



THE UNIVERSITY OF BRITISH COLUMBIA

Campus and Community Planning

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

☎ 604.822.8228 • 📠 604.822.6119

DP # _____

Development Permit Application Form

Complete application form and prepare associated materials prior to scheduling an application intake meeting with the UBC Manager, Development Services.

Project Address and Building Name:
Description of Area:
Description of Project:

Applicant (authorized agent):		
Contact name:		
Mailing address:		Email:
City:	Postal Code:	Phone:
Architect:		
Contact name:		
Mailing address:		Email:
City:	Postal Code:	Phone:
Landscape Architect:		
Contact name:		
Mailing address:		Email:
City:	Postal Code:	Phone:

I, THE AUTHORIZED AGENT, GIVE CONSENT FOR CAMPUS & COMMUNITY PLANNING TO POST DIGITAL DRAWINGS AND SUPPORTING TEXT FOR PUBLIC VIEWING ON THEIR WEBSITE.

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: _____

Please continue application on reverse



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DP Fee (see Fee Schedule below):

Development Permit projects		
Type of application: <input type="checkbox"/> Major (Value > \$2.5 Million) <input type="checkbox"/> Minor (Value < \$2.5 Million)	<input type="checkbox"/> New Building or Addition <input type="checkbox"/> Temporary Project <input type="checkbox"/> Façade Alterations only	<input type="checkbox"/> Site / Park Design <input type="checkbox"/> Amendment <input type="checkbox"/> DP Extension
Gross Floor Area (if applicable): ft ² or m ²	Permit fee:	Amount enclosed:
Payment by: <input type="checkbox"/> Cheque* <input type="checkbox"/> Cash <input type="checkbox"/> Work Order/Project#:		

Fee Schedule:

A	Major Institutional Applications	Fee
	For each 100 m ² up to 500 m ² GFA (or part thereof)	\$300
	Additional GFA (rate per 100 m ² or part thereof)	\$110
	Maximum	None
B	Major Neighborhood Applications	
	For each 100 m ² up to 500 m ² GFA (or part thereof)	\$300
	Additional GFA (rate per 100 m ² or part thereof)	\$110
	Maximum	None
	REAP (Residential Environmental Assessment Program)	
	For Neighbourhood Residential projects:	
	REAP Application Fee. Certification is required. See Document Submission Requirements.	\$3,150*
	REAP Performance Deposit (<i>refunded after REAP certification</i>)	\$25,000*
C	Minor Applications	Fee
	For each 100 m ² up to 500 m ² GFA* (or part thereof)	\$350
	Additional GFA (rate per 100 m ² or part thereof)	\$150
	Maximum	\$15,000
D	Site Changes (includes Public Realm)	Fee
	Up to 1,000 m ² (rate per 200 m ² or part thereof)	\$250
	Additional area (rate per 200 m ² or part thereof)	\$85
	Maximum	\$5000
E	Alterations, Changes of Use	Fee
	For each 100 m ² GFA* (or part thereof)	\$290
	Maximum	\$2,350
F	Minor Amendments	Fee
	Amendments where less than 15% of GFA or building exterior is altered or where less than 15% of GFA use is changed	25% of fee that would apply to a new application (minimum fee \$160)
G	Extensions and Renewals	Fee
	Extension of validity of development permit or renewal of a development permit which has become void	75% of fee that would apply to a new application (minimum fee \$340)

All fees must be paid prior to the issuance of a development permit.

Where public engagement is required as part of the Development Permit process, Campus & Community Planning Development Services staff will coordinate the advertising and any consultation events, with the applicant responsible for all costs. The applicant is also responsible for the cost of installing and removing any required signage (Development Permit Notification Sign, display boards, and/or tree removal notification sign).

***Note:** Please submit separate cheques for each application as well as REAP fees and deposits. Make cheques payable to: The University of British Columbia



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DEVELOPMENT PERMIT APPLICATION CHECKLIST

Document Submission Requirements			Comments
Application Form	<ul style="list-style-type: none"> A Development Permit Application Form must be completed and signed at time of submission. 	<input type="checkbox"/>	
Application Fee	<ul style="list-style-type: none"> An application fee is due at time of submission. 	<input type="checkbox"/>	
Written Description	<ul style="list-style-type: none"> A description of the project, outlining the use, site context and rationale. 	<input type="checkbox"/>	
Design Policy Compliance	<ul style="list-style-type: none"> A brief written outline on how the project complies with the campus wide design guidelines (Vancouver Campus Plan Part 3) for academic projects or the design guidelines in the applicable neighbourhood plan for neighbourhood projects. 	<input type="checkbox"/>	
Title Search	<ul style="list-style-type: none"> Copy of current title search from the Land Title Office, for each parcel involved in the proposal (include Legal description and Property Identifier). 	<input type="checkbox"/>	
Site Investigation and Environmental Compliance Checklist	<p>See <i>UBC Procedures Related to Contaminated Sites Regulation</i>. A Stage 1 Preliminary Site Investigation is required:</p> <p>http://riskmanagement.sites.olt.ubc.ca/files/2015/11/Contaminated-Sites-Procedure_0.pdf</p> <ul style="list-style-type: none"> https://srs.ubc.ca/environment/pollution-prevention/spills-and-contaminated-sites-2/ UBC Environmental Compliance Checklist required. 	<input type="checkbox"/>	
Preliminary Service Connection Application Form	<ul style="list-style-type: none"> Preliminary Utility Service Connection Application Form Please review: Contractors & Developers Energy (ubc.ca) 	<input type="checkbox"/>	
Tree Survey	<ul style="list-style-type: none"> Location and identification of all existing trees and other significant plant material on-site, including any trees requiring removal. 	<input type="checkbox"/>	
Green Building Certification	<ul style="list-style-type: none"> Institutional: Submit LEED Checklist (min. LEED Gold and 42% below MNECB), or Neighbourhood Residential: Submit REAP Checklist (min. REAP Gold) Preliminary energy model and life cycle assessment 	<input type="checkbox"/>	
Geotechnical Report	<ul style="list-style-type: none"> Prepared by a Geotechnical Engineer for potentially hazardous or unstable areas. 	<input type="checkbox"/>	
Preliminary Code Report	<ul style="list-style-type: none"> For Major Applications, an initial report prepared by a code consultant addressing potential code compliance issues regarding the proposed design. 		
Photos	<ul style="list-style-type: none"> Pre-construction digital photos of site and surrounding context. 	<input type="checkbox"/>	
DP Notification Sign	<ul style="list-style-type: none"> See <i>Development Permit Notification Sign Guidelines</i> on page 6/6. (photo verification of posting required). 	<input type="checkbox"/>	
Building Signage	<ul style="list-style-type: none"> See UBC Wayfinding - Exterior Signage Standards and Guidelines 	<input type="checkbox"/>	
3D Model	<ul style="list-style-type: none"> 3D digital model of the project in Sketch-Up format. 	<input type="checkbox"/>	
Drawing Requirements One hardcopy set (11" x 17" unbound) and one digital set (PDF format).			Comments
Cover Sheet with Project Statistics (Data Sheet)	<ul style="list-style-type: none"> Total Site Area and Site Coverage Net and Gross Floor Area by Use Building Height(s) Setbacks: Front Yard, Rear Yard and Side Yards (permitted + proposed) Number of Parking, loading and bicycle parking spaces (Class 1 + 2) (permitted + proposed) Number of Dwelling Units, unit sizes, bedrooms per unit + CRUs Floor Space Ratio permitted and proposed Summary of floor areas by level and exclusions (residential projects) List of variances requested and rationale 	<input type="checkbox"/>	
Context Plan	<ul style="list-style-type: none"> Plan showing the relationship of the proposed buildings to surrounding developments at 	<input type="checkbox"/>	



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	front, rear and sides		
Drawing Requirements (cont.)			Comments
Site Plan	<ul style="list-style-type: none"> • Address (if available) • Street name(s) • Dimensions of site • Location and dimensions of all buildings with north arrow • Required yards, setbacks and building lines • Size and location of all off street parking and loading • Access to parking and loading • Existing and finished grade levels • Treatment of open areas, courtyards, pedestrian areas, etc. • Location of garbage facilities • Location of fire hydrants and their distance from the subject site • Fire access routes or lanes • Area of proposed work if adding to an existing building (highlight) 	<input type="checkbox"/>	
Utilities	<ul style="list-style-type: none"> • Site Plan showing the adjacent existing utility lines, clearances between the building and existing utility lines and preliminary service connections to the existing utility systems (sign off by UBC Energy & Water Services required prior to permit issuance) • Irrigation mains and vaults identified, or located in consultation with Municipal Services • Neighborhood Residential projects only: Submit a copy of the completed Energy Service Agreement with Corix Multi-Utility Services Inc. 	<input type="checkbox"/>	
Survey Plan	<ul style="list-style-type: none"> • Street address, street name(s) and location • Dimensions of site and site area, including north arrow • Location and dimensions of all existing buildings on the site • Ultimate property line • Lane dedications, registered easements, encroachments and right-of-ways must be indicated on the surveys • Location of existing street crossings • Existing grades at each of the four corners of the site • Existing grades at each corner of the existing and/or proposed principle building envelope 	<input type="checkbox"/>	
Shadow Analysis	<ul style="list-style-type: none"> • Spring / Summer at 10 am, 12 pm and 2 pm 	<input type="checkbox"/>	
Floor Plans	<ul style="list-style-type: none"> • All storeys including all levels of underground parking • All door, window and skylight locations • Location of vents, bay or box windows, air conditioning units and/or condensing units 	<input type="checkbox"/>	
Roof Plans	<ul style="list-style-type: none"> • Plans and elevations of roof parapet, mechanical, elevator/stair housing, amenity areas 	<input type="checkbox"/>	
Elevations	<ul style="list-style-type: none"> • Elevation of front, rear, two sides and courtyard (if applicable) • Floor levels and height above and below finished grades • Exterior finishing details and materials • Elevation on each floor level, peak of pitched roof or parapet wall of flat roof • Door and window details and sizes • Weather protection • Accessory building details • Sign Location 	<input type="checkbox"/>	
Sections	<ul style="list-style-type: none"> • Longitudinal and cross sections • Details of vaulted areas and adjacent attic spaces • Envelope or height protrusions • Bay window, window seats and window well details 	<input type="checkbox"/>	
Landscape Plans	<ul style="list-style-type: none"> • Provide a full Landscape Plan illustrating both common and botanical names, sizes and quantity of all proposed plant material • Proposed plant material, paved surfaces and materials, other landscape elements and existing/proposed trees must be shown on Landscape Plan • Existing site contours, landscaping and material to be removed, include size, common name and location • Irrigation including new components and proposed tie-ins (as per Technical Guidelines) • All landscape elements and details, including new/existing surfaces to be retained, 	<input type="checkbox"/>	



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	enclosures, site furniture, fences and structures		
Lighting	• Lighting Plan as per Lighting Guidelines (Vancouver Campus Plan Part 3 Sec. 2.5.2)	<input type="checkbox"/>	

Public Engagement Requirements (as required)

In addition to a Development Permit Notification Sign (see Page 6/6), the applicant may be required to partake in additional steps to engage with community members, particularly in the case of applications concerning parks, the public realm, or community amenities.

Informational Display Board	An additional sign may be required to provide additional information. This sign will be provided by staff. (Photo verification of posting required).
Tree Removal Sign	If trees are being removed, the applicant will be required to post a notification sign a minimum of 48 hours prior to the removals taking place. The sign will be provided by staff with installation and removal are the responsibility of the applicant. (Photo verification of posting required).
Public Consultation Event	The applicant and design team may be required to attend a virtual or in-person event to present the project to the campus community and respond to inquiries. The event, or events, typically last 1-2 hours and are scheduled for weekdays around lunch hour and/or early evening. These events will be scheduled by staff in coordination with the applicant. The applicant is responsible for all costs.
Advertising	Staff will coordinate advertising of the project and public consultation event.



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DEVELOPMENT PERMIT NOTIFICATION SIGN GUIDELINES *

From UBC Development & Building Regulations: The applicant shall erect information signs in the specified format on or immediately adjacent to the site in location(s) approved by the Manager, Development Services for Development Permits. The sign must be in place after submission of the applicant in coordination with Development Services remain until the project is complete or withdrawn, whichever comes first.

Size: The standard size is 4' x 8' (1.2 m x 2.4 m).

Lettering: The lettering is to be Helvetica and is to be black on a white background.

Construction Specifications: Standard format is a freestanding sign supported only by posts or poles where the top of the sign does not exceed 9 feet (2.75 m) in height above grade. All signs must be erected in a safe manner and be structurally sound to withstand wind and weather.

Location: Signs must be placed within the boundaries of the site, approximately but not closer than 6 feet (1.82 m) from any property line and such that it does not interfere with pedestrian or vehicular traffic. The sign must be located so that it can be clearly read from streets or lanes and be clear of all site obstructions. Where site is bounded by more than one street or corridor, more than one sign may be required.

Content: Signs must contain the information in the standard sign layout template below.

Prior to installation the applicant or agent must:

1. Submit a drawing of the proposed sign(s) and map indicating its (their) location to Campus & Community Planning (C&CP) for approval.
2. Advise in advance of the date of posting and call to confirm when the sign has been erected.

Following installation of all approved signs the applicant or agent must:

1. Submit dated photographs of all signage to C&CP.

Removal of Signs: The sign must be removed from the site at the applicant's cost 14 days after issuance of DP.

* **Note:** Development Permit notification signs are not usually required for minor applications.

Development Permit Sign Layout

↔ 8 ft ↔

NOTICE OF DEVELOPMENT PERMIT APPLICATION – No. DP XXXXX

(Name of the development)

(Applicant's name) have applied to the University of British Columbia for a Development Permit to construct (building type, storeys & units).
The total building area is _____ m².
Anticipated start of construction date

Public Open House

Date + Time:

Location:

Development Permit Board meeting details if applicable.

Developer's name:

Contact number:

For more information contact:

Karen Russell, Manager, Development Services

Campus & Community Planning

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

Phone: (604) 822-1586, Fax: (604) 822-6119

Email: Karen.Russell@ubc.ca

<http://www.planning.ubc.ca>

Site Plan (24"x24")

Includes north arrow, street names, building names, lot dimensions & 'You are here'.

Site boundary in red, proposed building footprint in bold & crosshatched and existing building footprints



4 ft

