



Detached Accessory Dwelling Unit (Laneway Home) Minor Development Permit Application Form

Planning Division

604.469.4540 • www.portmoody.ca

Complete information where applicable. **Incomplete applications will not be accepted.**

Property Information

Civic address:
Legal description:
Project:

Applicant

Applicant name:	Company name:
Mailing address:	Postal Code:
Email:	Work #:
Home #:	Fax #:

- I/We have included the submission requirements as noted on **page two** of this form and certify that it is complete and accurate and hereby agree to submit further information deemed necessary for processing this application.
- Further, I hereby agree that all associated applications and plans may be made publicly available during the development application process. Personal information contained in this document may only be made available to the public as required by law.

Applicant signature:	Date:
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Registered Owner(s)

List all registered owners. If the owner is an incorporated company/society, attach a current corporate/society search or "notice of directors."

Owner(s) names:	
Mailing address:	Postal Code:
Email:	Work #:
Home #:	Fax #:

Owner Authorization (if applicant is different from registered owner)

- I/We are the registered owner(s) of the above referenced property and hereby authorize the above named Applicant to make this development application on my/our behalf.
- Further, I hereby agree that all associated applications and plans may be made publicly available during the minor development permit application process. Personal information contained in this document may only be made available to the public as required by law.
- All City correspondence regarding this application will be sent to (select one only):

Applicant Owner

Owner signature:	Date:
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Detached Accessory Dwelling Unit (DADU) Submission Requirements

Items are required at time of submission of application. Additional information may be required to facilitate processing of the application

Required Attachments (3 hard copy sets of 11 x 17 project drawings and digital files (PDF) of all required information)

Completed Detached Accessory Dwelling Unit (DADU) application form, in full
Application fee as per City of Port Moody Fees Bylaw
Copy of Certificate of Title dated no more than 30 days prior to submission of application
Site profile if required by the <i>Environmental Management Act</i> , Contaminated Sites Regulation, Schedule 2
If the site is designated an Environmentally Sensitive Area, Environmental Report by a qualified Environmental professional
If the site is designated as a Hazardous Lands Area, Geotechnical Report prepared by a Professional Geotechnical Engineer
Site Grading Plan
Survey Plan prepared and certified by a British Columbia Land Surveyor (BCLS) including: <ul style="list-style-type: none"> north arrow; legal description and civic address of parcel; bearings and dimensions of the parcel; location, dimensions and setbacks of all existing buildings and structures to be retained on the site; building envelopes indicating required Zoning Bylaw setbacks; existing grades at each corner of the lot(s) or spot elevations/contours of the property at one metre intervals; the location and dimensions of all streets and lanes, registered easements, covenants, encroachments and rights-of-way; if a watercourse is present within 30m of the proposed development, the location of the high water mark, top or bank/ravine and City of Port Moody Riparian Protection and Enhancement Area (RPEA) as set out in the City of Port Moody Zoning Bylaw and determined by a Qualified Environmental Professional (QEP); all existing trees within the lands and on adjacent road allowances that are 10cm in diameter or greater when measured 1.4m above the ground including their drip lines;
Site Plan, including: <ul style="list-style-type: none"> north arrow to scale; all dimensions in metric; proposed finished grades at all building/structure and lot corners; building floor elevations; setbacks and lot coverage for all existing and proposed buildings on the property; confirm existing lot coverage for the lot; number and dimensions of parking spaces, manoeuvring aisles the location of the required parking spaces on the lot based on suite type (e.g. for principle dwelling, secondary suite, DADU), and; landscaped areas.
Site Servicing Plan prepared by a Professional Engineer <ul style="list-style-type: none"> include connections for water, sanitary, storm services
Confirmation of feasibility from BC Hydro
Elevation drawings showing all building sides, dimensions, grades, exterior finish details and signage.
Arborist's Preliminary Site Assessment as per the City of Port Moody Tree Protection Bylaw.
Landscape Plan prepared by a Landscape Designer or Landscape Architect, in accordance with the City's Naturescape Policy, including: <ul style="list-style-type: none"> contour data; proposed private outdoor space area for DADU with dimensions; all other amenity areas; existing trees to be retained or removed; and proposed buildings/structures; areas proposed to be landscaped; and. details for fencing, screening of garbage/parking areas and signage.
Photos illustrating the building form and streetscape/relation to neighboring properties