

Revised January 1, 2006

APPLICATION KIT

BRITISH PACIFIC PROPERTIES LIMITED

CATEGORY 2

**APPLICATION KIT - CATEGORY 2**

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**This application kit is to be used for all Category 2 development projects.**

1. A Category 2 project includes:

A small to medium (less than 15% of existing building footprint) exterior addition or modification to an existing building or structure. This includes any roofed (sheltered) building and any structurally supported area and any additional rooms. Examples are: a bay window; a vestibule; a mud room; an entrance porch; a lean-to addition; a raised deck; a garden shed or studio; etc.

2. A Category 2 project is a one stage application process.

3. Construction cannot commence until an application receives full approval from British Pacific Properties Limited, and a building permit from the The Corporation of the District of West Vancouver.

4. The list titled **Schedule of Requirements for Development Project Applications**, sets out which items are needed in your application. Details for each of these items are on the following pages.

5. All drawings are to be fully dimensioned, to scale, and prepared to a professional standard. **TWO SETS OF ALL DRAWINGS AND APPROPRIATE LANDSCAPE PLANS ARE REQUIRED.**

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**SCHEDULE OF REQUIREMENTS FOR DEVELOPMENT PROJECT APPLICATIONS**

1. Proof of Ownership
2. Legal Survey
3. Existing Site Conditions (photos)
4. Statement of Intent / Site Preparation / Impact
5. Application and Agreement (Attachment A)
6. Detailed Plans
  1. Floor and roof plans
  2. Elevations
  3. Sections
  4. Landscape Plan
7. Materials List (Attachment B)
8. Colour chip sheet
9. Supplementary Material

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**DETAILS OF ITEMS FOR DEVELOPMENT PROJECT APPLICATIONS**

**1. Proof of Ownership**

1. **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**

1. A current legal survey of the 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 and existing constructions. The survey shall also indicate required British Pacific Properties Limited's setbacks at each floor level if and as applicable.

**3. Existing Site Conditions**

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

**4. Statement of Intent/Site Preparation**

1. A written statement that indicates in brief the nature of the proposed project. For example: a one storey addition to an existing house, a new fence etc.

2. Also 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 and/or be disturbed i.e. buildings, driveways, etc.

**5. Application and Agreement (Attachment A)**

1. 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.

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**6. Detailed Plans**

1. Floor and roof plans - prepared at a scale of  $\frac{1}{4}'' = 1'0''$  or 1:50 for all existing and new or modified floors including a basement/foundation plan and roof slopes and configurations.
2. Elevations – prepared at a scale of  $\frac{1}{4}'' = 1'0''$  or 1:50, for all sides of the project, including existing.
3. Sections – a set of applicable drawings prepared at  $\frac{1}{4}'' = 1'0''$  or 1:50 or at appropriate scale for particular element being illustrated.
4. Landscape Plan – drawing prepared at a scale of  $\frac{1}{8}'' = 1'-0''$ , or 1:100, outlining: fences, pools, tennis courts, driveways/paths, retaining walls, decks, patios, etc., planted areas and tree locations as may be affected by the proposed work.

**7. Materials List**

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

**8. Colour Chip Sheet**

1. Samples on  $8\frac{1}{2}'' \times 11''$  sheet format (suitable for filing) demonstrating colours for all major exterior finish materials and surfaces (including trims, garage doors etc.).

**9. Supplementary Material – Only required if requested by BPP**

1. Axonometric Drawings
2. Model

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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**

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

**OTHER ELEMENTS**

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

**LANDSCAPE WORKS**

<b>Retaining Walls seen from Street</b>	Material/Type	_____
	Colour	_____
<b>Other Walls</b>	Material/Type	_____
	Colour	_____
<b>Driveways</b>	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 )