

Complete Application – General Requirements

Please use the following checklist to assist with the preparation of your application.

Checklist	Check or X
If applicable, these items may be submitted in conjunction with another application type.	
A Completed Application Form with associated fee	
An Authorized Agent Form, if the property owner is represented by a third party	
Proof of Business Ownership <i>Note: Required if property owner is a corporation; includes Notice of Articles, Certificate of Incorporation, BC Company Summary</i>	
A recent title search, dated within 30 days of the application <i>Note: Staff will require copies of any applicable legal encumbrances on title.</i>	
Registered Survey Plan <i>Note: The Registered Survey Plan must show the topography of the site, and the location, elevation, and size of trees located on and around the subject site. If any variances are requested, then the current building envelope and the proposed building envelope must be indicated on the registered survey plan.</i>	
Site Profile <i>Note: A Site Profile is only required if the subject site is being currently used, or has historically been used, for commercial or industrial activities.</i>	

Complete Application – Additional Requirements

Depending on the scope and scale of the development application, the following submission requirements may be necessary. Other studies not described here may be required at time of initial application.

Be aware that there are two checkboxes here. Please verify with Planning staff as to whether the below-listed submission materials are required as part of your complete application.

Checklist – General Project Requirements	Staff Only	Applicant
If applicable, these items may be submitted in conjunction with another application type.	Check or X	Check or X
Site Plan and Site Statistics <i>Note: The site plan should show information relating to gross site area (with and without road dedications), density (floor area totals – e.g.: gross, residential, etc), bulk (e.g. setbacks, lot coverage, height, proposed use, dwelling unit total (including unit distribution by bedroom count), floor areas (by use/common/amenity), parking spaces (electric charging stations, motor vehicles, and bicycles), loading spaces, and any other additional details.</i>		
Design Rationale <i>Note: This document will need to describe the proposed development in terms of its relationship to relevant City policies (including the OCP), good planning and design principles, and its contribution to the character of the surrounding area.</i>		
Geotechnical Study <i>Note: This report will need to be prepared by a professional engineer or geoscientist with a specialization in geotechnical engineering in accordance with the current edition of the “Guidelines for Legislated Landslide Assessments for Proposed Residential Development in British Columbia.”</i>		

Checklist – Form, Massing, and Aesthetics If applicable, these items may be submitted in conjunction with another application type.	Staff Only Check or X	Applicant Check or X
Photographs of Site and Surrounding Area <i>Note: These photographs should show the existing site, along with the current condition of adjacent properties.</i>		
Precedent Photos <i>Note: This refers to images or illustrations from other projects that have inspired the proposed development.</i>		
Scaled Architectural Plans <i>Note: The site plan should show information relating to gross site area (with and without road dedications),</i>		
Digital or Physical 3D Massing Model <i>Note: This three-dimensional illustration or model of the proposed development should include, at minimum, the massing of buildings on adjacent parcels. Only the proposed development is required to be in colour.</i>		
Colour Renderings with Adjacent Buildings <i>Note: This refers to elevation drawings of the proposed development that are illustrated according to the proposed colour and materials of the development and adjacent buildings are displayed in colour on the same drawing either photographically, or drawn at the same scale as the proposed development.</i>		
Colour and Materials Board <i>Note: This refers to an illustration or a sample board that includes the colour and finish of the exterior materials to be used in the project. A physical Colour and Materials Board will be required at any required Advisory Design Panel meeting.</i>		
Street Profile <i>Note: This refers to a two-dimensional elevation drawing of the proposed development and the adjacent buildings on properties on either side of the proposed development. Subject properties on a corner or through lot must provide a street profile for all frontages.</i>		
View Analysis <i>Note: This document will demonstrate the view impact of the proposed development on surrounding buildings, which may include plan diagrams illustrating the angle of view from adjacent buildings under current conditions and with the proposed development and may include renderings of the development's impact on the streetscape from the pedestrian level. The level of detail required shall be discussed with staff.</i>		
Shadow Study <i>Note: This set of illustrations will demonstrate the shadow impact from the proposed development, including illustration for the Vernal Equinox (March), Summer Solstice (June), Autumnal Equinox (September) and Winter Solstice (December) at 10:00 am, 12:00 pm, 2:00 pm, and 4:00 pm.</i>		

Checklist – Public Realm and Landscaping Considerations If applicable, these items may be submitted in conjunction with another application type.	Staff Only Check or X	Applicant Check or X
Tree Assessment Report <i>Note: The report, as prepared by a certified arborist, will need to meet the requirements of White Rock Tree Management Bylaw, 2008, No. 1831 (as amended or replaced).</i>		
Landscaping Plan <i>Note: The landscaping plan will need to include existing tree locations, proposed plantings (using graphic keys), proposed grades, proposed garbage/recycling enclosures, details on proposed outdoor amenity spaces, and proposed paving and lighting details.</i>		
Environmental Impact Assessment <i>Note: This report will need to document the proposed development's impact on the surrounding environment. This assessment can take many different forms as applicable to the particular circumstances of the site. This could include a Phase 1 Environmental Site Assessment, a Riparian Areas Regulation (RAR) Assessment Report, or a Biological Site Inventory.</i>		

Checklist – Parking and Functional Elements If applicable, these items may be submitted in conjunction with another application type.	Staff Only Check or X	Applicant Check or X
Parking Plan <i>Note: This plan must illustrate all proposed off-street (on-site) parking spaces, including dimensions of each parking space and drive aisles. If parking for persons with disabilities or small car spaces are proposed, they need to be clearly marked in the plan. A synopsis of the number of parking spaces (including electric vehicle charging stations) must be included. Any variances from the Zoning Bylaw must be identified.</i>		
Parking Study <i>Note: This submission requirement refers to a report prepared by a registered professional engineer that recommends a reduced number of parking spaces for a proposed development, or a shared on-site parking regime for two or more uses within a proposed development.</i> <i>The report will need to analyze the proposed amount of parking in relation to the parking demand generated by proposed development, and provide detail on any recommended Transportation Demand Management strategies.</i>		
Traffic Study <i>Note: This report will need to outline the impacts on existing and future traffic conditions resulting from the proposed development(s), as well as on-site parking, loading, turning movements, and other related matters, in accordance with specifications provided by the City's Engineering and Municipal Operations Department.</i>		

Checklist – Condition of Land Use Permit If applicable, these items may be submitted in conjunction with another application type.	Staff Only Check or X	Applicant Check or X
Cost Estimate <i>Note: Pursuant to Section 502 of the Local Government Act and as a condition of the issue of a land use permit, the City of White Rock may require the provision of securities to ensure that the City can adequately undertake, at the expense of the holder of the applicable land use permit, the works, construction or other activities required to satisfy the landscaping condition(s), correct the unsafe condition(s), or correct damages to the environment.</i> <i>This cost estimate will need to summarize the cost of works, as applicable, with the above-mentioned items: the full scope of works required to satisfy the proposed landscaping conditions, to correct unsafe conditions, or to correct damages to the environment. This will be required prior to final consideration by Council, or the relevant approving authority.</i>		

