UBC THE UNIVERSITY OF BRITISH COLUMBIA

DP #: _____

Institutional Major Development Permit Application Form

This application applies to new buildings, major additions, building renewal projects on the academic campus with a construction value greater than $10 Million. Complete the application form and prepare associated materials prior to scheduling an application intake meeting with the UBC Manager, Development Services. Submit the application and required documents to Development.Projects@ubc.ca.

Project Information				
Project Address:				
Building Name: *(If known)*				
Application Type: *(Select all that apply)*	❑ New Building ❑ Addition ❑ Building Renewal	❑ Amendment ❑ Temporary	**Any variances requested?** See below*	❑ Yes ❑ No *(If yes, list variances requested on the Project Statistics page (data sheet))*
Project Description:				

Applicant Information (authorized agent):				
Contact name:				
Mailing address:				
City:		**Postal Code:**		**Phone:**
Email:				

Architect:		
Contact Name & Company Name:		
Email:		**Phone:**

Landscape Architect:		
Contact Name & Company Name:		
Email:		**Phone:**

Permit Fee: *(refer to page 2 for Development Permit Fee Schedule)*		
Permit Fee:		**Amount Enclosed:**
Payment by:	❑ Cheque - All fees may be paid by cheque payable to "University of British Columbia".	
	❑ Cash or Credit Card – Must be made in person at the Campus and Community Planning Office	
	❑ PS Project #:	❑ Primary Work Tag #:
* Variances from the regulations or policies in the UBC's Campus Plan or Land Use Plan		

Campus + Community Planning
2210 West Mall
Vancouver, BC Canada V6T 1Z4

Phone 604 822 6991
Email: development.projects@ubc.ca
www.planning.ubc.ca

THE UNIVERSITY OF BRITISH COLUMBIA

Signature:

I, THE AUTHORIZIED 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.

_____   _____
Signature of Applicant/Authorized Agent   **Date**

Fee Schedule: (*check all that apply*)

Gross Floor Area:	m²	Fees/Rates
☐	**New Building or Addition or Building Renewal Projects**	
	For each 100 m² up to 500 m² GFA (or part thereof)	$420
	Additional GFA (rate per 100 m² or part thereof)	$132
	Maximum	None
☐	**Amendments**	
	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 $210)

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, Background Context sign, display boards, and/or tree removal notification sign).

THE UNIVERSITY OF BRITISH COLUMBIA

Campus + Community Planning
2210 West Mall
Vancouver, BC Canada V6T 1Z4

Phone 604 822 6991
Email: development.projects@ubc.ca
www.planning.ubc.ca

Institutional Major Development Permit Application Checklist

This checklist serves as a quick reference to confirm that all required components are included. Before completing this checklist, please review the following documents available on the Development Permit Application Form and Reference Materials page:

- Major Development Permit (DP) Submission Guidelines and Checklist – *Provides detailed requirements for all application materials.*
- Development Permit Notification Sign and Background Context Signs Guidelines – *Outlines specifications for required signage.*

Required Supporting Documents	
Application Form – *A Development Permit Application Form must be completed and signed at time of submission.*	☐
Application Fee – *Confirm fee amount with staff prior to submittal*	☐
Written Description	☐
Policy and Design Compliance	☐
Title Search	☐
Site Disclosure	☐
Green Building Certification (LEED)	☐
Photos	☐
DP Notification + Background Context Signs - *To be completed following initial submission*	☐
3D Model	☐

Drawings and details required	
General Information & Context Drawings	
Cover Sheet with Project Statistics Data Sheet	☐
Context Plan	☐
Survey Plan	☐
Architectural	
Site Plan	☐
Building Plans	☐
Building Signage	☐
Shadow Analysis	☐

THE UNIVERSITY OF BRITISH COLUMBIA

Campus + Community Planning
2210 West Mall
Vancouver, BC Canada V6T 1Z4

Phone 604 822 6991
Email: development.projects@ubc.ca
www.planning.ubc.ca

Institutional Major Development Permit Application Checklist	
Floor Plans including Parking Plans	☐
Landscape	
Landscape Plans	☐
Arborist Report, Tree Survey, and Tree Management Plan	☐
Lighting Plan	☐
Civil	
Preliminary Laydown and Access Plan	☐
Utilities & Servicing Plan *(Obtain record drawings by emailing Facilities Information and Inventory Systems (FIIS) at records.section@ubc.ca)*	☐
Rainwater Management Plan	☐
Green Rainwater Infrastructure Plan	☐
Grading Plan	☐
Additional Documents (As-required)	
Archeological Elements *(For sites with archeological potential)*	☐
Environmental Review *(For development adjacent to a protected forest area)*	☐