



CATEGORY 1 – Building or Structure 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:

2. Proof of Ownership

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

3. Statement of Intent/Site Preparation

Describe the full purpose of the project e.g. new 2/3 storey house or addition/external renovations 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.

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 Building Permit Plans

1. A final site plan and complete architectural plans 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 (completed by a registered BC landscape architect), including plant list, superimposed on the 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.

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 the property is owned by more than one party on the title search, all owners must sign.

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