Survey & Site Plan Guidelines	**No.: DEVAPPS-01** **Date: 1997-10-27** **Revised: 2018-12-20**

Purpose:

- To inform **all applicants for development applications (i.e. rezonings, subdivisions, development permits etc.)** to submit a **survey and site plan** with the application. *Site survey requirements for areas designated as Environmentally Sensitive are different and applicants should contact the Planning and Development Division for additional information.*
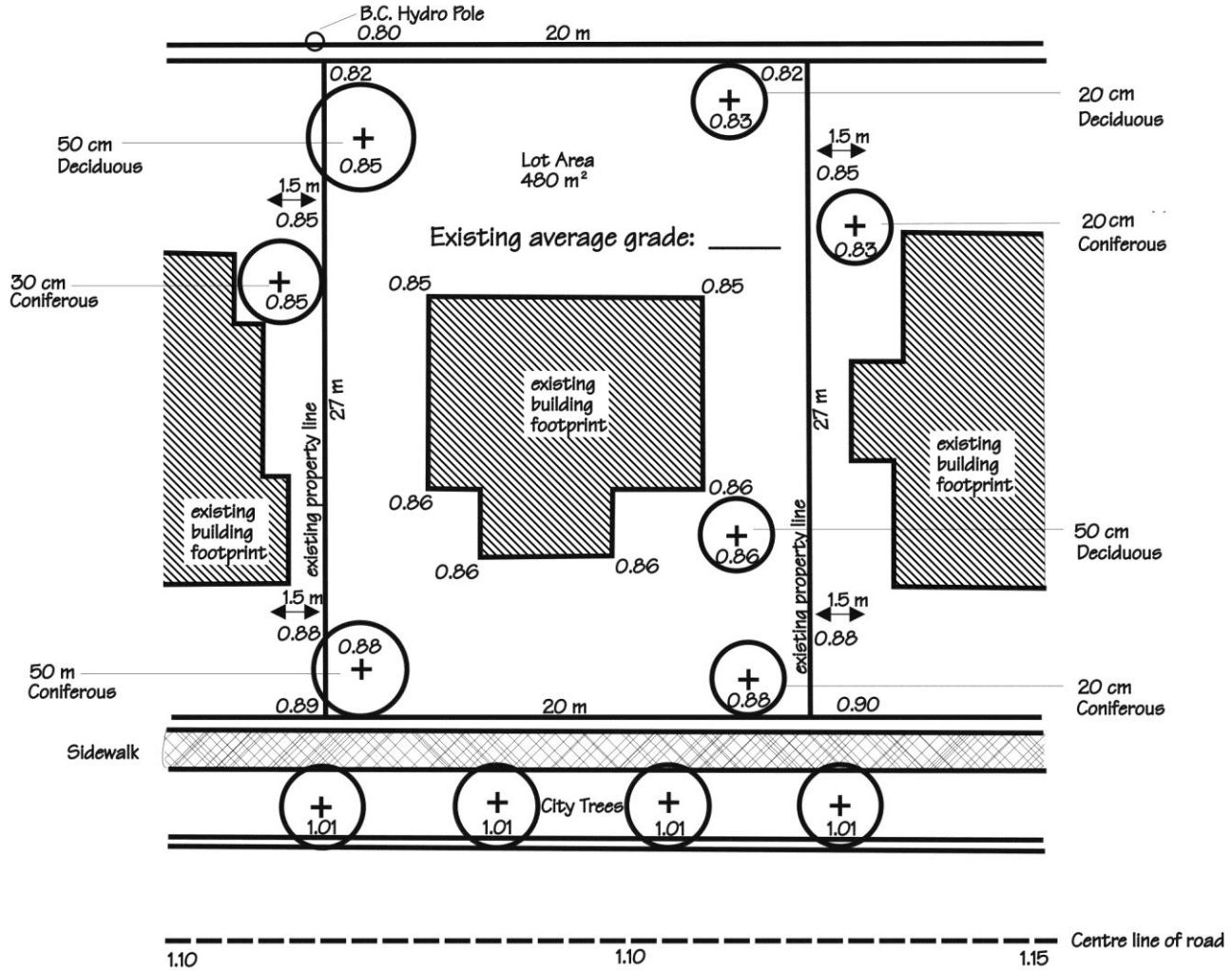
Survey:

- The **survey** should include the following (see attached sample):

  1. All dimensions included on the survey should be **metric**.

  2. The location and type of all known **utilities** entering or immediately adjacent to the subject site.

  3. **Legal description**, **rights-of-way**, **easements**, existing **property lines and building footprints**, existing **lot dimensions** and **area**, and **existing grades** at each of the four corners of the subject lot, including the **existing average grade** (i.e. the average of the existing grade at the lot corners and building/s corners).

  4. Elevations at 1.5 m onto adjacent properties.

  5. Elevations of existing retaining walls.

  6. The highest elevation of the crown of any public road abutting the lot.

  7. The **location and diameter** of:

     a) **ALL** trees on the **subject site** having a trunk diameter of 20 cm or greater measured at a point 1.4 m above the ground. **NOTE:** the diameter of trees having multiple trunks or clumped trees is the sum of 100% of the diameter of the largest trunk plus 60% of the diameter of each additional trunk;

     b) **ALL** trees or hedges within 2 m of the property line on adjacent lots;

     c) **ALL** trees or hedges on adjacent lots whose crown (drip line) encroaches onto the subject site;

     d) **ALL** trees or hedges on any City street or lane allowance adjacent to the subject site;

     e) **ALL** tree stumps greater than 20 cm in diameter.

  8. The **crown** (drip line) of all trees identified in item 7.

  9. The **type** (i.e. coniferous or deciduous) of all trees identified in item 7.

  10. The **base elevations** (tree grades) for all trees identified in item 7.

  11. The location of any **Riparian Management Area (RMA)** on or immediately adjacent to subject site as well as the RMA Site Note. Please refer to Bulletin INFO-23 for more information on the Site Note as well as the identification and delineation of RMAs.

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Centre line of lane

Rear Lane

B.C. Hydro Pole
0.80   20 m

50 cm
Deciduous   0.82   0.82   20 cm
                   0.83   Deciduous

0.85   Lot Area   1.5 m
0.85   480 m²   0.85

30 cm   Existing average grade: _____   20 cm
Coniferous   Coniferous
0.85   0.83

existing   0.85   0.85
building
footprint

27 m   existing   27 m   existing
              building   building
              footprint   footprint

existing   0.86   0.86
building   0.86   0.86   0.86
footprint   50 cm
              1.5 m   0.86   0.86   Deciduous
              0.88

50 m   0.88   1.5 m   20 cm
Coniferous   0.89   0.88   0.88   Coniferous
              20 m   0.90

Sidewalk

1.01   1.01   City Trees   1.01   1.01

Centre line of road
1.10   1.10   1.15

Sample Survey
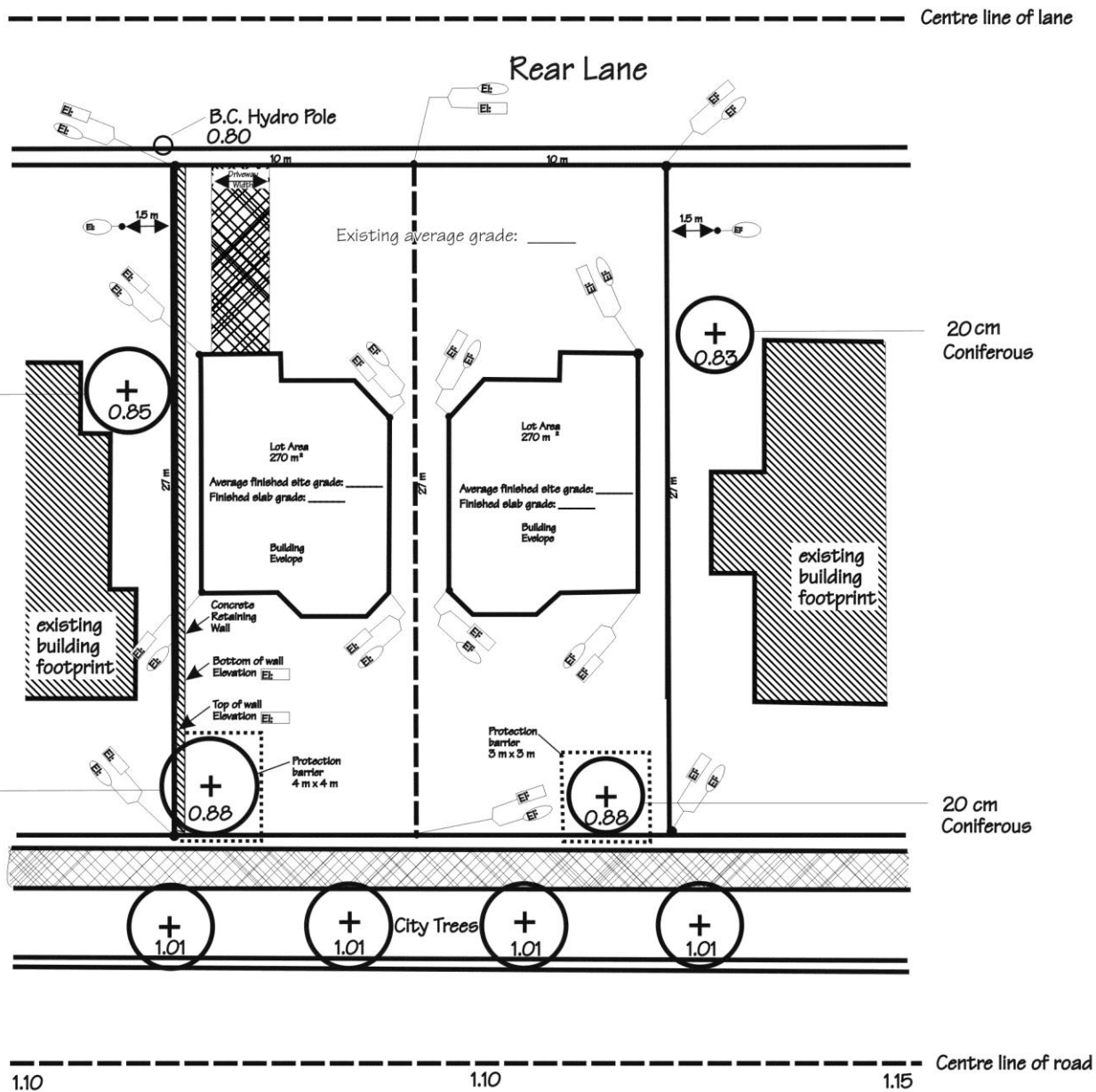
Original Date: 01/27/09

Amended Date: 02/23/09

Note: Dimensions are in METRES

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Site Plan:

- The **site plan** should include the following (see attached sample):

  1. All dimensions included on the site plan should be **metric**.

  2. The location and type of all known **utilities** entering or immediately adjacent to the subject site.

  3. **Legal description, rights-of-way, easements**, proposed **property lines**, proposed **building footprints/envelopes**, proposed **lot dimensions** and **area**, **existing grades** at each of the proposed **lot corners**.

  4. Elevations at 1.5 m onto adjacent properties.

  5. The highest elevation of the crown of any public road abutting the subject lot.

  6. All **tree** information from the **Survey**.

  7. Existing and proposed **finished grades** at all proposed **building/s corners** and proposed **finished slab elevations**.

  8. The **finished site grade** of the proposed **lot corners** and the **average finished site grade** (i.e. the average of the finished grade at the **lot corners** and **building/s corners**).

  9. All proposed **retaining walls** at property lines, with top and bottom of wall elevations.

  10. The location of any **RMA** on or immediately adjacent to the site as well as the RMA Site Note. Please refer to Bulletin INFO-23 for more information regarding the Site Note as well as the identification and delineation of RMAs.

Centre line of lane

Rear Lane

El:
El:

B.C. Hydro Pole
0.80

10 m

10 m

El:
El:

El:
El:

1.5 m

1.5 m

El:

El:

Existing average grade: _____

El:
El:

El:
El:

El:
El:

20 cm
Coniferous

+
0.83

30 cm
Coniferous

+
0.85

El:
El:

Lot Area
270 m²

Lot Area
270 m²

Average finished site grade: _____
Finished slab grade: _____

Average finished site grade: _____
Finished slab grade: _____

Building
Evelope

Building
Evelope

existing
building
footprint

existing
building
footprint

Concrete
Retaining
Wall

El:
El:

El:
El:

Bottom of wall
Elevation   El:

El:
El:

Top of wall
Elevation   El:

Protection
barrier
3 m x 3 m

50 m
Coniferous

El:
El:

+
0.88

Protection
barrier
4 m x 4 m

El:
El:

+
0.88

El:
El:

20 cm
Coniferous

Sidewalk

+
1.01

+
1.01

City Trees

+
1.01

+
1.01

Centre line of road

1.10

1.10

1.15

Sample Site Plan

Original Date: 01/27/09

Amended Date: 02/05/09

Note: Dimensions are in METRES

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