

## Development Permit Application Checklist

***Applicants are required to sign this document (signature block last page) and return it to Development Services with requirements below.***

Please contact Development Services at [development.services@esquimalt.ca](mailto:development.services@esquimalt.ca) or (250-414-7103) should there be questions regarding the specific requirements of your application.

Note that if the Development Permit (DP) application requires variances which are, in the opinion of staff, not directly related to the Development Permit Area Guidelines the application is addressing, a separate Development Variance Permit (DVP) application will be required. Typically, a DVP associated with a DP will be presented to Council concurrently. Please contact staff if there are any questions.

**The items marked with an asterisk (\*) are required for all applications. Note that there may be other requirements of the application not listed here.**

- ☐ Completed [Development Permit application form](#)\*
  - Completed Owner Authorization Form\* (unless the owner is making the application)
- ☐ [Application fee](#)\*
  - Contact Development Services (250-414-7103) if you are unsure as to which fees apply to your application.
  - Contact Development Services in advance of making an application (if possible) such that a fee slip can be generated ahead of time.
- ☐ State of Title Certificate\* (retrieved within the past 30 days). Assistance with this process can be found [here](#).
- ☐ Copies of all documents registered on Land Title\* (covenants, agreements, etc. excepting mortgage-related documents).
- ☐ Applicant letter explaining the purpose of the application\*
- ☐ Colour/Materials Board (physical or drawing)
- ☐ Detailed Colour Landscape Plan prepared by a Registered Landscape Architect or Qualified Landscape Designer showing:
  - Planting areas
  - Proposed plant species
  - Number and pot size of plants
  - Existing and proposed trees (at size of maturity)
  - Location of fences, decks, pathways, patios and other paved surfaces

- For multiple family residential projects, the location, and size of usable open space areas (as required by Zoning Bylaw 1992 No. 2050)
- Estimate of material and installation costs for all landscaping (excluding driveways and parking areas)

☐ Development Permit Area (DPA) Guideline Forms. The DPA areas are illustrated [here](#) and a link to each form is found below:

- [DPA 1 - Natural Environment](#)
- [DPA 2 - Hazardous Conditions](#)
- [DPA 3 - Small-Scale Multi-Unit Housing and Low Density Residential Redevelopment](#)
- [DPA 4 - Commercial](#)
- [DPA 5 - Business](#)
- [DPA 6 - Multi-family Residential](#)
- [DPA 7 - Energy Conservation & Greenhouse Gas Reduction](#)
- [DPA 8 - Water Conservation](#)
- [DPA 9 - English Inn](#)
- [DPA 10 - Esquimalt Town Square](#)
- [DPA 11 - West Bay](#)
- [DPA 12 - McLoughlin Point](#)
- [DPA Detached Accessory Dwelling Unit \(DADU\)](#)

☐ [Completed Green Building Checklist](#)

☐ BC Land Surveyors Certificate [BCLS] confirming:

- Current parcel size
- Location of existing and proposed buildings (including geodetic elevations at building corners) and structures
- Location and size of all trees
- Location and height of retaining walls
- Location of driveways
- Location of utility infrastructure
- Location of all easements and rights of way

☐ Architectural Drawings showing:

- Floor Plans
- Building Sections
- Site Sections
- Elevations
- Streetscape drawing showing the relationship of the proposed buildings with the adjacent buildings along the street.
- Declaration for Floor Area Ratio and Overlays
- Shadow Study
  - Winter Solstice at 9:00, 12:00, and 15:00
  - Equinox at 8:00, 12:00, and 16:00
  - Summer Solstice at 8:00, 12:00, and 16:00

☐ Development Table Showing:

- Building Height
- Bicycle and Vehicle Parking Ratio Calculation
- Setbacks

- Loading
- Unit Type and Number
- Site Coverage
- Open Space Calculation (see Zoning Bylaw No. 2050 for definition)

☐ Professional Studies/Reports (should staff require):

- Parking Study (required if less parking than required is proposed)
- Traffic Impact Analysis (usually required for larger projects)
- Arborist Report (required if trees will be impacted, including root zones of off-site trees)
- Environmental Impact Assessment
- Utility Capacity Study Including Fire Flow

☐ Site Disclosure (information found [here](#))

☐ Grading Plan

☐ Drainage Plan

## Development Permit Application Requirements and Timelines

If there are questions anywhere through this process, please contact your file manager, email [development.services@esquimalt.ca](mailto:development.services@esquimalt.ca) or call 250-414-7103 for assistance.

### After submitting an application:

- A planner will be assigned to your application (referred to internally as the ‘file manager’) shortly after the application being made to the Township. They will be your primary contact throughout the life of the application.
- The file manager will review the application to ensure that it is complete and will circulate the file to relevant Township departments (and potentially external agencies) for comment.
- As a result of this circulation, the file manager may request additional information, or modifications to the application.
- The file manager will determine whether the application requires Council approval, or whether it may be delegated to staff as per [Schedule C of the Development Application and Fees Bylaw](#).
- Note that a Development Permit application not requiring variances does not go through a public notification or advertisement process.

### Things to note through the process:

- The application may go to [Design Review Committee \(DRC\)](#) before Council as part of the application review process. Development Permits do not usually go to [Advisory Planning Commission \(APC\)](#) but this is based on staff discretion.
- The applicant is expected to attend DRC meetings and make a short presentation (20 slides or less and 10 minutes or less).
- Applicant presentations are required for Council and Committee agendas and will be attached to the staff report. They are required no later than the end of business day two weeks before the associated Council meeting, and end of business day one week before the Committee meeting.
- The project architect is required to attend DRC meetings, and it is highly recommended that the project landscape architect or landscape designer is present.
- The file manager will provide comprehensive comments to the applicant after DRC; changes to plans/studies etc. may be required if requested by staff.
- A Section 219 Covenant may be required with respect to the use of the land or the buildings located on the

land as per [Section 219](#) of the *Land Title Act*. Note that a Section 219 Covenant is required as part of a Detached Accessory Dwelling Unit (DADU) application.

- A Housing Agreement Bylaw may be required with respect to the occupancy of the land as per [Section 483](#) of the *Local Government Act*. Note that a Housing Agreement Bylaw is required for a DADU application.
- Any legal fees incurred from the processing of the application will be billed to the applicant.
- 120% of the landscape installation estimate is to be provided as security to the Town before the DP can be issued.
- Any required Section 219 Covenant must be registered on title before the Development Permit can be registered and issued.
- Any required Housing Agreement Bylaw must be given three readings and adopted by Council before the Development Permit can be registered and issued.
- Note that all affected parties must sign a Section 219 Covenant (owner, lender, Township) and the Township must sign these documents LAST before being sent to be registered on title.

### Application Timelines

The specific dates for the actions below will be coordinated with the file manager. Feel free to use the following to assist in tracking the application milestones:

Date	Party	Action
	Staff	Initial file review and departmental circulation
	Staff	Communication of file deficiencies with applicant
	DRC	Design Review Committee (DRC) (if necessary)
	APC	Advisory Planning Commission (APC) (if necessary)
	Staff/Council	Approve Development Permit
	Council	Housing Agreement bylaw readings (if necessary)
	Staff	Register Section 219 Covenant on title (if necessary)
	Council	Adoption of Housing Agreement bylaw (if necessary)
	Staff	Issue Development Permit

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Application Address

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Applicant (please print)

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Applicant's Signature

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Date