



Lands Department
2460 Falcon Way
Tsawwassen, BC V4M 4G4
Phone: 604-948-0694
www.tsawwassenfirstnation.com

DEVELOPMENT PERMIT APPLICATION FORM

Development Permit Type

This is a:

- ☐ New Development Permit; or
☐ Amendment to an approved Development Permit under DP No. _____

Development Permit Area:

- ☐ Environmental Protection ☐ Flood Plain
☐ Heritage Conservation ☐ Soil Stability / Land Fill
☐ Commercial Mixed Use ☐ Industrial Form and Character
☐ Multi-Family Residential Use

(Proposed No. of Duplex Units _____ Townhouse Units: _____ Apartment Units: _____)

Purpose (short description of Proposal): _____

Gross Site Area (sq.m.): _____ Proposed Floor Space (sq.m.): _____

Property Information

Property Address: _____ PID: _____

Legal Description: _____

Title search and any title restrictions, e.g., covenants, easements, and statutory rights-of-way:

Title Number: _____

Charge Number: _____ Purpose: _____

Charge Number: _____ Purpose: _____

Charge Number: _____ Purpose: _____

(Insert additional sheet if space is not enough)

Owner Information (to be completed by head tenant where applicable if TFN is the owner)

Name of Registered Owner (or Head Tenant): _____

Mailing Address: _____

City: _____ Postal Code: _____

Phone: _____ Cell: _____ Email: _____

This application is made with my full knowledge and consent:

Signature of Registered Owner: _____ Date: _____

(Or attach an owner's authorization letter if owner's signature is not provided on this form)

Applicant Information (to be completed if applicant is not the owner)

Name of Applicant: _____

Company Name: _____

Mailing Address: _____

City: _____ Postal Code: _____

Phone: _____ Cell: _____ Email: _____

Business License No.: _____

Contractors/design professionals/consultant MUST have a valid Business License to do work on Tsawwassen Lands. Apply to the Lands Department for a business license if you do not have one.

This application is made with full knowledge that I am the sole agent for the owner(s) and will be the only contact with Tsawwassen First Nation Lands Department.

Signature of Applicant/Authorized Agent: _____ Date: _____

Submission General Requirements

Submitted		
	An electronic copy of full application package	On a USB key or via email to planningpermits@tsawwassenfirstnation.com ; file names to be formatted as follows: Document Title-Version Number-Date (YYYY MM DD). All drawings and reports should be prepared, signed and sealed by qualified professionals.
	Fees	<p>Application fee and other fees as required in the Consolidated Planning and Development Application Fees Regulation may be paid by cash or cheque. Application fee is due at the time of submission.</p> <p>The Consolidated Planning and Development Application Fees Regulation may be amended from time to time. Please refer to the current Consolidated Planning and Development Application Fees Regulation posted on TFN's website (http://tsawwassenfirstnation.com/portfolio/planning-and-development/) for detailed fee amounts.</p>
	Documents/ Reports	Two hard copies are required for all documents and reports except for the Application Form one hard copy is required
	Drawings	One full size hard copy and two 11 x 17 hard copies

Submission Checklist

Submitted		N/A
		Required for All Development Permits:
1		Complete Development Permit Application Form with all required signatures
2		Copy of recent title search (no older than 30 days) and charges on title that will affect or be affected by the proposed development
3		<p>Written description of the proposed development, including also the following:</p> <ul style="list-style-type: none"> planned land uses and types of activities; how the proposed application complies with the applicable development permit guidelines set out in schedules of the Development Permit Area Regulation; demonstration of compliance with the land use plan, applicable neighbourhood plan, the Zoning Regulation, the Sign Regulation; anticipated phasing and sequencing of development on the site; related previous and current development applications for the same site; and any additional information the Director of Lands requires as part of his or her review of the application
4		Topographical Survey
5		Site Plan (with metric dimensions)
6		Grading Plan, showing existing and proposed final grades of the subject site
7		Servicing Plans & Servicing Design Report, outlining proposed upgrades to onsite infrastructure, and setting out how the proposed upgrades will meet servicing requirements, including preliminary water, sewer, drainage, grading and power servicing assessments
8		Additional Requirements for Environmental Protection Development Permits:
8a		Plan of watercourse setback areas (incorporated in the site plan)

Submission Checklist			
Submitted		N/A	
8b			Written statement from a qualified Environmental Professional as to whether Approvals or Notifications are required and need to be submitted to the appropriate federal or provincial agencies
8c			Environmental Assessment of pre-development site conditions, Environmental Impact Assessment of proposed development and on surrounding properties
8d			Environmental Management Plan
8e			Erosion and Sediment Control Plan
9			Additional Requirements for Heritage Conservation Development Permits:
9a			Archaeological Assessment Report
10			Additional Requirements for Soil Stability / Land Fill Development Permits:
10a			Site Profile
10b			Geotechnical Report
11			Additional Requirements for Industrial Form and Character, Commercial Mixed Use, or Multi-Family Residential Development Permits:
11a			Crime Prevention Through Environmental Design (CPTED) assessment that outlines how CPTED Principles have been integrated into the site design
11b			Access and Traffic Assessment on neighbouring properties and road network, including also analysis and recommendations for internal circulation network, road design, transit, cycling and pedestrian access, and emergency access, and rail spur line locations where applicable.
11c			If the proposed development involves cycling paths, a Wayfinding Signage Plan demonstrating conformance with TransLink's Wayfinding Guidelines for Utility Cycling in Metro Vancouver
11d			Loading, Outside Storage and Parking Layouts (incorporated in the Site Plan)
11e			Signage location and concept design (locations incorporated in the Site Plan)
11f			Floor Plans and Roof Plan (with metric dimensions)
11g			Elevations (with metric dimensions)
11h			Lighting Plans prepared by a qualified Professional Electrical Engineer outlining how lighting at the street, building, entry paths, pedestrian linkages, and parking area has been integrated into the site design
11i			Landscape Plans prepared by a registered Landscape Architect having regard for the unique local weather, soil, and environmental conditions
11j			For Industrial Form and Character Development Permits: Mitigation Strategies with adjoining existing and proposed land uses, including agricultural lands beyond Tsawwassen Lands and noise mitigation from internal production/manufacturing and external road and rail access

Requirement Details for Drawings and Reports

- A Topographic Survey prepared by a British Columbia Land Surveyor is to illustrate the location of the following:
 - a. Top of Bank and/or High Water Mark delineation for all waterbodies and watercourses and setback locations based on Tsawwassen First Nation Zoning Regulation;
 - b. Existing topographic contours with 1 metre intervals and location of natural steep slopes greater than 25%;
 - c. Any hydrological features including watercourses, drainage channels, wetlands, and active flood plains.
- A Plan of watercourse setback areas for an Environmental Protection Development Permit is to show existing and proposed building structures, roads, storm water detention facilities, and discharge points located within a waterbody or watercourse setback areas.
- An Environmental Assessment of pre-development site conditions is to:
 - a. be prepared and signed by a qualified Environmental Professional;
 - b. include proposed setback variance accompanied with a justification;
 - c. include any proposed encroachment into setback areas, the justification for the encroachment, and proposed compensation, which must reflect a Net Benefit to TFN;
 - d. include enhancement or restoration opportunities within waterbodies, watercourses, or their setback areas, including cleanup of garbage and/or plantings;
 - e. include significant wildlife habitat features found on the site (e.g., heron rookeries);
 - f. Include dykes, high water mark for any parcel fronting Georgia Straight, natural boundary of a fish or non-fish bearing watercourse.
- An Environmental Management Plan with recommendations prepared by a qualified Environmental Professional for protection, mitigation, or restoration of natural features is to include the following:
 - a. Mitigation measures for the proposed development activity including:
 - i. Phasing and timing of development to minimize impacts where possible;
 - ii. Retention strategy for significant trees and replanting strategy for interim site treatment;
 - b. Recommendations regarding the adequacy of proposed development plans, including site design and landscaping plans to deal with the following:
 - i. Protection of environmentally sensitive areas or natural features;
 - ii. Mitigation for identified potential hazards including an action plan for the removal of identified danger trees.
- An Erosion and Sediment Control Plan is to:
 - a. be prepared and designed in accordance with the TFN accepted standards to prevent the discharge of Prohibited Material into a Drainage System;
 - b. be certified by the Professional Civil or Geotechnical Engineer who has prepared it;
 - c. be signed by both the developer, and by a retained qualified Environmental Professional who shall act as the Environmental Monitor appointed;
 - d. include detailed plans and design calculations prepared by the Professional Engineer, a phased construction schedule, and a Letter of Undertaking signed by the Environmental Monitor;
 - e. be accompanied by the Security Deposit where required.
- A Geotechnical Report is to:
 - a. be prepared by a qualified Professional Engineer;
 - b. state that the subject site(s) is safe for the use intended;
 - c. address slope stability, retaining structures, and stability of the soil structure for the intended use;
 - d. include bore hole sampling at a spacing identified by the qualified Professional Engineer;

- e. certify, at a minimum, that the site is suitable for its intended use, from an environmental perspective, based on the requirements and conditions of the Environmental Management Act and the Contaminated Sites Regulation, and that the chemical concentrations in environmental media (i.e., soil, water, vapour, sediment) are in compliance with applicable environmental standards for the intended use;
 - f. identify all areas of fill (existing and proposed);
 - g. certify that the placement of fill, movement of earth and/or any resultant settlement or subsidence will not prevent any permitted or discretionary use under the zoning Regulation.
 - h. certify there will be no settlement or subsidence of land or structures on adjoining property resulting from proposed filling or earthmoving at the site;
 - i. certify that the parcel's developable area to be used for principle residences (including setback reductions for balconies, chimneys, and excluding only the front and rear yard setback areas of the parcels, etc.) will provide the required minimum soil bearing pressure for a dwelling unit as per the scope of the BC Building Code.
- An Archeological Assessment Report is to:
 - a. be prepared by a qualified professional;
 - b. identify and inventories heritage and cultural resources on the development site;
 - c. Identifies heritage and cultural resources that may be impacted by the development construction process;
 - d. set out procedures to protect, preserve, limit, and/or mitigate impacts on identified resources during the development and construction process; and
 - e. be supported by onsite investigation and fieldwork.