



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

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

Fee Schedule:

	Minor Applications (Development Permit Board approval not required)	Fee
A	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
B	Major 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
	REAP Applications - For Residential projects only, UBC REAP (Residential Environmental Assessment Program) certification is required. Documentation review and certification services provided by the Campus Sustainability Office (fee includes 5% GST).	\$3,150 (please provide a separate cheque)
C	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
D	Alterations, Changes of Use	Fee
	For each 100 m ² GFA* (or part thereof)	\$290
	Maximum	\$2,350
E	Revisions	Fee
	Revisions to drawings resulting from non-compliance or insufficient information, or applicant's request	10% of fee that would apply to a new application (minimum fee \$160)
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)

* GFA = gross floor area

** Submit separate cheques for each application and make payable to the 'University of British Columbia'

Note: Where public notice in community newspapers is required as part of the Development Permit process, Campus & Community Planning will coordinate the advertising, but the applicant is responsible for all costs.



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DEVELOPMENT PERMIT APPLICATION CHECKLIST

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 (<i>Vancouver Campus Plan Part 3</i>) 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 Profile	<ul style="list-style-type: none"> See <i>UBC Procedures Related to Contaminated Sites Regulation</i>. A Stage 1 Preliminary Site Investigation, Site Profile are required. http://riskmanagement.ubc.ca/environment/contaminated-site-procedures Environmental Compliance Check List is required http://planning.ubc.ca/sites/planning.ubc.ca/files/documents/planning-services/forms-documents/DP-Envtl-ComplianceChecklist-Jun13.pdf 	<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. 	<input type="checkbox"/>	
Green Building Certification	<ul style="list-style-type: none"> Academic: Submit LEED checklist; min. LEED Gold and 42% below MNECB http://www.sustain.ubc.ca/campus-initiatives/buildings/leed-ubc Residential: Submit REAP checklist; min. REAP Gold http://sustain.ubc.ca/campus-initiatives/green-buildings/reap 	<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"/>	
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 Development Permit Notification Sign Guidelines below (photo verification required). 	<input type="checkbox"/>	
Building Signage	<ul style="list-style-type: none"> See <i>UBC Sign Standards and Guidelines</i> http://planning.ubc.ca/sites/planning.ubc.ca/files/attachments/2010_Sign_Guidelines.pdf 	<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" and stapled only) and one digital set (email or CD of all drawings in PDF format).			
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 front, rear and sides 	<input type="checkbox"/>	



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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 	<ul style="list-style-type: none"> • 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 Utilities required prior to DP issuance) • Preliminary Service Connection Application Form to be submitted to Utilities. • <i>Residential projects only:</i> 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 Plan	<ul style="list-style-type: none"> • Dimensions • 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 • All landscape elements and details, including new/existing surfaces to be retained, enclosures, site furniture, fences and structures 		<input type="checkbox"/>
Lighting	<ul style="list-style-type: none"> • Proposed Lighting Plan is to comply with Lighting Guidelines (<i>Vancouver Campus Plan Part 3 Sec. 2.5.2</i>) 		<input type="checkbox"/>



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DEVELOPMENT PERMIT NOTIFICATION SIGN GUIDELINES *

From UBC Development & Building Regulations, Section 1.10 Public Process: 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 no later than 1 week after submission of the application and shall 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:** DP notification signs are not usually required for minor DP Applications; please check with C&CP.

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

