



# Development Permit Application Checklist

## DPA 7 - Landslide Hazard

**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:

- Complete Application Form**  
The ‘Development Application Form’ must be fully completed and signed by all property owners.
- Detailed Site Survey**  
Structures must be located in a manner that will maximize the safety of residents.
- Development Permit Area (DPA) Guideline Assessment**  
Confirmation of compliance with applicable DPA guidelines.
- Engineer Report & CVRD Geohazard Assurance Statement**  
Provide a report prepared by an engineer confirming the site may be used safely for the use intended and indicate all applicable guidelines to ensure safe development. Please complete the Geohazard Assurance Statement.
- Site Disclosure Statement**  
The Province of BC requires all development permits to include a completed Site Disclosure Statement.
- State of Title**  
A current State of Title (dated within the last 30 days) including a copy of charges (e.g. covenants) if applicable.
- Storm Water Management Plan**  
The plan should include an assessment of the potential impact of the development on groundwater resources, and measures to manage erosion and sediment during site preparation and construction.

### 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.
- Environmental Impact Assessment**  
Completed by a certified Qualified Professional, that assesses any impacts of the project on watercourses and lands in the area.
- Landscape Plan**  
Retain sites in their natural state, protecting riparian areas, preserving native vegetation and trees, and minimizing disturbance to vegetation to help preserve the natural hydrology of the site and reduce the environmental impact with new development. Include a plan to manage invasive species.