



## **CATEGORY 2 – Landscaping or Outdoor Site Works PLAN APPROVAL MATERIALS REQUIRED**

### **1. Payment of Fee**

Cheque to be made payable to British Pacific Properties Limited. Refer to Plan Approval Instructions, Item 4 (Application Processing Fee – Fee Calculation Example). Cheque may be mailed or dropped off to #1001 – 100 Park Royal South, West Vancouver BC V7T 1A2.

**Please note items 2-9 (PDFs) are to be emailed to [admin@britishproperties.com](mailto:admin@britishproperties.com):**

### **2. Proof of Ownership**

A copy of the current Title Search at the Land Titles Office.

### **3. Statement of Intent/Site Preparation**

A written statement that indicates the nature of the proposed project, e.g. construction of a gazebo, installation of a fence, addition of a hot tub etc. Also all actions that will be taken in preparing the site, e.g. grading and/or blasting, demolition and/or removal of buildings, and any significant elements that will be retained or disturbed i.e. buildings, driveways, etc.

### **4. Existing Site Conditions**

Photos showing site and adjoining properties with description of location.

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

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

### **6. Materials List (Attachment B)**

### **7. Colour Chip Sheet**

Thumbnail samples (photo or from website) demonstrating colours for all major exterior finish materials and surfaces (including trims, garage doors etc.). Those contained in renderings are acceptable as long as they provide proper colour representation.

## **8. 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.

## **9. Detailed Plans**

1. Appropriate plans, elevations and sections for proposed work and affected areas.
2. Landscape plan, including plant list, 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.

Once final approval has been granted by the British Pacific Properties Limited approving authority, a letter will be issued by email. Applicable permits must be obtained from the District of West Vancouver.

**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 \_\_\_\_\_, Plan \_\_\_\_\_, 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 truly,

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Print \_\_\_\_\_

Print \_\_\_\_\_

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

**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 for appropriate surfaces (\*), either in thumbnail samples (photo or from website) or in renderings as long as they provide proper colour representation.*