

For Office Use Only

**Received By:**

**Date:**

PROPOSED DEVELOPMENT:			
ITEM	INFORMATION PROVIDED BY VAA	PROVIDED (✓) or NOT APPLICABLE (NA)	COMMENTS (VAA USE ONLY)
1	LOCATION PLAN at a scale of 1:1250 or 1:2500 with the application site delineated		
2	LEGAL INFORMATION: Including copies of the current certificate of title, copies of all statutory rights-of-way, covenants, and other charges on title		
3	NAV CANADA LINE OF SITE RESTRICTIONS AIRPORT ZONING REGULATIONS ELECTRONIC ZONING RESTRICTIONS		
4	KNOWN SERVICE INFORMATION		
5	LEGAL PLAN & SITE SURVEY PLAN: Prepared by a BC Land Surveyor (in metric dimensions)		
6	ARCHAEOLOGICAL ASSESSMENT OF THE VICTORIA INTERNATIONAL AIRPORT (1994) for information purposes only ARCHAEOLOGICAL IMPACT ASSESSMENT RELATING TO THE VICTORIA INTERNATIONAL AIRPORT LANDS DURING THE PERIOD OF APRIL TO OCTOBER 2000 (2000) for information purposes only		
7	GEOTECHNICAL STABILITY ASSESSMENT		

**NOTE: Nav Canada Land Use**

**Prior to proceeding with a completed Development Permit Application, the applicant must have an approved Nav Canada Land Use submission.**

ITEM	INFORMATION REQUIRED	SUBMITTED (✓) or NOT APPLICABLE (NA)	COMMENTS
8	A COMPLETED PROJECT APPLICATION FORM		
9	APPROVED NAV CANADA LAND USE SUBMISSION		
10	LETTER OF AUTHORIZATION from owner, if application is being made by an agent		
11	LETTER: Detailed project description, including information about site constraints that influenced site planning and design rationale based on Development Guidelines		
12	PRESENTATION MATERIALS: Detailed coloured site plan, floor plans, elevation plans, colour landscaping plan, material board of finishes, and perspective drawings or renderings, including electronic copies		
<b>SITE DEVELOPMENT PLAN:</b> (Prepared by a Civil Engineer in metric dimensions)			
(1) Set of full-size plans - Electronic Version - PDF			
13	Signage and Lighting Locations		
14	Site area, Site coverage, Floor Space Ratio, Total Floor Area and Building Height		
15	Dimensioned Setbacks for Yards, Buildings and Other Structures (From All Lot Lines)		
16	Site Access Points – Road & Taxiway, Off-Street Parking and Loading Requirements (Including bicycle facilities)		
17	Permitted Encroachments & Requested Variances (If Any)		
18	Location of Existing and Proposed Wells, or Detention Ponds		
19	Location of security fencing (existing & proposed)		
20	Show Water Bodies, Watercourses and Other Significant Natural Features Including Culverts and Crossings;		
<b>GRADING AND DRAINAGE PLANS</b> (Prepared by a Civil Engineer in metric dimensions)			
(1) Set of full-size plans - Electronic Version - PDF			
21	Grading Sections (from property line to property line showing landscaping, building elevations, Sections through foundations and grade implications to adjacent properties.)		
22	Drainage Schematic: Swale Centreline and Perimeter Elevations, Catch Basin, Man Hole, Lawn Drain and Planter Drain Locations		
23	Size and Locations of LID / Storm Water Management Facilities (pervious paving, rain gardens and infiltration swales, ect.)		
<b>BUILDING PLANS</b> (Prepared by a Registered Architect or Certified Building Designer in metric dimensions)			
(1) Set of full-size plans - Electronic Version - PDF			
24	Elevation Plans, including full exterior finishing schedule		
25	Conceptual Floor Plans		

ITEM	INFORMATION REQUIRED	SUBMITTED (✓) or NOT APPLICABLE (NA)	COMMENTS
26	Building Height, including floor to floor geodetic elevations (metric), roof eave line height(s), overall building height and roof slopes		
27	Building Exterior Lighting Plan & Details including proposed fixtures		
28	Materials Board, Including Façade Detailing, Roofing, Windows and Doors		
<b>LANDSCAPE PLANS</b> (Prepared by a BC Landscape Architect or Certified Designer in metric dimensions) (1) Set of full-size plans - Electronic Version - PDF			
29	Detailed Planting Plan & Details including plant species, size, quantity and locations		
30	Exterior Lighting Plan & Details including proposed fixtures		
31	Irrigation Plans & Details including system layout, equipment legend, and details		
32	Cost Estimate for bonding purposes, including supply and installation of plants, growing medium, topsoil, compost, irrigation system, and one year maintenance allowance.		
<b>SERVICING INFORMATION</b> (*Optional, see note below): Engineering Pre-Design as prepared by a Civil Engineer			
33	Existing and Proposed Water & Sewer Service		
34	Sewer and Water Flow Calculations		
35	Transportation Study, including traffic patterns, Flows and Parking Study, IF REQUIRED		
36	Infrastructure Analysis, including evaluation of local infrastructure capacity		
<b>DETAILS OF SIGNAGE</b>			
37	Size and Locations		
38	Details including appearance and materials		
<b>ENVIRONMENTAL INFORMATION:</b> To be prepared by a Qualified Professional (Rp.Bio, ISA, QEP) *Note that an Environmental Protection Plan completed by an Environmental Professional will be required in the Building Permit process.			
39	Riparian area assessment or other environmental assessment report, including inventories of native vegetation, wildlife and habitat, and evaluation of potential impacts		
40	Tree Management Plan including trees to be removed or retained and protection measures.		
41	A minimum of a Phase 1 Environmental Assessment is required. The applicant is required to satisfy themselves of any environmental concerns of the subject property.		
42	Applicant to perform independent Archaeological Assessment if applicant deems necessary.		

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<b>FEDERAL IMPACT ASSESSMENT ACT:</b> If it is determined by VAA that the project falls under the Impact Assessment Act, the following must be completed.			
43	Provide a project description in English and French to be posted on the Public Registry by VAA.		

<b>Contact Information for Registered professionals</b> (Provide at the time of Development Permit Application):			
Architect (AIBC) / Firm Name			
Mailing Address:			
Contact Name:			
Tel No.:	Fax No.:	Cell No.:	
Email Address:			
Civil Engineer (APEG) / Firm Name:			
Mailing Address:			
Contact Name:			
Tel No.:	Fax No.:	Cell No.:	
Email Address:			
Landscape Architect / Firm Name:			
Mailing Address:			
Contact Name:			
Tel No.:	Fax No.:	Cell No.:	
Email Address:			
Engineer (other) / Firm Name:			
Mailing Address:			
Contact Name:			
Tel No.:	Fax No.:	Cell No.:	
Email Address:			

Qualified Environmental Professional (QEP):		
Mailing Address:		
Contact Name:		
Tel No.:	Fax No.:	Cell No.:
Email Address:		
<b>APPLICATION CERTIFICATION:</b>		
<p>"I certify that the information given in this <i>Development Permit Application</i> is true to the best of my knowledge and belief."</p>		
<i>Signature</i>	<b>Print Name</b>	
<b>Title</b>	<b>Date</b>	

**\*Note:** The Applicant is not required to submit engineering pre-design information as a condition of issuance of a Development Permit. However, the Applicant is encouraged to forward as much engineering pre-design information as possible to minimize delays at the subsequent stages of the project. Also, this information may assist VAA Staff in early identification of significant project challenges.