

This list includes the minimum requirements – additional information may be requested. We recommend that you consult with City planning staff to confirm the documents required for your application. Documents are required at time of submission, with the exception of those marked by an asterisk\*.

Application Type	Minimum document requirements
<b>OCP Amendment</b>	A, B, C, D, F,G, I, J, X, Y
<b>Rezoning/Land use contract/development authorization</b>	A, B, C, D, E, F, G, H, I, J, K, L, M, N, O, V, W, X, Y
<b>RS1-S rezoning for small lot subdivision</b>	A, B, C, D, E, F, G, H, I, J, K*, L*, N, O, V*, X
<b>Subdivision</b>	A, B, C, D, E, F, G, H, I, J, R, S, T, U
<b>Development permit – DPAs 1, 2, 3, and 7 (form and character)</b>	A, B, C, D, E, G, H, I, K, L, N, O, Q, V, W
<b>Development permit – DPA 4 (environmentally sensitive area)</b>	A, B, C, D, E, G, H, I, N, O, P, R, T
<b>Development permit – DPA 5 (hazardous lands)</b> Review the <a href="#">Geotechnical Report Checklist</a> (PDF) for details on information that must be included in the report for DPA 5.	A, B, C, D, E, G, I, N, O, P, R, U
<b>Minor development permit</b> <i>(Requirements will vary depending on the nature of the minor development permit – consult with staff.)</i>	A, B, C, D, E, G, H, I, N, O, P, R, T, U, V
<b>Development variance permit</b>	A, B, C, D, E, G, I, N, O
<b>Temporary use permit</b>	A, B, C, D, G, I, N
<b>Heritage revitalization agreement</b>	A, B, C, D, G, I, K, L, N, O, V, W
<b>Heritage alteration permit</b>	A, B, C, D, I, K, N, O, V, W
<b>Pre-Application Review</b>	A, B, C, D, G, I, K, O

\* Asterisk indicates documents that, if not provided at the time of submission, will be required later in the review process.

Description of required documents
Owner Authorization – if you are submitting an application on behalf of the property owner(s), you need to provide a <a href="#">Letter of Authorization</a> (PDF) signed by the registered owner(s). For strata properties, provide accompanying authorization from the strata council. If the owner is an incorporated company/society, attach a current corporate/society search or “notice of directors.”
<b>A</b> Submit an online <a href="#">Development Application</a> .
<b>B</b> Fees must be paid in full before an application can be reviewed. Review the application fees as per <a href="#">City of Port Moody Fees Bylaw</a> . Staff will assess your application for completeness, then contact you to confirm the required fees.
<b>C</b> Copy of Certificate of Title dated no more than 30 days prior to submission of application.
<b>D</b> Letter of Intent, outlining the current use, proposed use and justification for the proposal.
<b>E</b> Site profile if required by the <a href="#">Environmental Management Act</a> , Contaminated Sites Regulation, Schedule 2.
<b>F</b> Reports and plans detailing the proposal demonstrating its feasibility and assessing its impact, including a servicing report, traffic study, environmental report (EA or EIA), and geotechnical report with necessary plans justifying the amendment.

<b>G</b>	Site Survey prepared by a registered B.C. Land Surveyor showing: <ul style="list-style-type: none"> <li>- the property line;</li> <li>- location &amp; type of utilities;</li> <li>- rights-of-way; easements;</li> <li>- roads and access;</li> <li>- lot dimensions &amp; area;</li> <li>- existing grades at the corners of the lot;</li> <li>- fire hydrant &amp; lane locations; and</li> <li>- where buildings/ structures are to be retained, the location of all existing buildings or structures.</li> </ul> <ul style="list-style-type: none"> <li>• If a watercourse is present within 30m of the proposed development for a site &lt;2ha, or within 50m for a site &gt;2ha, show the location of the high water mark, top or bank/ravine and City of Port Moody Streamside Protection and Enhancement Area (SPEA) as set out in the <a href="#">City of Port Moody Zoning Bylaw</a> and determined by a Qualified Environmental Professional (QEP).</li> <li>• If the site is designated an Environmentally Sensitive Area, provide additional information as directed by staff.</li> <li>• If the site is designated as a Hazardous Lands Area, provide additional information as directed by staff.</li> </ul>
<b>H</b>	Arborist's Preliminary Site Assessment as per the <a href="#">City of Port Moody Tree Retention Bylaw</a> .
<b>I</b>	Site plan with: <ul style="list-style-type: none"> <li>• a north arrow to scale and with all dimensions in metric;</li> <li>• required site survey data;</li> <li>• as well as: proposed finished grades at all building/structure and lot corners; building floor elevations; setbacks; site coverage; density; and type, number and dimensions of parking (including bicycle and electric), manoeuvring aisles and loading areas.</li> <li>• For parking include the placement of curb stops; painting of parking lines; and, "small car", "visitor" and "disabled" parking spaces in accordance with the <a href="#">City of Port Moody Zoning Bylaw</a>.</li> </ul>
<b>J</b>	Site Servicing Plan prepared by a Professional Engineer.
<b>K</b>	Architectural plans and elevation plans showing all building sides, dimensions, grades, exterior finish details and signage. As defined by the Architects Act, the services of a B.C. registered architect are required for certain buildings, including those with five or more residential units.
<b>L</b>	Colour perspective drawings illustrating the building form and streetscape.
<b>M</b>	A three-dimensional model (digital or physical).
<b>N</b>	Landscape Plan prepared in accordance with the City's <a href="#">Naturescape Policy</a> showing contour data; existing trees to be removed; proposed buildings/structures; proposed amenity areas; unenclosed storage areas; solid waste areas; parking/loading areas; circulation and access elements; as well as details for fencing, screening of garbage/loading areas and signage. For five or more residential units, a Landscape Architect is required.
<b>O</b>	Current site photographs in colour.
<b>P</b>	Orthophoto with site survey data.
<b>Q</b>	Selected cross-sections through the site.
<b>R</b>	Stormwater Management Plan prepared by a Professional Engineer or appropriately qualified professional to achieve the objectives of Department of Fisheries and Oceans stormwater criteria.
<b>S</b>	Sediment and Erosion Control Plan prepared by a Professional Engineer.
<b>T</b>	Environmental Report by an appropriately qualified professional.
<b>U</b>	Geotechnical Report prepared by a Professional Geotechnical Engineer.
<b>V</b>	Materials Board/samples showing proposed exterior finish colours and materials.
<b>W</b>	<a href="#">Sustainability Report Card</a>
<b>X</b>	Letter from a Registered Professional or Certified Energy Advisor, confirming that the project has been designed to achieve the chosen pathway outlined in the <a href="#">BC Energy Step Code Rezoning Application Corporate Policy</a> (PDF).
<b>Y</b>	Affordable Housing Proposal: See <a href="#">Interim Affordable Housing Guidelines</a> (PDF).

**Attachments must be provided as digital PDFs with the following file requirements:**

- PDF files are flattened (no layers) and do not have passwords or restrictions. This allows staff to reduce file sizes, add markups, and print as needed.
- Drawings are separated by discipline (i.e. architectural, landscape, mechanical) and each PDF file submitted is <50mb.
  - **NOTE – at the time of submission for Council consideration**, applicants will be asked to provide reduced versions of the final PDFs that are: 8.5 x 11", portrait or landscape, with text and graphics legible, and file size <15mb.
- Drawing files are created using best practices to reduce file bloat (i.e. limited use of hash mark pattern, no gradients, smallest image resolutions possible, flattened objects), and are output to produce an optimized, flattened PDF.