New Westminster

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Development Planning Application Submission Requirements

This document aims to assist applicants in identifying the required materials for submitting planning and development applications to the City of New Westminster.

How to Use This Document

STEP 1 Determine the required materials for your application using the checklist (Page 2).

✓	Material	Large Scale	Small Scale
☐	Example Name	✓	✓

☐ Checkbox for the applicant to use.

Large Scale Generally defined as residential projects with over 6 units **or** non-residential projects.

Small Scale Generally defined as residential projects with 6 units or less.

STEP 2 Review material descriptions and access links to forms & resources (Page 3 onward).

Material	Description
Example Name	■ Example material description. Example link to related resource.

Submitting Application Materials

Review **"How to Submit a Formal Application"** on the City's **Making a Development Application webpage** for details.

- Provide all materials in **PDF** format via email to **plnpost@newwestcity.ca**.
- Format drawings for printing to **11x17** paper, scaled appropriately with all dimensions in **Metric units.**
- Ensure 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.

Required Materials

All materials as identified in this document are required to be submitted with an application. If necessary, staff may require additional materials to support application review, which are due at time of application. Staff may also exempt an application from providing materials that are inapplicable to that specific proposal. Such exemptions must be provided in writing to an applicant.

Applications must be:

Complete. Include all required materials with all components typical to such materials, all unique components of the proposal, and sufficient information to clearly understand and evaluate the proposal.

Consistent. Information provided is consistent across all required materials.

Current. Materials provided are current and not dated.

Compliant. Except for requested variances specifically identified in application materials, all required materials comply with City zoning bylaw requirements and other City regulations, policies, and guidelines. All requested variances must be clearly outlined with a detailed rationale.

Authorization Materials

✓	Material	Large Scale	Small Scale
	Development Application Submission Cover Sheet	✓	✓
	Project Summary Letter	✓	✓
	Current Title Search and Copies of All Legal Encumbrances	✓	✓
	Letter of Authorization / Consent of Strata	✓	As Applicable
	BC Company Summary	As Applicable	As Applicable
	Associated Planning Applications for Concurrent Processing	As Applicable	As Applicable
	(City to Provide) Development Application Fee Slip	✓	✓
	(City to Provide) Official Application Form(s)	✓	✓

Drawings

✓	Material	Large Scale	Small Scale
	Site Plans	✓	✓
	Site Context Plan	✓	Not Required
	Architectural Floor Plans, including Parking Plans	✓	✓
	Landscape Plans	✓	✓
	Civil Plans (On and Off Site Servicing)	✓	✓
	Solid Waste and Recycling Site Plan	✓	As Applicable
	Floor Area and Exemption Overlay	✓	✓
	Building Sections	✓	✓
	Coloured Building Elevations	✓	✓
	Coloured 3D Renderings	✓	Recommended
	Digital 3D Model	✓	Not Required
	Shadow Study	✓	As Applicable

Supporting Materials and Studies

✓	Material	Large Scale	Small Scale
	Design Rationale	✓	✓
	Project Statistics Table	✓	✓
	Confirmation of Utilities Modeling Analysis Application	✓	✓
	Photos of Existing Site, Buildings, and Adjacent Area	✓	✓
	Certified Survey Plan (Topographical Survey)	✓	✓
	Arborist Report	✓	✓
	Energy Advisor / Registered Professional Details	✓	✓
	BC Energy Step Code - Letter of Understanding	✓	✓
	Zero Carbon Step Code - Letter of Understanding	✓	✓
	On-Site Transportation Design Rationale	✓	Recommended
	Parking & Loading Requirement Calculations (Vehicle, EV, Bicycle, Accessible)	✓	✓
	Detailed Descriptions of Transportation Demand Measures	✓	As Applicable
	Car Share Confirmation Letter for Registered Car Share Operator	As Applicable	Not Required
	Residential Tenant Assistance Plan and Tenant Profile	As Applicable	Recommended
	Commercial Tenant Assistance Strategy	As Applicable	As Applicable
	Commitment to Work With an Inclusionary Housing Operator	As Applicable	As Applicable
	Acoustic and Vibrations Study	As Applicable	As Applicable
	Archeological Overview Assessment (AOA)	As Applicable	Not Required
	Site Disclosure Statement	As Applicable	As Applicable
	Heritage Statement of Significance	As Applicable	As Applicable
	Heritage Review Form (All Buildings 50 Years or Older)	As Applicable	As Applicable
	Heritage Assessment (All Buildings 100 Years or Older or on Heritage Inventory)	As Applicable	As Applicable
	Heritage Conservation Plan	As Applicable	As Applicable
	House Moving Plan	As Applicable	As Applicable
	Comprehensive Signage Plan	As Applicable	Not Required

Authorization Materials

Material	Description
Development Application Submission Cover Sheet	■ The Development Application Submission Cover Sheet is required for all applications. It collects information on the application type, primary project details, contacts, and acknowledgements for the applicant(s) to review. ■ The Cover Sheet can be obtained on the City's website **here**.
Project Summary Letter	Project Summary Letter describing the following in detail: ■ The project concept; ■ Why the application/permit is required (e.g. 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.); ■ How the project achieves City policies, and the benefits to the neighbourhood and community.
Current Title Search and Copies of All Legal Encumbrances	■ Current Title Search (completed within the last 30 days), including copies of any and all 'legal notations' or 'legal encumbrances' registered on title which may impact the development of the site (e.g. restrictive covenants, rights of ways, easements). Copies of mortgages or rents are not required. ■ Title searches are required for each property included in the proposed development. Information on how to complete this can be found **here**. ■ Depending on the scale and complexity of the development, you may be requested to provide a **Title Search Summary** that outlines the impact of each of the registered agreements and/or encumbrances.
Letter of Authorization / Consent of Strata	■ Letter of Authorization (LOA) to authorize an agent to make an application on behalf of the owner(s), signed by all registered owners listed on the Title Certificate. ■ The LOA form can be obtained on the City's website **here**. ■ If the owner is a company with more than one director, all directors must sign the LOA. If only one director signs the LOA, then a letter from the organization's solicitor verifying that one director has the authority to sign on behalf of the organization is required. ■ If the property is designated under the Strata Property Act, then the applicant must obtain Consent of Strata (LOA page 2) and provide a resolution and/or minutes acknowledging receipt of the proposed application.
BC Company Summary	■ Where the owner of the property is a company/society, a BC Company Summary dated within the last 30 days is required. It should include Director Information of the company. A sample can be found **here**. ■ Alternatively, a letter from the company's solicitor may be provided to confirm that the signatory has the appropriate signing authority on behalf of the society/company as of the current day.
Associated Applications for Concurrent Processing	■ Where concurrent processing is applicable, applicants are required to submit the materials for associated applications/permits at the time of initial application (e.g. applying for a Development Permit at the time of application for Rezoning).

(City to Provide) Development Application Fee Slip	■ Fees as required by the Planning and Development Fees and Rates Bylaw No. 7683, 2014. City staff will provide the fee slip(s) and coordinate payment upon receiving all required materials from the applicant, reviewed for correctness and completeness.
(City to Provide) Official Application Form(s)	■ City staff will provide the applicant with the official application form(s) upon receiving all required materials from the applicant, reviewed for correctness and completeness.

Drawings

Material	Description
Site Plans	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: ■ 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: ▶ dimensions of the site; ▶ dimensions of all buildings and structures (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	A site context plan provides important information on the existing context around the subject site in both plan and elevation views. It 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): ■ The relationship of the proposed buildings to adjacent sites and buildings 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 buildings 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, including Parking Plans	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 include: ■ Labels of 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: ▶ dimensions of the building at each floor to the outside of all walls; ▶ all deck, balcony and outdoor open space areas; ▶ all required Residential Storage Spaces within dwelling units or common bulk storage rooms; ▶ 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). ■ 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: ▶ 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).

Landscape Plans	Landscape Plans must be provided which: ■ Show proposed plant material, pavers, paved surfaces, furniture, structures, retaining walls, existing trees, and other landscape elements. Must be shown with a graphic key. ■ Include only non-invasive species. ■ Provide common and botanical names, and sizes and quantity of all proposed plant material. ■ Coordinate with Tree Permit: ▶ 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 the number of existing trees, removed trees, replacement trees required, replacement trees provided on site, etc. ■ Include grading and drainage plan. Grading and drainage plan must include any retaining wall structure (type, height, etc.). ■ Include outdoor lighting plan. For **large scale** applications, must also include: ■ All landscape plans prepared by a member of British Columbia Society of Landscape Architects (BCSLA). ■ All landscaping in accordance with City of New Westminster Urban Forest Management Strategy Technical Guidebook (available on the Considerations for Development in New Westminster **webpage**), 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. ■ Existing site contours, landscaping and material to be removed, including size, common name and placement. ■ Identification of 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).
Civil Plans (On and Off Site Servicing)	■ Location of all exterior utility, PMTs, vista switchgear (see New Westminster Electric Utility Vista Switchgear Requirements on the Considerations for Development in New Westminster **webpage**), standpipes, gas meters, fire hydrants, etc. ■ Site servicing plan, showing the location of utility connections and on-site underground services. ■ Integrated stormwater management plan, which meets the requirements of the City of New Westminster Subdivision and Development Control Bylaw No.7142, 2007. ■ Erosion and sediment control plan that meets the requirements of the City of New Westminster Erosion and Sediment Control Bylaw. No. 7754, 2016. ■ Street lighting plan that meets the requirements of the City of New Westminster Subdivision and Development Control Bylaw No.7142, 2007. ■ Off-Site Landscape plan that meets the requirements of the City of New Westminster Subdivision and Development Control Bylaw No.7142, 2007. ■ Coordinated with all other plans.

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 **here** under Development Application Resources.
Floor Area and Exemption Overlay	■ 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	■ 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	■ 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 building's 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 manufacturer'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	■ 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 Model	■ High quality digital model for buildings more than 3 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	■ 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 10:00am, 12:00pm, 2:00pm, 4:00pm and 6:00pm for the following days throughout the year: ▶ Equinox (March 21 and Sept. 21) ▶ Summer Solstice (June 21) ▶ Winter Solstice (Dec. 21)

Supporting Materials and Studies

Material	Description
Design Rationale	A design rationale describing the design concept and urban design approach, including: ■ 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; ■ 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; and ■ A complete Crime Prevention Through Environmental Design (CPTED) analysis.
Project Statistics Table	Detailed project statistics shall be provided in an easy to read tabular format with both metric and imperial measurements which provides the following information: ■ 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; ■ Number of residential storage units provided, including breakdown provided in unit vs in common bulk storage room(s) within multiple dwelling buildings; ■ 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, EV Ready, 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.

Confirmation of Utilities Modeling Analysis Application	■ To determine utilities requirements for the proposed project, please complete the Utilities Modeling Analysis Application Form found **here** and submit it to the Engineering and Public Works (EPW) department (**engpost@newwestcity.ca**). ■ Where utilities modeling is deemed necessary, and after determining which combination of utilities will need to be analyzed, EPW will issue the applicant a fee slip. The applicant must submit a copy of this fee slip to Planning as part of their development application submission. Payment will be due at the same time as development application fees.
Photos of Existing Site, Buildings, and Adjacent Area	■ 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.
Certified Survey Plan (Topographical Survey)	Survey plan shall not be more than 6 months old and shall use the existing original grades. The following information shall be shown on the survey plan: ■ 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; ■ Locations and grades of existing and proposed driveway and/or culvert crossings; ■ Lot line dimensions and total lot area(s) as determined by field survey, posts or monuments, defining all angle points of subject lot or lots; ■ Location and dimensions of all existing buildings and structures on the site; ■ Registered easements, encroachments (e.g., retaining walls), rights-of-way, watercourses (including top of bank information), ditches, ravines, power poles, anchor lines, fire hydrants, kiosks, lamp poles, bus stop and other similar fixed objects on or adjacent to property or on boulevard or lane; ■ Existing grades at each corner of the lot(s); ■ Existing grades at the top and bottom of all retaining walls at 3 metre (10'0") intervals; ■ Show spot elevations/contours at 1 metre intervals; ■ Show spot elevations at a minimum of 3 metres (10'0") onto adjacent property; ■ Show spot elevations along both sides of driveways (proposed or existing) at property lines, curb, ditch or swale and road centerline; ■ Locate all existing trees on subject property. Include tree diameter, dripline, and species. Any shared hedges must also be shown on survey; ■ Any off-site trees greater than 20cm wherein the dripline of the tree is within 1 metre of the property line; ■ Location of manholes including rims & inverts, catch basins, open channels, culverts, upstream and downstream of subject property; ■ Locations and inverts of existing and proposed sewer connections at property line (to determine sewer depth and MBE); ■ Date of certification.
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 **here**.

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.
BC Energy Step Code - Letter of Understanding	■ Letter of Understanding signed by the applicant confirming understanding of the project's conformance with Energy Step Code Requirements. For more information, refer **here**.
Zero Carbon Step Code - Letter of Understanding	■ Letter of Understanding signed by the applicant confirming understanding of the project's conformance with Zero Carbon Step Code Requirements. For more information, refer **here**.
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 for Transportation available on the Developer Resources Transportation **webpage**. A Transportation Review Terms of Reference is also available on the same webpage.
Parking & Loading Requirement Calculations (Vehicle, EV, Bicycle, Accessible)	■ Complete and submit the Development Application Parking and Loading Worksheet found **here**, calculated in accordance with Zoning Bylaw requirements. More information on the Developer Resources Transportation **webpage**. ■ Indicate distance to nearest transit infrastructure (bus stops and SkyTrain stations) and cycling routes. ■ Indicate # of EV Ready parking stalls, and % of parking spots that are EV Ready. Review the EV Charging Readiness Requirement for New Commercial, Institutional and Industrial Buildings **webpage** and Electric Vehicle Charging Infrastructure Requirements **webpage**.
Detailed Descriptions of Transportation Demand Measures	■ Detailed descriptions of proposed transportation demand measures (TDM) 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 a proposal that includes Car Share spaces, provide a letter from a registered car share operator expressing interest in partnering with the developer for the project.
Residential Tenant Assistance Plan and Tenant Profile	Provide a Tenant Assistance Plan which meets the minimum requirements of the City of New Westminster's Tenant Relocation Policy found **here**. The plan must include the following: ■ 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 applicant 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. Note that the 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.
Commercial Tenant Assistance Strategy	Provide a Commercial Tenant Assistant Strategy that includes the following: ■ Tenant profile information: includes list of tenants and status of any existing commercial leases including current lease rates, length of tenancy, remaining term; ■ Communication Plan: includes a summary of notices provided in regards to potential redevelopment, and documents information from the businesses about their future location needs; and ■ Assistance Strategy: a list of the incentives you would be providing the tenant to help them relocate their business either on-site or elsewhere in New Westminster.
Commitment to Work With an Inclusionary Housing Operator	■ Documentation of a commitment to work with a not-for-profit housing operator must be provided to the City at time of application. This will be a memorandum of understanding or similar documentation acceptable to the City which outlines the partnership agreement between the not-for-profit housing operator and the applicant. ■ Review the City's Inclusionary Housing Policy **here** for more information.
Acoustic and Vibrations Study	A study prepared by a professional acoustical engineer that verifies: 1. That noise and vibration levels for areas within the development are consistent with the Interim Guidelines for New Development: Environmental Noise Assessment published **here** by TransLink and/or 2. Any noise generated on the site (generators, heat pumps, garage doors, etc.) are compliant with the City of New Westminster Noise Bylaw 6520, 1999.
Archeological Overview Assessment (AOA)	■ An AOA is required to support a request for an OCP amendment and is recommended for Large Scale projects. Additional information on how to prepare an AOA can be found on the Province of BC website **here**.
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 **webpage**. ■ In the case of where exemptions may apply, both a Site Disclosure Statement and a letter from the applicant providing a detailed rationale for this exemption are required.
Heritage Statement of Significance	■ Required for all Heritage Revitalization Agreement Applications. Statement of Significance to be prepared by a registered heritage professional (Canadian Association of Heritage Professionals).
Heritage Review Form (All Buildings 50 Years or Older)	■ For all buildings 50 years or older, a Heritage Review Form found **here** shall be submitted with all required materials identified on the form. Visit the Heritage Protection and Development **webpage** for further information.

Heritage Assessment (All Buildings 100 Years or Older or on Heritage Inventory)	■ 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) is required to determine the heritage value of the building and how the proposed changes would affect it. See "Buildings 100 Years Old And Older" **here** for details. ■ 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 buildings 100 years and older, a Heritage Review Form found **here** shall be submitted with all required materials identified on the form.
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	■ Name of the structural moving company engaged. ■ Identifies the proposed relocation route as well as 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, available **here**. All proposed variances must be identified. At a minimum, this should include elevations drawings identifying the following: ■ 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. This applies to all signage including commercial signage and identification signage for residential uses.