

Revised January 1, 2006

APPLICATION KIT

BRITISH PACIFIC PROPERTIES LIMITED

CATEGORY 1

APPLICATION KIT - CATEGORY 1

This application kit is to be used for all Category 1 development projects.

1. A Category 1 project includes:
 - A new or replacement house or a significant addition or modification to an existing building or structure.
2. A Category 1 project involves a two stage application process:
3. **Stage 1** only deals with the massing (or the size and shape) of the building project, its placement on the lot, and how the project relates to its site and neighbours. Proposed changes are compared to the existing site conditions. A successful first stage application receives an informal preliminary approval that allows the project to proceed to the detailed Stage 2 design stage.
4. **Stage 2** includes detailed plans of the buildings and landscaping as well as material and colour specifications. Applicable permits must be obtained from the District of West Vancouver before site work is permitted.
5. The list titled **Schedule of Requirements for Development Project Applications**, sets out which items are needed in your application, and at what stage these items are needed.
6. Details for each of these items are on following pages.
7. A pre-design meeting between the owner, and/or designer and the BPP approving authority is recommended and should precede the commencement and submission of plans. The pre-design meeting is intended to cover the particulars of the Building Scheme, Design Guidelines and Landscaping as applicable to the Lot in question and to discuss architectural character and general development opportunities and constraints.
8. All drawings are to be fully dimensioned, to scale, and prepared to a professional standard.
 1. For **Stage 1**, one set of building/site and landscape preliminary drawings are required.
 2. For **Stage 2**,
 1. **General Subdivisions – Two sets of building/site drawings and Two sets of landscape drawings** are required.
 2. **Designated Subdivisions – Two sets of building/site and Three sets of landscape drawings** are required.
9. Once final approval has been granted by the BPP approving authority an approval letter and the approved drawings will be issued.

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SCHEDULE OF REQUIREMENTS FOR DEVELOPMENT PROJECT APPLICATIONS

Stage 1

1. Proof of Ownership
2. Legal Survey
3. Existing Site Conditions (photos)
4. Conceptual Design
 1. Site plan
 2. Elevations
 3. Cross sections
 4. Other
5. Statement of Intent / Site Preparation
6. Application and Agreement (Attachment A)

Stage 2

7. Detailed Plans
 1. Site and architectural plans
 2. Typical cross section
 3. Typical rendered elevation
 4. Landscape
8. Materials List (Attachment B)
9. Colour chip sheet

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DETAILS OF ITEMS FOR DEVELOPMENT PROJECT APPLICATIONS

Stage 1

1. Proof of Ownership

One of the following will be required by British Pacific Properties Limited as evidence of registered ownership.

1. A copy of the current Title Search at the Land Titles Office.
or
2. A copy of the Form A - Freehold Transfer or a letter from your Solicitor giving the current filing particulars at the Land Titles Office of the Transfer of an Estate in Fee-Simple (Form A - Freehold Transfer).
or
3. A statutory declaration - duly notarized - in the attached form (Attachment C).

2. Legal Survey

A current legal survey of your property, prepared by a registered British Columbia Land Surveyor, showing: property lines and dimensions; existing natural topographical levels; rights-of-way and easements, site area, building envelope. The survey shall also indicate required British Pacific Properties Limited's setbacks at each floor level.

3. Existing Site Conditions

A set of photographic prints with short descriptions for each. The photographs should record the subject property (do not put on boards).

4. Conceptual Design

1. One copy of a site plan (at 1/8" = 1'0") with the following information indicated, existing topography, the location of exterior walls at each floor, proposed floor levels, driveway location with slope calculations and preliminary indication of finished grades and walls for the portion of the Lot not occupied by the house.
2. Floor plans for all levels. (Correction March 27, 2006)
3. Four front elevations and perspective sketch(es) sufficient to indicate the architectural form and character of the house.
4. A typical cross section indicating the setting of the house on the lot and its relation to the facing street.
5. Such other information and material as the BPP may require.

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5. Statement of Intent/Site Preparation

Indicate, in writing, general scope of work i.e. new 3 storey house etc. and actions that will be taken in preparing the site for the proposed project including: grading and/or blasting; demolition and/or removal of buildings, and; any significant elements that will be retained or disturbed.

6. Application and Agreement (Attachment A)

The form attached as Attachment A is to be completed, signed by the owner (if owned jointly, all owners must sign their names) and submitted.

Stage 2

7. Detailed Plans

1. A final site plan and complete architectural plans prepared at ¼" = 1'0" including detailed floor plans showing Lot boundaries and envelope lines, roof plan, building elevations, sections and indication of exterior finishes.
2. A typical cross section indicating the final setting of the house on the lot and its relation to the facing street(s).
3. A typical rendered elevation accurately depicting the colours and textures of the exterior finishes.
4. A final detailed landscape plan superimposed on the 1/8"=1'0" topographic plan, showing the position of all buildings on the lot and detailing the location and materials of all fences and retaining walls and their top-of-wall and base-of-wall elevations, the general location and types of landscape material, the location and materials of all hard landscape elements including driveways, patios, paths, swimming pools, accessory structures, etc. and landscape area grades as well as site sections of critical grade areas.

8. Materials List

1. Attached form to be completed (Attachment B).

9. Colour Chip Sheet

1. Samples on 8½" x 11" sheet format (suitable for filing) demonstrating colours for all major exterior finish materials and surfaces (including trims, garage doors etc.).

10. Once final approval has been granted by the BPP approving authority, the approved drawings will be released. Applicable permits must be obtained from the District of West Vancouver.

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This page revised June 5, 2008

**ATTACHMENT A
APPLICATION AND AGREEMENT**

Address _____

Date _____

British Pacific Properties Limited
#1001 - 100 Park Royal
West Vancouver, B.C. V7T 1A2

Dear Sirs:

I am/We are the owner(s) of Lot _____, Block _____, D.L._____, the registered title of which is in the name(s) of

_____ and I/We submit herewith, in duplicate, both a survey plan and a set of plans, for a building, fence or other structure to be erected thereon.

I/We hereby acknowledge and agree that the decision of British Pacific Properties Limited, as approving authority with respect to the development application and the approval of plans, will be final and binding. British Pacific Properties Limited will not be liable to me/us, and no action will lie against British Pacific Properties Limited by me/us, for decisions made by British Pacific Properties Limited in good faith as approving authority.

I/We will indemnify and save harmless British Pacific Properties Limited, its officers, employees, agents, successors and assigns from and against all damages, losses, costs, actions, causes of action, claims, demands, liabilities, expenses, and indirect or consequential damages, which may arise or accrue to any person, firm or corporation against British Pacific Properties Limited, its officers, employees, agents, successors and assigns in respect of or as a result of any decisions made by British Pacific Properties Limited in good faith as approving authority with respect to the above-noted lands.

It is my/our understanding that it is my/our responsibility to establish the physical boundaries of my/our lot in accordance with the appropriate subdivision plan, registered in the Land Titles Office, and I/We undertake to have this done before the commencement of construction.

And I/we agree to continuously and diligently proceed with the construction and the landscaping which we agree to complete within six months of occupancy.

Yours very truly,

Signature _____

Signature _____

Print _____

Print _____

NOTE: If this land is owned by more than one party, all owners must sign.

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**ATTACHMENT B
EXTERIOR MATERIALS AND COLOURS**

WALLS

Siding*	Type and Dimensions	_____
	Finish	_____
	Colour	_____
Stucco*	Type	_____
	Finish	_____
	Colour	_____
Masonry	Type	_____
	Colour	_____
Windows/Frames	Material/Type	_____
	Colour	_____
Trim*	Type	_____
	Colour	_____
Other	Type	_____
	Colour	_____

OTHER ELEMENTS

Chimneys	Material/Type	_____
	Colour	_____
Garage Doors*	Material/Type	_____
	Colour	_____
Railings*	Material/Type	_____
	Colour	_____
Soffits*	Material/Type	_____
	Colour	_____
Roofing	Material/Type	_____
	Colour	_____

LANDSCAPE WORKS

Retaining Walls seen from Street	Material/Type	_____
	Colour	_____
Other Walls	Material/Type	_____
	Colour	_____
Driveways	Material/Type	_____
	Colour	_____

Signature of Owner(s) or _____
 Designated Representative(s) _____

*This form shall be accompanied by colour chips
 (presented on 8½" x 11" – suitable for filing) for appropriate surfaces (*).
 DO NOT SUBMIT MATERIALS BOARD. Additional samples may be requested.*

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**ATTACHMENT C
STATUTORY DECLARATION**

CANADA) IN THE MATTER OF
PROVINCE OF BRITISH COLUMBIA)
TO WIT)

I/We _____

of _____
in the Municipality of West Vancouver, in the Province of British Columbia, DO
SOLEMNLY DECLARE THAT:

I am/We are the registered owners of the property at:

known and described as:

Parcel Identifier:
Lot:
Block:
District Lot:
Plan:

AND I/WE make this solemn Declaration conscientiously believing it to be true,
and knowing that it is of the same force and effect as if made under oath.

DECLARED BEFORE ME at the City of)
Vancouver, in the Province of)
British Columbia,)
this ____ day of _____ 20 ____)
_____)
_____)

_____)
A Notary Public in and for the)
Province of British Columbia)
A Commissioner for taking Affidavits)
for British Columbia)