



# Development Application Form

Planning Division

604.469.4540 • www.portmoody.ca

Mark the appropriate box with your application type, including sub-categories. Complete additional information where applicable. This information is required to calculate your development application fee. Complete and accurate applications reduce processing time.

**Official Community Plan Amendment**

Concurrent with re-zoning application?  yes  no

Proposed OCP Designation:

**Rezoning**

Map amendment  Text amendment

Residential use: number of units: \_\_\_\_\_  Other uses: gross site area: \_\_\_\_\_ m<sup>2</sup>

Existing Zoning: \_\_\_\_\_ Proposed Zoning: \_\_\_\_\_

**Subdivision**

Fee Simple  Strata Title Conversion  Air Space Parcel

Form P (Phased) Approval/Amendment  Boundary Adjustment  Bare Land Strata

**Development Permit**

**Minor Development Permit**

Area 1: Neighbourhood residential  Area 2: Moody Centre  Area 3: Inlet Centre

Area 4: Environmentally sensitive  Area 5: Hazardous lands

Area 7: Detached Accessory Dwelling Unit Intensive Residential Development

Residential use: number of units: \_\_\_\_\_  Other uses: gross site area: \_\_\_\_\_ m<sup>2</sup>

**Development Variance Permit**

**Minor Development Variance Permit**

**Development Authorization** (North Shore Development Agreement area)

**Land Use Contract**

This application is for an amendment

Residential: # of units: \_\_\_\_\_  Other: gross site area: \_\_\_\_\_ m<sup>2</sup>  Use/density change

This application is for a discharge

**Temporary Use Permit**

Commercial  Industrial

**Heritage Alteration Permit**

Council authorized (proposes to vary zoning/development regulation)  Staff authorized

**Heritage Revitalization Agreement**

**Pre-Application Review**

**Fee Calculation. Refer to City of Port Moody Fees Bylaw available at [www.portmoody.ca](http://www.portmoody.ca)**

OCP Amendment/Rezoning/Land Use Contract Amendment \$ \_\_\_\_\_

Subdivision \$ \_\_\_\_\_

Development permits \$ \_\_\_\_\_

Other development applications \$ \_\_\_\_\_

**Total:** \$ \_\_\_\_\_

Email this form back to [planning@portmoody.ca](mailto:planning@portmoody.ca)

Fax this form back to 604.469.4533

**PORT MOODY**  
CITY OF THE ARTS

**Describe the proposed work**

Civic address(es):
Legal description:
Nature of work and any relaxations you are requesting:

**Applicant**

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

- I/ We have included the required attachments as noted on **page three** of this form and certify that it is complete and accurate and hereby agree to submit further information deemed necessary for processing this application.
- I/We understand that I/We will be required to comply with the City of Port Moody Development Procedures Bylaw, 2011, No. 2918, available on the City's website. Applicants may be required to hold an open house and post one or more signs on the subject site, at their expense.
- I/We agree to assume legal costs directly incurred by the City for application processing/approval.
- 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. 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."*

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 development 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       Architect: \_\_\_\_\_

Owner signature:	Date:
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## Development Application Submission Requirements

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

Application Type	Minimum Submission Requirements
OCP Amendment	A, B, C, D, F,G, I, J, X
Rezoning/Land use contract/development authorization	A, B, C, D, E, F, G, H, I, J, K, L, M, N, O, V, W, X
Subdivision	A, B, C, D, E, F, G, H, I, J, X
Development permit – form and character	A, B, C, D, E, G, H, I, K, L, N, O, V, W
Development permit – environmentally sensitive area	A, B, C, D, E, G, H, I, N, O, P, R, T
Development permit – hazardous lands	A, B, C, D, E, G, I, N, O, P, R, U
Minor development permit*	A, B, C, D, E, G, H, I, N, O, P, R, T, U, V, X <i>(*requirements will vary depending on the nature of the minor development permit)</i>
Development variance permit	A, B, C, D, E, G, I, N, O
Temporary use permit	A, B, C, D, I, N
Heritage revitalization agreement	A, B, C, D, G, I, K, L, N, O, V, W
Heritage alteration permit	A, B, C, D, I, K, N, O, V, W
Pre-Application Review	A, B, C, D, F, G, I, K, O

### Required Attachments (five hard copies of each set of project drawings and digital files (PDF))

<b>A</b>	Completed Development Application Form, in full
<b>B</b>	Application fee as per City of Port Moody Fees Bylaw
<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 <i>Environmental Management Act</i> , 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 the property line; location & type of utilities; rights-of-way; easements; roads and access; lot dimensions & area; existing grades at the corners of the lot; fire hydrant & lane locations; and: <ol style="list-style-type: none"> <li>Where buildings/ structures are to be retained, the location of all existing buildings or structures.</li> <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, 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 City of Port Moody Zoning Bylaw 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> </ol>
<b>H</b>	Arborist's Preliminary Site Assessment as per the City of Port Moody Tree Retention Bylaw
<b>I</b>	Site plan with a north arrow to scale and with all dimensions in metric; required site survey data; 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. For parking include the placement of curb stops; painting of parking lines; and, "small car", "visitor" and "disabled" parking spaces in accordance with the City of Port Moody Zoning Bylaw .
<b>J</b>	Site Servicing Plan prepared by a Professional Engineer
<b>K</b>	Elevation drawings showing all building sides, dimensions, grades, exterior finish details and signage.
<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 by a Landscape Designer or Landscape Architect, in accordance with the City's Naturescape Policy 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.
<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>	Sustainability Checklist
<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 BC Energy Step Code Rezoning Application Corporate Policy.