

# DEVELOPMENT APPLICATION REQUIREMENTS

Items listed are required at application submission. Missing items will result in refusal of the application. Additional information may be required after application submission, to facilitate further processing of the application.

## ALL REPORTS AND DRAWINGS MUST BE LEGIBLE

	APPLICATION TYPE	REQUIRED ITEMS <i>(see reverse for details)</i>
1.	Agricultural Land Commission - see application requirements on ALC website ( <a href="http://alc.gov.bc.ca">alc.gov.bc.ca</a> )	
	<ul style="list-style-type: none"> <li>Non-Farm Use, Subdivision</li> </ul>	C
2.	Development Permit	
	<ul style="list-style-type: none"> <li>Residential (single family)</li> </ul>	A,B,C,J,Q,R
	<ul style="list-style-type: none"> <li>Commercial, Industrial, Institutional, Multi-Family Residential</li> </ul>	A,B,C,D,E,F,G,H,I,J,Q,R
	<ul style="list-style-type: none"> <li>GHG</li> </ul>	A,B,C,J,K
	<ul style="list-style-type: none"> <li>Streamside</li> </ul>	A,B,C,G,J,N,Q
3.	Development Variance Permit	A,B,C,G,J
4.	Official Community Plan, Community Plan, or Neighbourhood Plan Amendment	A,B,C,J
5.	Zoning Bylaw Amendment	A,B,C,J
6.	Rezoning	
	<ul style="list-style-type: none"> <li>Industrial, Commercial, Institutional, Multi-Family Residential</li> </ul>	A,B,C,D,E,F,G,J,Q,R
	<ul style="list-style-type: none"> <li>Residential - Non-ALR 5 Lots or under</li> </ul>	A,B,C,D,F,G,J,Q,R,
	<ul style="list-style-type: none"> <li>Residential - Non-ALR over 5 Lots</li> </ul>	A,B,C,D,E,F,G,J,Q,R,
	<ul style="list-style-type: none"> <li>Within the Agricultural Land Reserve</li> </ul>	A,B,C,G,J,L,Q,R
7.	Subdivision	
	<ul style="list-style-type: none"> <li>Within the Agricultural Land Reserve</li> </ul>	A,B,C,G,L,Q,R
	<ul style="list-style-type: none"> <li>Non-ALR 5 Lots or under</li> </ul>	A,B,C,D,F,G,Q,R
	<ul style="list-style-type: none"> <li>Non-ALR over 5 Lots</li> </ul>	A,B,C,D,E,F,G,Q,R
	<ul style="list-style-type: none"> <li>Strata Conversion</li> </ul>	A,B,C,G,J,Q,R
8.	Temporary Use Permit	A,B,C,D,E,F,G,H,I,J,R,Q
9.	Telecommunications Tower	A,B,C,J,O,P
10.	Liquor Licence or Cannabis Retail Endorsement	A,B,C,G,J,M
11.	Heritage Revitalization Agreement or Heritage Alteration Permit	A,B,C,D,E,F,G,H,I,J,Q,R
12.	Land Use Contract Amendment/Discharge	A,B,C,J,Q

Applicant Name: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### TOL Use Only

Received by: \_\_\_\_\_

Date: \_\_\_\_\_



**Township of  
Langley**  
Est. 1873

# REQUIRED ITEMS DETAILS

**Important Note: Hard copies requested below are in addition to digital copies required to be submitted through the Development Application Submission Portal: [tol.ca/developmentapplication](http://tol.ca/developmentapplication)**

Unless otherwise noted, required documents must be **no older than 6 months**.

Please deliver physical submissions to the second level drop box at the Township Civic Facility (20338 65 Avenue).

<b>A.</b>	<b>Fully completed <a href="#">Development Application Form</a></b> <ul style="list-style-type: none"> <li>Including signatures of authorization by all property owners.</li> </ul>
<b>B.</b>	<b>Title Search</b> <ul style="list-style-type: none"> <li>No older than 30 days.</li> <li>If property is owned by a company, include a BC Company Summary search (available from the Land Title Office); and a letter on company letterhead to confirm the applicant's authority to sign on the company's behalf.</li> </ul>
<b>C.</b>	<b><a href="#">Application Fee</a></b>
<b>D.</b>	<b>Tree Survey</b> <ul style="list-style-type: none"> <li>Must be prepared and sealed by a registered BC Land Surveyor.</li> <li>1:500 (or suitable) scale of the development application site, showing the surveyed locations of all significant trees on the development site.</li> <li>Significant trees must be labeled with their tag number, spot elevation at the base of the tree, and common and scientific names.</li> <li>Background information to be shown on the tree survey includes all existing lot lines, rights of way, easements, watercourses, top of bank, and covenant areas.</li> </ul>
<b>E.</b>	<b>Tree Evaluation Report</b> <ul style="list-style-type: none"> <li>Must be prepared by an arborist or landscape architect.</li> <li>Significant trees are to be identified by their tag number, described in detail, and assessed for overall health.</li> <li>Recommendations are made by the arborist as to the suitability of each tree for retention.</li> </ul>
<b>F.</b>	<b>Fully completed <a href="#">Tree Summary Schedule</a></b> <ul style="list-style-type: none"> <li>To be completed by an arborist or landscape architect.</li> </ul>
<b>G.</b>	<b>Site Plan</b> <ul style="list-style-type: none"> <li>One (1) copy drawn to scale in metric &amp; one (1) copy 11x17.</li> </ul>
<b>H.</b>	<b>Building Elevation(s)</b> <ul style="list-style-type: none"> <li>One (1) copy drawn to scale in metric &amp; one (1) copy 11x17.</li> <li>Minimum of representative elevation(s) and 3D rendering(s) required to outline for the public and Council the intended general appearance of structure(s) for a Development Permit</li> </ul>
<b>I..</b>	<b>Landscape Plans</b> <ul style="list-style-type: none"> <li>Conceptual landscape layout and materials</li> <li>Two (2) copies, drawn to scale in metric &amp; one (1) copy 11x17.</li> </ul>
<b>J.</b>	<b>Letter of Intent detailing the proposal</b> <ul style="list-style-type: none"> <li>For commercial / industrial / institutional development permit applications indicate the name / type of business and number of employees.</li> <li>For liquor applications, include the existing (if applicable) and proposed hours of operation and occupant load(s).</li> </ul>
<b>K.</b>	<b>GHG Report prepared by qualified professional</b>
<b>L.</b>	<b>Agricultural Land Commission approval letter</b>
<b>M.</b>	<b>Provincial Liquor &amp; Cannabis Regulation Branch application</b> <ul style="list-style-type: none"> <li>Including all supporting documentation required through LCRB, and a detailed floor plan.</li> </ul>
<b>N.</b>	<b>Report prepared by Qualified Environmental Professional</b> <ul style="list-style-type: none"> <li>Two (2) copies.</li> </ul>
<b>O.</b>	<b>Tower Design Plans</b>
<b>P.</b>	<b>Copies of returned co-location offer letters</b>
<b>Q.</b>	<b>Site Disclosure Statement</b> (provincial requirement) - Forms and information can be found <a href="#">HERE</a> .
<b>R.</b>	<b>Familiarize yourself</b> with the BC Archaeology Branch Property Owner Brochure found <a href="#">HERE</a> .