



# Development Permit Application Checklist

## DPA 3 - Marine Uplands and Foreshore Protection

**NOTE:** The following checklist outlines the requirements for a complete submission for all applications. Please ensure you have included all “Must Have Items” to avoid any delays with the processing of your application. Please note that further submission materials listed in the “Staff May Also Request” section may be required during the application process. Incomplete applications will not be accepted.

### Must Have Items:

- Assessment Report**  
Prepared by a Qualified Professional. The Assessment Report should seek to eliminate or mitigate impacts on the subject property, other parcels with marine shorelines in the general area, and the marine ecology.
- Complete Application Form**  
The ‘Development Application Form’ must be fully completed and signed by all property owners.
- Detailed Site Plan**  
Must be clear and accurate. Include all proposed development, setbacks, and location of sensitive ecosystems.
- Development Permit Area (DPA) Guideline Assessment**  
Confirmation of compliance with applicable DPA guidelines.
- Landscape Plan**  
The plan should seek to restore vegetation to areas affected by construction or alteration of land. The plan must also include measures to manage invasive species, and be provided by a Landscape Architect (BCLSA) or QEP. Should this be required, bonding will also be required to ensure the survival of the landscaping.
- Sediment and Erosion Control Plan**  
A report by a Qualified Professional with measures to manage erosion during site preparation and construction.
- Site Disclosure Statement**  
The Province of BC requires all development permits to include a completed Site Disclosure Statement completed by the property owner.
- State of Title**  
A current State of Title (dated within the last 30 days) including a copy of charges (e.g. covenants) if applicable.

### Staff May Also Request:

- BC Company Search**  
If the subject parcel is owned by a company and not an individual owner, a BC company search will be required.
- Engineer Report**  
May be required to prevent erosion or sloughing of the bank that would potentially endanger existing buildings.