fraser River, e.g. Port Guichon East	X
Development on a known archaeological site or within an area of significant archaeological potential	AA

## Notes:

- \* Refer to the attached table for the required forms, plans and documents.
  - \*\* Refer to the Development Permit Area Guidelines and Requirements in Schedule E of the City of Delta Official Community Plan.
  - \*\*\* ALC Application to be completed on-line
- (if req) Means (if required).



# Schedule A - Land Use and Development Application Requirements

A	A completed <b>Land Use and Development Application Form</b>
A1	An executed <b>Owner Authorization Form(s)</b> from all owners of the subject property
B	Submission of <b>Application Fee(s) + Deposits</b>
C	An executed <b>Acknowledgement and Consent Form(s)</b> from owner/author of drawings or reports
D	A completed <b>Project Information Sheet</b>
D1	<b>Additional Project Information for Basement</b> if proposed in a single family dwelling
E	A <b>Written Brief</b> about the proposal
F	<b>Site Survey</b> – 2 full size copies for single family residential applications or 4 full size copies for other types of applications, <i>plus</i> one additional copy reduced to 11" x 17" and one additional copy reduced to clearly legible 8½" x 11"
G	An <b>Arborist Report</b>
G <sub>1</sub>	In addition to "G", also include and address any trees identified as having heritage value
H	A completed <b>Soil Contamination Review Questionnaire</b>
I	<b>Site Plan</b> – 2 full size copies for single family residential applications or 4 full size copies for other types of applications, <i>plus</i> one additional copy reduced to 11" x 17" and one additional copy reduced to clearly legible 8½" x 11";
J	<b>Landscape Plan</b> – 2 full size copies for single family residential applications or 4 full size copies for other types of applications, <i>plus</i> one additional copy reduced to 11" x 17" and one additional copy reduced to clearly legible 8½" x 11"
K	<b>Building Design Plans</b> – 2 full size copies for single family residential applications or 4 full size copies for other types of applications, <i>plus</i> one additional copy reduced to 11" x 17" and one additional copy reduced to clearly legible 8½" x 11"
L	<b>Architectural Plans</b> – 2 full size copies, at least one copy of which is in colour, <i>plus</i> one additional copy reduced to 11" x 17" and one additional copy reduced to clearly legible 8½" x 11"
M	<b>Colour photos</b> of the subject property and neighbouring properties
M <sub>1</sub>	In addition to "M", also include current colour photos of heritage resource and archival photos if available.
N	<b>Design Guidelines</b> – Including written guidelines and front elevation of proposed house designs
O	<b>Heritage Conservation Plan</b>
P	<b>Statement of Significance</b>
Q	<b>Green Growth Index</b>
R	<b>Comprehensive Sign Plan</b>
S1	<b>Geotechnical Report</b>
S2	<b>Sloped Lands Development Permit Areas – Interpretation Guide</b>
T1	<b>Development Permit Area for Streamside Protection and Enhancement – Application Guide</b>
T2	<b>Development Permit Area for Streamside Protection and Enhancement – Bylaw No. 6349 Interpretation</b>
U	<b>Boundary Bay Foreshore – Seawall Requirements</b>
V	<b>Environmental Assessment Report</b>



W	<b>Liquor Control and Licensing Branch Letter of Advice</b>
W1	<b>Occupant Load Analysis Application Form for Liquor Licensing</b>
X	<b>Use of Crown Foreshore Authorization Document</b> – one copy
Y	<b>Restrictive Covenant</b> that is to be discharged or amended – one copy
AA	<b>Archaeological Sites in B.C.</b>
AF	<b>Additional Farm House Application Guide</b>
Sign-1	<b>Sign Permit</b> Application Form
Sign-2	<b>Temporary Sign Permit</b> Application Form
ST-1	<b>Strata plans</b> –Electronic copy from a B.C. Land Surveyor and 4 paper prints, and Survey Plan Certification and Application to Deposit Plan in electronic and paper forms
ST-2	<b>Strata Property Act Form P</b> Phased Strata Plan Declaration
ST-3	<b>Strata Property Act Form V</b> Schedule of Unit Entitlement
ST-4	<b>Strata Title Conversion – An Application Guide</b>

