



# THE UNIVERSITY OF BRITISH COLUMBIA

## Campus and Community Planning

2210 West Mall • Vancouver, B.C. • V6T 1Z4

☎ 604.822.8228 • 📠 604.822.6119

SLP # \_\_\_\_\_

### Streets and Landscape Permit Application Form

Complete application form and submit with all required materials to Campus and Community Planning.

<b>Location</b> (street address, legal address, cross streets, and/or place name):	
<b>Scope of Work</b> (A description of the project, the rationale for the project, proposed changes and improvements):	
<b>Expected Start Date:</b>	<b>Expected Completion Date:</b>
<b>Type of Project:</b>	
<input type="checkbox"/> <b>New SLP Project</b> <input type="checkbox"/> <b>SLP Amendment</b> <input type="checkbox"/> <b>SLP Extension</b> <b>DP #</b> (if applicable): _____	

<b>Applicant (authorized agent):</b>		
Contact name:		
Mailing address:		Email:
City:	Postal Code:	Phone:
<b>Contractor:</b>		
Contact name:		
Mailing address:		Email:
City:	Postal Code:	Phone:
<b>Other:</b>		
Contact name:		
Mailing address:		Email:
City:	Postal Code:	Phone:

I HEREBY AGREE THAT I WILL COMPLY WITH ALL RULES, BYLAWS, REGULATIONS AND POLICIES OF THE UNIVERSITY OF BRITISH COLUMBIA AND ALL OTHER STATUTES, RULES, BYLAWS, POLICIES AND REGULATIONS OF OTHER AUTHORITIES IN FORCE AT THE UNIVERSITY OF BRITISH COLUMBIA RELATING TO THE WORK, UNDERTAKING OR PERMISSION IN RESPECT OF WHICH THIS APPLICATION IS MADE AND THAT I WILL INDEMNIFY AND SAVE HARMLESS THE UNIVERSITY OF BRITISH COLUMBIA, ITS OFFICIALS, EMPLOYEES AND AGENTS FROM ALL CLAIMS, LIABILITIES, JUDGEMENTS, COSTS OR EXPENSES OF EVERY KIND, INCLUDING NEGLIGENCE, IN RESPECT OF ANYTHING DONE OR NOT DONE IN CONSEQUENCE OF ANY PERMISSION, PERMIT OR LICENSE ISSUED AS A RESULT OF THE APPLICATION OR THE FAILURE TO OBSERVE COMPLETELY ALL STATUTES, RULES, BYLAWS, POLICIES AND REGULATIONS RELATING TO ANY WORK OR UNDERTAKING IN RESPECT OF WHICH THIS APPLICATION IS MADE.

SIGNED AT VANCOUVER, B.C. THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 20\_\_\_\_\_

SIGNATURE OF AUTHORIZED AGENT: \_\_\_\_\_



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### SLP Fees and Deposits

**Total Construction Value:** \$ \_\_\_\_\_

(including all soft costs such as consultancy, project management etc.)

#### SLP Fee

Construction Value	%	Calculation
For the first portion up to \$250,000 (minimum \$250)	1.5%	
For the next portion from \$250,000 to \$500,000	1.00%	
For the next portion from \$500,001 to \$1,000,000	0.5%	
For the next portion from \$1,000,001 to \$2,000,000	0.25%	
For the next portion from \$2,000,001 to \$3,000,000	0.125%	
For the next portion over \$3,000,000	0.05%	
<b>Total Fee:</b>		\$ _____

SLP Amendment Fee	Calculation
10% of additional construction value (if applicable) or \$160	
<b>Total Fee:</b>	
	\$ _____

**Non-refundable Damage Deposit Fee (\$200.00)\*:**

\$ \_\_\_\_\_

\* For all UBC managed projects with a construction value under \$250,000 only.

**Letter of Undertaking is required.**

#### Refundable Damage Deposit

Construction Value	%	Calculation
For the first portion up to \$250,000	8%	
For the next portion from \$250,000 to \$500,000	4%	
For the next portion from \$500,001 to \$1,000,000	2%	
For the next portion over \$1,000,000	1%	
<b>Total Damage Deposit:</b>		\$ _____

#### Refundable Record Drawings Deposit

Record Drawings	Calculation
\$1,000 for each record drawing to be submitted upon project completion up to a maximum of \$20,000	_____ # of drawings
<b>Total Record Drawings Deposit:</b>	
	\$ _____

**Total Fees and Deposits:** \$ \_\_\_\_\_

Payment by:  Cheque  Cash  PS Project # \_\_\_\_\_  BOW # \_\_\_\_\_ -  Other \_\_\_\_\_



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### Streets and Landscape Permit Application Checklist

Submission Requirements			Comments
Application Form	• Streets and Landscape Permit Application Form (completed and signed)	<input type="checkbox"/>	
DP Issued	• Development Permit issued (if applicable) DP # _____	<input type="checkbox"/>	
Application Fee	• Due at time of submission (see SLP Fees and Deposits)	<input type="checkbox"/>	
Deposits	• Due at time of submission (see SLP Fees and Deposits)	<input type="checkbox"/>	
<b>Drawings Required</b>			
<ul style="list-style-type: none"> <li>- One hardcopy set (11" x 17") and one digital set (all drawings in PDF format).</li> <li>- SLP Application submission documents must be at 95% completion.</li> <li>- Issued for Construction (IFC) drawings are required prior to the issuance of the Streets and Landscape Permit.</li> </ul>			
Photos	• Pre-construction digital photos of whole site and close-up photos of key features such as existing damaged infrastructure	<input type="checkbox"/>	
Survey Plan	<ul style="list-style-type: none"> <li>• Street address, street name(s) and location</li> <li>• Dimensions of site and site area, including north arrow</li> <li>• Location and building footprint dimensions of all existing buildings on the site.</li> <li>• Property line (if applicable)</li> <li>• Lane dedications, registered easements, encroachments and right-of-ways</li> <li>• Existing grades at each of the four corners of the site</li> <li>• Location of existing street crossings</li> </ul>	<ul style="list-style-type: none"> <li>• Road painting</li> <li>• Existing grades at each corner of existing and/or proposed building envelope</li> <li>• Benches</li> <li>• Signage</li> <li>• Banners &amp; Fixtures</li> <li>• Planters</li> <li>• Bollards</li> <li>• Waste Bins</li> <li>• Bike Racks</li> <li>• Statues or commemorative plaques</li> </ul>	<input type="checkbox"/>
Context Plan	• Plan showing the relationship of the project area to surrounding streets and buildings in all directions	<input type="checkbox"/>	
Site Plan	<ul style="list-style-type: none"> <li>• Address</li> <li>• Street name(s)</li> <li>• Dimensions of site</li> <li>• Location of all building footprints</li> <li>• Size and location of all off-street parking and loading</li> </ul>	<ul style="list-style-type: none"> <li>• Surface treatment of open areas, courtyards, pedestrian areas, etc.</li> <li>• Location of garbage facilities</li> <li>• Location of fire hydrants closest to the subject site</li> <li>• Fire access routes or lanes</li> </ul>	<input type="checkbox"/>
Staging, Laydown and Access Plan	<ul style="list-style-type: none"> <li>• Identify and label the full extent of the work area</li> <li>• Identify all material, equipment and vehicle stockpile/ storage areas to be used during the duration of the project</li> <li>• Allocate specific points for vehicle access and exiting from site</li> </ul>	<input type="checkbox"/>	
Landscape Plan Drawings	<ul style="list-style-type: none"> <li>• Identify and label common and botanical names, sizes and quantity of all proposed plant material/trees</li> <li>• Identify all landscape elements, plants and trees to be removed/relocated</li> <li>• All landscape elements, dimensions, and details, including new and existing surface materials, site furniture and structures</li> <li>• Identify and/or locate irrigation including new components and proposed tie-ins (as per <a href="#">Technical Guidelines</a>)</li> </ul>	<input type="checkbox"/>	
Material Samples	• Provide a sample of new surface material in proposed colour, unless specified in the UBC Technical Guidelines.	<input type="checkbox"/>	
Furniture Specifications	• Provide full specification for proposed street furniture, unless specified in the UBC Technical Guidelines.	<input type="checkbox"/>	
Proposed Site Grades and Drainage	• Provide all grading and drainage details on plan	<input type="checkbox"/>	
Civil Drawings	<ul style="list-style-type: none"> <li>• Key Plan including Drawing Index and Legend</li> <li>• Road works including UBC typical cross sections</li> <li>• Geodetic datum, monument number, location, and elevation</li> <li>• Underground utilities (i.e. watermain, sanitary sewer, electrical, gas, etc.)</li> </ul>	<input type="checkbox"/>	



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	<ul style="list-style-type: none"> <li>○ 1 drawing per utility</li> <li>○ Irrigation in soft landscape to be identified where existing (consultation with UBC Municipal Services may be required)</li> <li>● Staging/phases of work</li> </ul>		
Submission Requirements continued ...			Comments
Geotechnical Report	<ul style="list-style-type: none"> <li>● Prepared and signed by a Geotechnical Engineer identifying potentially hazardous or unstable areas</li> </ul>	<input type="checkbox"/>	
Stormwater Management and Erosion & Sediment Control Plans	<ul style="list-style-type: none"> <li>● Sediment and Erosion Control Methodology</li> <li>● Truck access and egress routes</li> <li>● Identify all measures taken to protect the environment – gravel access pad, cover existing catch basins, sediment check dam, wheel wash facility, etc.</li> <li>● Weekly inspection of the system by record engineer and take samples during or after storm events with rainfall 10mm or greater</li> <li>● Refer to <a href="#">UBC Technical Guidelines</a></li> </ul>	<input type="checkbox"/>	
Planned Discharges to Sanitary	<ul style="list-style-type: none"> <li>● For any planned discharges from activities related to operations, construction, or maintenance, the <a href="#">UBC Planned Discharge to Sanitary Form must be completed.</a></li> </ul>	<input type="checkbox"/>	
Hoarding Plan	<ul style="list-style-type: none"> <li>● Location of hoarding fences. (Note construction zone is to be minimized)</li> </ul>	<input type="checkbox"/>	
Construction Site Plan	<ul style="list-style-type: none"> <li>● Location of site office, first aid station, site entrances, storage and lay down locations, and tree protection fencing. The Hoarding Plan and Construction Plan may be combined</li> </ul>	<input type="checkbox"/>	
Traffic Management Plan	<ul style="list-style-type: none"> <li>● Truck routes to/from campus, street closures, traffic diversions, traffic control measures</li> <li>● Emergency vehicle access route(s)</li> <li>● Loading/Serviceing locations</li> <li>● Location of all excavations on streets or fire access routes.  <a href="https://planning.ubc.ca/sites/default/files/2020-01/GUIDELINE_UBC_TrafficManagementPlanGuide2013.pdf">https://planning.ubc.ca/sites/default/files/2020-01/GUIDELINE_UBC_TrafficManagementPlanGuide2013.pdf</a></li> </ul>	<input type="checkbox"/>	
Parking	<ul style="list-style-type: none"> <li>● List all construction vehicles including make, model, license plate number on site. Personal vehicles not permitted.</li> </ul>	<input type="checkbox"/>	
Site Profile	<ul style="list-style-type: none"> <li>● See <a href="#">UBC Procedures Related to Contaminated Sites Regulation</a>. A Stage 1 Preliminary Site Investigation and Site Profile may be required.</li> <li>● <a href="#">Environmental Compliance Check List</a> may be required</li> </ul>	<input type="checkbox"/>	
Tree Survey and/or Biophysical Assessment	<ul style="list-style-type: none"> <li>● Show location, size and identification of all existing trees and other significant plant material on-site.</li> </ul>	<input type="checkbox"/>	
Tree Protection Plan	<ul style="list-style-type: none"> <li>● A Tree Protection Plan shall be prepared and provided by the Landscape Architect and the Project Manager in accordance with the <a href="#">Vancouver Campus Plan Part 3 Section 2.4.6</a> and <a href="#">UBC Technical Guidelines, Section 32 01 93.1 Tree and Shrub Preservation</a>.</li> <li>● Locate all existing trees on plan as per site survey. Show significant tree canopies to scale based on estimated diameters.</li> <li>● Indicate trees to be removed or retained. Provide a Tree Removal Schedule as required. Indicate UBC tag Number, size at DBH and Latin names.</li> <li>● Show extent of any excavations through critical roots zones.</li> <li>● Show tree protection fencing layout to scale.</li> <li>● Provide Tree Protection Notes and Legend on plan with site-specific instructions based on Arborist's Report and recommendations, and UBC Technical Guidelines as required.</li> <li>● Further requirements may be determined following arboricultural assessment and/or upon advice of the Director of Infrastructure Services, C&amp;CP.</li> <li>● Refer to attached sample tree protection notes.</li> </ul>	<input type="checkbox"/>	
Above and Below Ground Storage Tanks	<ul style="list-style-type: none"> <li>● Provide a plan identifying the type, size and location of all new or existing above or below ground storage tanks (including fuel tanks, acid neutralization tanks, oil water separators, grease traps, septic tanks, liquefied gas tanks, waste water collection and containment tanks), chillers and generators for acceptance by the Chief Risk Officer.</li> </ul>	<input type="checkbox"/>	



## SLP Terms and Conditions

### 1. Streets and Landscape Permit (SLP) Valid Duration

The Streets and Landscape Permit (SLP) will expire after six (6) months from date of issue if project work has not commenced. It is the applicant's responsibility to re-apply to extend the expiry date of the SLP, at no additional charge, ten (10) working days prior to the expiration of the current permit.

### 2. Construction Fence

The construction site plan must clearly identify the location of the construction fence line.

### 3. Letter of Undertaking

For UBC managed projects with a construction value of up to \$250,000, a non-refundable fee of \$200 and a Letter of Undertaking are required in lieu of a refundable damage deposit. The Project Manager (UBC Project Services or other UBC entity) is required to submit a signed "**LETTER OF UNDERTAKING**" along with the full SLP application package. The Project Manager will be held responsible for deficiencies and damage in the landscape (hard and soft).

### 4. Refundable Damage Deposit

The applicant is to provide a Damage Deposit to be used to pay for any permanent or temporary repair and/or cleanup costs caused by construction activity. The Damage Deposit is to be submitted and payable to Campus and Community Planning (C&CP) in the form of a certified cheque or other acceptable form of credit. The applicant may apply for a refund of the Damage Deposit, with a formal written request (i.e. memo/letter), upon completion of all construction work and associated repair work. The refund request, to include a signed certification, must be received by C&CP from the coordinating Professional Engineer or Landscape Architect confirming that all capital improvement and restoration work has been completed in accordance with the SLP, that all required standards and codes have been adhered to, and that all damage to the surrounding areas has been restored. If the Damage Deposit is insufficient to cover all repair costs, the applicant will be billed for the balance. Repair work undertaken by the applicant must be approved by the University prior to commencement.

### 5. Street and Landscape Restoration

The applicant is responsible for restoring streets and landscape areas to the satisfaction of C&CP. Street restorations are to conform to the standards set in the City of Vancouver's construction standards (<https://vancouver.ca/streets-transportation/street-design-construction-resources.aspx>). The University, prior to commencement, must approve any restoration work. If the digital photographs submitted as part of the application submission do not clearly illustrate the pre-construction condition of existing elements, C&CP will determine the level of restoration required.

### 6. Refundable Record Drawing Deposit

The applicant is to provide a Record Deposit based on the numbers of drawings submitted. The consultant and/or contractor shall provide drawings in accordance with the Technical Guidelines Section 07 78 39 Project Record Documents. For all underground utility services, the consultant and/or contractor shall provide a set of Red Line drawings to UBC Energy & Water Services, within 60 days from substantial performance of the civil contract. See also: Section 33 00 10 Underground Utility Services. The record drawings (signed and sealed by the Engineer of Record) must be submitted upon completion of the project to Infrastructure Development - Records department. Similar to the Damage Deposit, the applicant may apply for a refund of the Record Deposit, with a formal written request, upon completion of all construction work and associated repair work. The record drawings are to be in the format approved in the Technical Guidelines.

### 7. Dissemination of Information and Adherence to the Building Permit Terms & Conditions

The applicant is responsible for ensuring all trades, contractors and subcontractors that work on the job site are aware of and comply with these Terms and Conditions as well as the standard Terms & Conditions for Building Permits - [https://planning.ubc.ca/sites/default/files/2019-11/REGULATORY\\_UBC\\_PermitConditions.pdf](https://planning.ubc.ca/sites/default/files/2019-11/REGULATORY_UBC_PermitConditions.pdf)



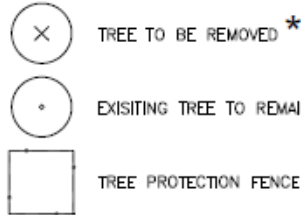
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### TREE PROTECTION LEGEND AND NOTES

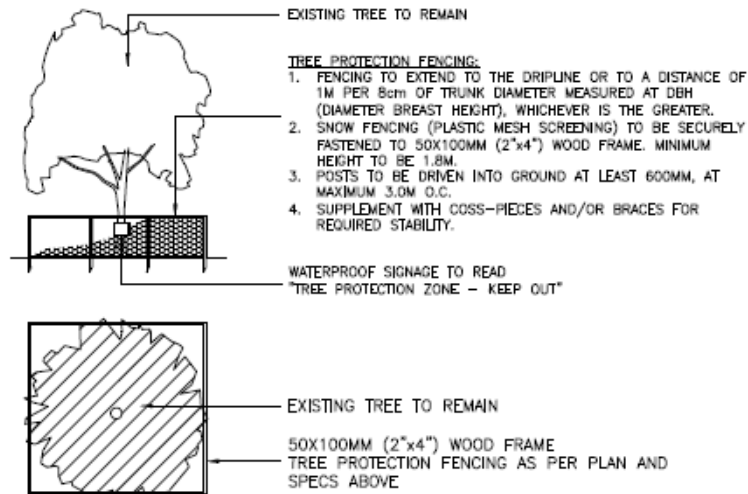


1. NO STORAGE OF CONSTRUCTION MATERIALS WITHIN TREE PROTECTION AREAS OR AGAINST PROTECTION FENCING.
2. ANY PRUNING OF BRANCHES OR ROOTS MUST BE DONE BY CERTIFIED ARBORIST IN CONSULTATION WITH UBC CAMPUS ARBORIST.
3. CONTRACTOR TO UNDERTAKE TREE PROTECTION MEASURES IN COMPLIANCE WITH UBC STANDARDS.
4. ONLY HAND EXCAVATION OR HYDRO-EXCAVATION SHALL BE UNDERTAKEN WITHIN CRITICAL ROOT ZONE OF TREES TO BE RETAINED, UNDER DIRECTION OF CAMPUS ARBORIST.
5. SEVER ANY EXPOSED ROOTS CLEANLY. CONSULT WITH UBC CAMPUS ARBORIST FOR APPROVAL PRIOR TO SEVERING ROOTS IN EXCESS OF 100mm.
6. TREE PROTECTION FENCE IS NOT TO BE LIFTED OR REMOVED AT ANY TIME FOR VEHICULAR ACCESS. VEHICLES AND HEAVY EQUIPMENT MUST BE KEPT OFF CRITICAL ROOT ZONES TO AVOID SOIL COMPACTION AND ROOT DAMAGE.
7. ADDITIONAL TREE PROTECTION STRATEGIES OR INTERVENTIONS MAY BE REQUIRED AS WORK PROGRESSES. CONTRACTOR TO CONSULT WITH UBC CAMPUS ARBORIST.

### TREE REMOVAL SCHEDULE

UBC TAG #	SIZE	TYPE	SPECIES/COMMON NAME
1. 7903	250mm	DECIDUOUS	ACER RUBRUM/RED MAPLE
2. 7895	300mm	DECIDUOUS	FAGUS SYLVATICA/EUROPEAN BEECH
3. 7915	150mm	DECIDUOUS	BETULA PAPYRIFERA/PAPER BIRCH
4. 7884	220mm	CONIFER	THUJA PLICATA/RED CEDAR
5. 7889	200mm	CONIFER	PINUS STROBUS/EASTERN WHITE PINE

\* NOTE: TREE REMOVAL SCHEDULE TBD IN COORDINATION WITH ARBORIST REPORT



DRAWING TITLE:

## SAMPLE TREE PROTECTION NOTES

DRAWN: JN

REVIEWED: LEIPC

ISSUED BY: C&CP