

City of New Westminster Development Application Submission Requirements

This document is intended to assist applicants in considering the necessary materials needed to support development application submitted to the City of New Westminster.

In order to submit an application, the required application authorization materials, at minimum, are required. It is recommend that the necessary additional materials for review be provided with your application submission. These additional materials are typically required prior to Staff initiating a detailed review of your application and providing them early ensures the ability to start review of the application in a timely manner. The additional materials required will vary based on the type, complexity and specifics of your proposal and guidance on these materials can be provided by Planning Staff through a Development Inquiry or Pre-Application Review.

The document includes summary table of submission materials on the first few pages intended to be used as a quick checklist of the applicant and City staff. The end of the document includes further information and details on these materials.

The summary tables include a number of columns. More information on those columns is below:

- **Required (Large/Small Scale):** These columns are intended to provide a general indication if the material would be required for a small scale or large scale proposal. Final determination on materials required will be determined by the Planner assigned to the file. Large scale is generally defined as Non-residential projects or residential projects with more than 6 units. Small scale is generally defined as 6 residential units or less.
- **Submission Timing:** This provides a general indication as to when submission of materials would be required/recommended. In general, the earlier material is provided the more quickly it can be reviewed by the City.
- **Material:** Description of the recommended/required materials
- **Required By Planner:** Intended to be completed by the Planner as part of a PAR or Development Inquiry Process to assist in early identification of necessary materials.
- **Application Confirmation:** Can be completed by the applicant to indicate with a submission that the material has been provided
- **City Verification:** Can be completed by the City to verify that the material has been received.

Application Submission Materials

Revised: August 24, 2023

Required (Large Scale)	Required (Small Scale)	Submission Timing	Material - Application Authorization Materials	Required by Planner	Applicant Confirmation	City Verification
✓	✓	With Application	Zoning Amendment / Heritage Application Form(s) (provided by the City at time of submission)	YES		
As Applicable	As Applicable	With Application	Required associated planning applications and permits (e.g. Development Permit, Variance Permits, etc.)			
✓	✓	With Application	Development Application Fees	YES		
✓	✓	With Application	Current Title Search, including Copies of any Rights-of-way, Restrictive Covenants or Other Legal Encumbrances	YES		
As Applicable	As Applicable	With Application	Title Search Summary			
As Applicable	As Applicable	With Application	Letter of Authorization			
As Applicable	As Applicable	With Application	Director's Register / Notice of Articles or Strata Authorization			
✓	✓	With Application	Project Summary Letter	YES		
Required (Large Scale)	Required (Small Scale)	Submission Timing	Material - Application Supporting Materials and Studies	Planner Required	Applicant Confirmation	City Verification
✓	As Applicable	With Application	Utilities Modelling Analysis			
✓	Recommended	With Application	Design Rationale			
✓	✓	With Application	Project Statistics Table			
✓	✓	With Application	Certified Survey Plan (Topographic survey)			
✓	✓	With Application	Tree Permit Application			
✓	✓	With Application	Arborist Report			
✓	✓	With Application	Energy Advisor / Registered Professional Details			
✓	✓	Prior to formal Council Consideration	Step Code Letter of Understanding			
As Applicable	Recommended	With Application	Residential Tenant Assistance Plan and Tenant Profile			
As Applicable	Not Required	With Application	Affordable/Inclusionary Housing Proposal Letter			
As Applicable	Not Required	With Application	Affordable/Inclusionary Housing Financial Model			
As Applicable	As Applicable	Prior to New Westminster Design Panel	Acoustic and Vibrations Study			
As Applicable	As Applicable	With Application	Heritage Review Form (All Buildings 50 years and older)			

As Applicable	As Applicable	With Application	Heritage Assessment (All Building 100 years and older or on the on Heritage Inventory)			
As Applicable	As Applicable	With Application	Heritage Statement of Significance			
As Applicable	As Applicable	With Application	Heritage Conservation Plan			
As Applicable	As Applicable	With Application	House Moving Plan			
As Applicable	Not Required	With Application	Comprehensive Signage Plan			
As Applicable	As Applicable	With Application	Site Disclosure Statement			
✓	Recommended	With Application	On-Site Transportation Design Rationale			
✓	✓	With Application	Vehicle Parking, Bicycle Parking, Accessible Parking and Loading Requirement Calculations			
✓	As Applicable	With Application	Detailed Description of Transportation Demand Measures (TDM)			
As Applicable	Not Required	With Application	Car Share Confirmation Letter for Registered Car Share Operator			
✓	✓	With Application	Photos of existing site, buildings, and adjacent area			
Required (Large Scale)	Required (Small Scale)	Submission Timing	Material - Application Drawings*	Planner Required	Applicant Confirmation	City Verification
✓	✓	With Application	Site Plans			
✓	Not Required	With Application	Site Context Plan			
✓	✓	With Application	Architectural Floor Plans, including Parking Plans			
✓	As Applicable	With Application	Solid Waste and Recycling Site Plan			
✓	Not Required	With Application	Floor area and exemption overlay			
✓	✓	With Application	Building Sections			
✓	✓	With Application	Coloured Building Elevations			
✓	Recommended	Prior to Application Consultation	Coloured 3D Renderings			
✓	Not Required	Prior to formal Council Consideration	Digital 3D Model			
✓	As Applicable	With Application	Shadow Study			
✓	✓	With Application	Landscape Plans (see details for small scale exemptions)			
✓	✓	With Application	Utilities Plan			

All requirements to be provided digitally in PDF format. Paper copies may be requested by Planner.

All drawings to be formatted for printing to 11x17 paper and scaled appropriately and provide all dimensions in metric measurements.

It is the responsibility of the applicant team to ensure that drawing sets are reasonably sized for ease of review and handling by Adobe and Bluebeam PDF viewers. All drawing sets should be stripped of .shx data.

Planner requirements are identified for convenience and are based on most recent correspondence with planner. Applicant is responsible for ensure all necessary materials are provided.

Further Information on Application Materials

Application Authorization Material	
Zoning Amendment Application Form	Zoning Amendment Application Form signed by all persons whose names appear on the Title Certificate or an authorized agent. The application form will be provided to the applicant at the time of submission.
Required associated applications and permits	Associated application (e.g. Development Permit, Variance Permits, etc.) are required to be submitted at time of Rezoning application for concurrent processing.
Development Application Fees	Fees as required by the Development Services Fees and Rates Bylaw No. 7863, 2014.
Title Search (Current)	Current Title Search (less than one month old), including a copy of any 'legal notations' or 'legal encumbrances' registered on title which may impact the development of the site (e.g. restrictive covenants, rights of ways, easements).
Title Search Summary	Title Search Summary that outlines the impact of each of the registered agreements and/or encumbrances may be required, depending on the scale and complexity of the development.
Letter of Authorization	Letter of Authorization can be obtained on the City's website. Must be signed by all owner(s), if an applicant is applying on behalf of the owner(s) registered on the Title Certificate.
Director's Register / Notice of Articles or Strata Authorization, as applicable.	Where a property is owned by a corporation or a strata corporation, a Director's Register / Notice of Articles or Strata Authorization, is required to demonstrate the individual applying has authority to make an application.
Application Supporting Materials and Studies	
Project Summary Letter	Project Summary Letter describing the following in detail: <ul style="list-style-type: none"> the project concept; why a Zoning Bylaw Amendment is required; rationale for any proposed variances to Zoning requirements or inconsistencies with all relevant policy (e.g. Official Community Plan(s), Housing Policy, Transportation Plans, etc.); and how the project achieves City policies, and the benefits to the neighbourhood and community.
Utilities Modelling Analysis	Submit necessary application for Utilities Modelling Analysis. Application form on City's website at: https://www.newwestcity.ca/database/files/library/Modeling_Application_Form.pdf More information available from the Engineering Department.
Design Rationale	A design rationale describing the design concept and urban design approach, including: <ul style="list-style-type: none"> The project's architectural concept; The neighbouring design context and how the proposed development is compatible with the surrounding area; The site context and how the proposed development fits into the surrounding urban fabric; How the building meets the street and how this and other aspects of urban design contribute to the public realm; and, A detailed guideline by guideline analysis of how the project satisfies the design requirements of the Development Permit Area, or other City design policies applicable to the site. A complete Crime Prevention Through Environmental Design (CPTED) analysis.
Project Statistics Table	Detailed projects statistic shall be provide in an easy to read tabular format with <u>both</u> metric and imperial measurements which provides the following information: <ul style="list-style-type: none"> total lot area – gross and net; site datum – consistent with the Zoning Bylaw measurements for datum; lot coverage – permitted and proposed; gross and net floor area– permitted and proposed separated by land use (residential, retail, etc.) proposed density (FSR) separated by land use (residential, retail, etc.); FSR exemptions – consistent with Zoning Bylaw requirements and coordinated with Floor area and exemption overlay; number, size, number of bedrooms and tenure of any dwelling units; building height(s) – permitted and proposed consistent with the Zoning Bylaw measurements for building height; setbacks from all property lines – permitted and proposed; off-street parking spaces (vehicle, bicycle, accessible, van accessible, car share, visitor) – required and proposed and separated by land use categories (e.g. residential and commercial) off-street loading spaces – required and proposed
Certified Survey Plan (Topographic Survey)	Current legal survey within a year of application submission which shall include:

	<ul style="list-style-type: none"> • north Arrow, PID, legal description, • street address, street name(s) and location; • location and width of any adjacent lane(s) or road right-of-ways • location of curb lines, sidewalks, power poles, street furniture, trees, etc. within road right-of-ways; • location of existing street crossings. • lot line dimensions, total lot area(s) • location and dimensions of all existing buildings and structures on the site. • registered easements, encroachments and rights-of-way. • existing grades at each corner of the lot(s) and spot elevations/contours at one metre intervals. • all existing trees on the property that are 20cm or greater measured 1.4m from the ground; • any off-site trees greater than 20cm wherein the drip line of the tree is within 1 metre of the property line • date of certification
Tree Permit Application	A tree permit is required for most construction related activity that takes place on private property. Even if there aren't any trees on your property you still need a No Tree Declaration as it is the first step to obtaining other development services permits.
Arborist Report	An arborist report is required for any tree removal application and for all major development projects. Information on Arborist report requirements can be found in the Arborist Report Requirements document
Energy Advisor / Registered Professional Details	Must provide name, company and credentials of the Energy Advisor or Registered Professional who will carry out the energy modelling on the project.
Step Code Letter of Understanding	Letter of Understanding signed by the Applicant confirming understanding of the project's conformance with Step Code Requirements
Residential Tenant Assistance Plan and Tenant Profile	<p>Provide a Tenant Assistance Plan which meet the minimum requirements of the City of New Westminister's Tenant Relocation Policy. The tenant assistance plan must include the following information:</p> <ul style="list-style-type: none"> • Tenant profile information: includes data on tenant rents and demographics and key characteristics of existing residential units. More information can be provided by your assigned planner. • Detailed tenant communication plan: plan which outlines how the application would communicate with tenant regarding the development and tenant expectations and compensation. • Identify consultant who would be providing tenant services: Provide information on tenant assistance consultant including name, contact, experience, details of contracted services and hours/time to be provided • Detailed strategy for assisting tenants: provide a detailed list of compensation proposed to be offered to tenants, whether that include rent compensation, relocation, costs for moving expenses, deposit returns, etc. <p>Note that assigned Planner may identify emerging requirements and higher minimum expectations (above those outlined in the Tenant Relocation Policy) based on emerging policy work and evolving City expectations. Please review recent applications involving tenant relocation and contact your assigned Planner for additional information.</p>
Affordable/Inclusionary Housing Proposal Letter	<p>An Affordable/Inclusionary Housing Proposal Letter with a written description of the affordable/inclusionary housing proposal, including:</p> <ol style="list-style-type: none"> number of affordable/inclusionary housing units, including anticipated breakdown by type (number of studio, bachelor, 1 bedroom, 2 bedroom and 3 + bedroom units); the proposed population (e.g. families, persons with disabilities, seniors, single mothers, etc.) to be served by the affordable/inclusionary housing component including a rationale identifying how housing needs identified in the City of New Westminister Housing Needs Report would be addressed and identifying any neighbourhood/site based needs, opportunities and/or characteristics (e.g. located close to schools and so more appropriate for family oriented non-market housing, or located close to health services and in area without steep topography so more appropriate for persons with disabilities and seniors). identification of any outside funding sources (BCH or CMHC) and information on the funding programs, including timelines, approvals and application requirements and a demonstrated understanding of the funding model; anticipated rental rate targets (e.g. non-market, below-market) and how this would relate to the proposed population to be served, outside funding sources and both the capital and operational budgets;
Affordable/Inclusionary Housing Financial Model	<p>An Affordable/Inclusionary Housing Financial Model including:</p> <ol style="list-style-type: none"> estimated value of the site under current zoning and use; capital budget, including: <ol style="list-style-type: none"> expected revenues of the proposal (e.g. strata sales, rental residential and commercial return on invest, etc.) and should also include: <ul style="list-style-type: none"> – information on the anticipated sale price of any affordable/inclusionary component; – value of any capital contributions from outside funding sources; – value of any in kind contributions from the City (e.g. off-site, fee waivers, etc.) [does not apply to Inclusionary Housing applications]; expected costs of the proposal (e.g. construction costs, off-site improvements, charges, soft costs, developer profit, etc.) and should also include:

	<ul style="list-style-type: none"> - costs associated with construction of affordable/inclusionary housing units; - costs associated with construction of other proposed amenities; <p>c. operational budget, including:</p> <ul style="list-style-type: none"> i. expected costs and revenues; ii. anticipated contributions from outside funding sources.
Acoustic and Vibrations Study	A study prepared by a Professional Acoustical engineer that verifies: <ul style="list-style-type: none"> 1) that noise and vibration levels for areas within the development are consistent with the Interim Guidelines for New Development: Environmental Noise Assessment published by TransLink and/or 2) Any noise generated on the site (generators, heat pumps, garage doors, etc.) are compliant with the City of New Westminister Noise Bylaw 6520, 1999.
Heritage Review Form	For all buildings 50 years or older, a Heritage Review Form shall be submitted with all required materials identified on the form.
Heritage Assessment	If you are considering redeveloping a property with a building that may have heritage merit, is 100 years old or older, or with a building on the Heritage Inventory, a Heritage Assessment written by a member of the Canadian Association of Heritage Professionals (CAHP) will be required, in order to determine the heritage value of the building and how the proposed changes would affect it. These assessments should be completed prior to an application as they will inform whether heritage retention should be considered. Buildings with identified heritage value may be asked to consider a Heritage Revitalization Agreement instead of a rezoning. For all building 100 years and older a Heritage Review Form shall be submitted with all required materials identified on the form.
Heritage Statement of Significance	Required for all Heritage Revitalization Agreement Applications. Statement of Significance to be prepared by a registered heritage professional (CAHP).
Heritage Conservation Plan	Heritage Conservation Plan detailing conservation work on heritage buildings and structures (this may be written by the project architect in conjunction with a heritage professional).
House Moving Plan	<ul style="list-style-type: none"> • name of the structural moving company engaged • identifies the proposed relocation route as well as with road widths, potential areas for closure, and trees or buildings which may be impacted • identifies location and siting of machinery and equipment needed on site
Comprehensive Signage Plan	Include adequate information to ensure all signs are consistent with the requirements of the Sign Bylaw . All proposed variances must be identified. At a minimum, this should including elevations drawings identifying the following: <ul style="list-style-type: none"> - A description of the signage and how the signage is consistent and compatible in size, height, character and design; - location of all proposed signage (including heights, clearance, projections, distance from other signage, etc.); - signage type (fitting within the definitions and requirements of the sign bylaw i.e. facia, projecting, canopy, etc.); - signage size (including all dimensions and areas, etc. of sign and the copy area); and - signage colour. <p>This applies to all signage including commercial signage and identification signage for residential uses.</p>
Site Disclosure Statement	Completed Site Disclosure Statement, where required, including the site profile processing fee. For more information, refer to the British Columbia Ministry of Environment.
On-Site Transportation Design Rationale	A detailed guideline by guideline analysis of how the project satisfies parking, loading and servicing, vehicle site access, and on-site multi-modal circulation components requirements within the Site Design Guidelines – Transportation available on the Developer Resources Transportation Page . A Transportation Review Terms of Reference is also available on this page.
Vehicle Parking, Bicycle Parking, Accessible Parking and Loading Requirement Calculations	<ul style="list-style-type: none"> • City of New Westminister Parking Calculation Worksheet in accordance with Zoning Bylaw requirements. All proposed parking incentives shall be noted and calculated in accordance with the Zoning Bylaw. More information on the Developer Resources Transportation Page • Distance to nearest transit infrastructure (bus stops and SkyTrain stations) and cycling routes.
Detailed Description of Transportation Demand Management (TDM) Measures	Detailed descriptions of proposed TDM measures that will support sustainable transportation mode use by residents, employees and visitors at the proposed development site.
Car Share Confirmation Letter for Registered Car Share Operator	For proposal which includes Car Share spaces, a letter from a registered car share operator expressing interest in partnering with the developer for the project.
Solid Waste and Recycling Plan	As required by Solid Waste Facility Guidelines for Development Applications on the on the Developer Resources Transportation Page

Photos of existing site and adjacent area	<ul style="list-style-type: none">• Photos showing the relationship of the proposed building(s) to surrounding development at front, rear and sides of site area.• Typical views of the property along the streetscape.• Photographs of each building's façade.
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Application Drawings	
Site Plans	<p>Two site plans shall be provided. One which shows existing site conditions and one which shows the proposed site development. Both will be fully dimensioned at a reasonable scale and include the following information:</p> <ul style="list-style-type: none"> • date of submission • north arrow. • civic address of site(s). • street name(s) adjacent to and fronting the site. • locations of any legal encumbrances such as easements or rights-of-way. • Ground floor plans of the building that show the interior-exterior relationship; • fully dimensioned in metric measurement including: <ul style="list-style-type: none"> ○ dimensions of the site, ○ dimensions of all buildings and structures to (existing and proposed) to outside walls, ○ setback distances from property lines to all buildings and structures, ○ distances between buildings, other structures, trees, natural features and any other key features on the site • Building envelope setbacks from property lines dimensioned for all buildings and accessory structures, including projecting features permitted in the Zoning Bylaw. • Existing and finished grade levels including at the site and building perimeters. • Size and location of all off-street parking (including bicycle, accessible, van accessible, vehicle, car share, visitor, etc.) and loading, fully dimensioned and including location of EV charging infrastructure. • Access locations, travel paths, and landing areas (including widths and slopes) for vehicles, pedestrians, bicycles, and loading. This includes accessible paths of travel to solid waste facilities, common property, etc. Sight lines/view corridors where there may be obstructions to site access. • Location and dimensions of all garbage and recycling facilities including pick-up staging and maneuvering areas. • Turning radii and maneuvering templates for all loading, garbage and recycling pick-up movements and site access points. • Area for deployment of ramps, opening doors, and loading/unloading functions. • Vehicle access routes to solid waste facility loading area. • Location of fire access routes/lanes. • On-site cycling routes to long term and short term parking, including the identification of slopes greater than 5%.
Site Context Plan	<p>A site context plan provides important information on the existing context around the subject site in both plan and elevation views. A site context plan shall be prepared at a reasonable scale and include the following information in both site (plan) and elevation views (or may be included on other plans within the submission such as the site plan and building elevations):</p> <ul style="list-style-type: none"> • the relationship of the proposed buildings to adjacent sites and building at the front, rear and sides (in plan and elevation – sections may be requested), • streetscape context elevations of the proposed buildings and neighbouring buildings on the same block or 6 buildings on each side of the proposed development (whichever is fewer). • outlines of all building locations on adjacent site with the locations of windows on these building noted, • locations of private open space on adjacent properties, • locations of trees and significant natural features on adjacent properties, • existing and finished grades levels including at the site and building perimeters. • Distance to nearest transit infrastructure (bus stops and SkyTrain stations) and cycling routes • Location of access points of adjacent properties (e.g. driveways, parkade entrances, loading areas, parking pads). • Distance to nearby intersections (if applicable)
Architectural Floor Plans	<p>Fully dimensioned and prepared at a reasonable scale for all levels of the building (including mezzanines, below grade levels, parking levels, storage, roof areas, etc.) and which would include:</p> <ul style="list-style-type: none"> • labels the uses on all levels (including storage, mechanical and services areas). • layouts for all residential units. • all door, window and skylight locations. • As noted above, drawings are to be fully dimensioned in metric measurements. For greater clarity, this includes: <ul style="list-style-type: none"> ○ dimensions of the building at each floor to the outside of all walls; ○ all deck, balcony and outdoor open space areas; ○ dimensions of parking spaces, vehicles maneuvering aisles; ○ dimensions of all pedestrian walkways and hallways; ○ slopes for all pedestrian, bicycle and vehicle paths of travel, widths, lengths, and design elevations of interior ramps including the transitions and at break points of the ramp(s).

	<ul style="list-style-type: none"> • Size and location of all off-street parking (including bicycle, vehicle, accessible, van accessible, car share, visitor, etc.) and loading, fully dimensioned and including location of EV charging infrastructure. Required specifications include: <ul style="list-style-type: none"> ○ Slopes of accessible parking stalls ○ Vertical clearances for parking, drive aisles ○ Clearance in parking areas from walls, obstructions, and pillars ○ Each stall must be numbered and labeled by use (e.g. visitor, car share, shared) • accessible routes of travel for all modes (pedestrian, bicycle and vehicle); • turning radii and maneuvering templates for all loading, service and garbage / recycling pick-up movements (where not provided on site plan). • Location and dimension of scooter storage area (if applicable)
Solid Waste and Recycling Site Plan	A plan which addresses the key components for solid waste, recycling and organics as identified on the Solid Waste Facility Guidelines for Development Applications Handout. Available at https://www.newwestcity.ca/developer-resources
Floor Space Ratio and Exemption overlay	<ul style="list-style-type: none"> • floor plans of each level of the building which highlights FSR areas and exempted areas in accordance with Zoning Bylaw requirements. • provided for each land use category (e.g. residential, commercial etc.).
Building Sections	<ul style="list-style-type: none"> • Longitudinal and cross sections including details of vaulted areas and adjacent attic spaces, and envelope of height protrusions. • Provided for portions of the building at key interfaces with the public or semi-public realm (e.g. townhouse entries adjacent to sidewalks; or retail areas adjacent to streets, plazas pathways). • Provided at sloping sections of the site to understand grade relationships / changes. • Ground level sections must show the width of sidewalk and boulevard treatments beyond the property lines.
Coloured Building Elevations	<ul style="list-style-type: none"> • Four coloured elevations, front, rear and sides (indicating direction), for all proposed buildings • proposed materials, colours and colour number clearly labelled and materials legend. • Details of key portions of elevations, especially those which provide detail on the buildings relationship to grade (e.g. frontages of residential and mixed use high-rises). • Finished and natural grade elevations (geodetic) around the perimeter of the structure. • Elevations (geodetic) on each floor level, and peak of pitched roof, underside of eaves, top of a flat roof or parapet wall of flat roof. • Datum and average height calculations as determined by Zoning Bylaw requirements • Flood Construction Level (FLC) for properties within flood plain. • Dimensions of projections above grade. • Finish details and materials of exterior including colours and manufacture's name. Samples of materials may be required for NWDP review or Development Permit issuance. • Notes indicating treatment of exposed concrete surfaces. • Door and window details and sizes. • Fencing and accessory building details. • Layout of heating, ventilation, air conditioning, mechanical structures or equipment, etc. including roof top mechanical equipment and screening. Information may be required on model numbers and operating noise levels (decibel). • Building signage clearly indicated with dimensions. • Any information on adjacent sites as required from the site context plan noted above.
Coloured 3D Renderings	<ul style="list-style-type: none"> • 3D coloured renderings that illustrate the project's form and the project's impact and response to the surrounding context at key elevations. • For larger projects, this must be done from all street frontages and from all key vantage points (e.g. public spaces, terminal vistas, etc.)
Digital 3D Building Model	<ul style="list-style-type: none"> • High quality digital model for buildings more than three storeys which is georeferenced and in .kml or .kmz format. This would not be required to be submitted until a final draft of the project has been completed.
Shadow Study	<ul style="list-style-type: none"> • sun/shade analysis for proposed buildings and any adjacent buildings that are taller than 3 storeys or 35 feet above the height datum. • The study must illustrate sun access to the public realm and amenities within and surrounding the development at 9:00am, 12:00pm, 3:00pm, and 6:00pm for the following days throughout the year: <ul style="list-style-type: none"> ○ Equinox (March 21 and Sept. 21) ○ Summer Solstice (June 21) ○ Winter Solstice (Dec. 21)
Landscape Plan	<p>Landscape Plans must be provided which:</p> <ul style="list-style-type: none"> • show proposed plant material, pavers, paved surfaces, furniture, structures, retaining walls, existing trees, and other landscape elements must be shown with a graphic key.

	<ul style="list-style-type: none"> • Includes only non-invasive species. • provide common and botanical names, and sizes and quantity of all proposed plant material. • Coordination with Tree Permit: <ul style="list-style-type: none"> ○ Indicate location of all existing trees, including their size and whether they are classified a specimen tree in the Tree Bylaw. ○ Clearly identify all removed, retained and replacement trees consistent with the Tree Permit application. ○ Provide summary table of with the number of: existing trees, removed trees, replacement trees required, replacement trees provided on site, etc. • include grading and drainage plan. • include outdoor lighting plan. <p>For large applications, must also:</p> <ul style="list-style-type: none"> • all landscape plans prepared by member of British Columbia Society of Landscape Architects (BCSLA) • include all landscaping in accordance with the City of New Westminster Urban Forest Management Technical Guidebook (available on the Considerations for Development in New Westminster page), including location, soil volume and proposed species. • soil volumes must be specified for each planting area and tree. • Plans must be coordinated with the civil engineer as to planting requirements relating to any off-site servicing works (streetscape) and on-site stormwater management controls • Existing site contours, landscaping and material to be removed, including size, common name and placement. • Identify landscape areas to be used for required common amenity areas. • Dog relief areas (must be at least one area of 100 sq.ft. provisioned with appropriate surfacing and drainage).
Utilities Plan	<ul style="list-style-type: none"> • Locations of all exterior utility and mechanical systems including ventilation (intake and exhaust), HVAC, PMTs, vista switchgear (see Vista Switchgear Requirements Guide (available on the Considerations for Development in New Westminster page) standpipes, gas metres, fire hydrants, etc. • Location of utility connections and on-site underground services. • Coordinated with all other plans.