

Civic Address:

INCOMPLETE SUBMISSIONS CANNOT BE ACCEPTED

The items stated below are minimum submission requirements for all retaining wall applications. Additional requirements may be identified during the subsequent application & plan reviews.

Required Documents:	Included	
Completed Application Form and Fees – Application fees are due at application submission.	<input type="checkbox"/>	
Completed Letter of Authorization – <u>Each</u> owner of the property must sign this form.	<input type="checkbox"/>	
Title Search (<i>retrieved within the last 30 days</i>) for each property involved must be submitted with this application. A \$25 fee for document retrieval will be required if the application does not include this document at time of submission.	<input type="checkbox"/>	
Hardcopy of all covenants, easements and right-of-ways registered on the subject property as a charge or listed as a legal notation and modification to those and located in close proximity to the retaining wall. A \$25 fee for document retrieval will be required per document if the application does not include these at time of submission.	<input type="checkbox"/>	
Identification of Contaminated Sites Form (<i>where submission to Ministry of Environment and Climate Change Strategy is required, a \$100 processing fee is applicable</i>).	<input type="checkbox"/>	
2 Complete Sets of Drawings to an appropriate scale (<i>the maximum drawing size accepted is A1 or 24"x36"</i>). <input type="checkbox"/> Site Plan showing all existing and proposed structure(s) <input type="checkbox"/> Elevations <input type="checkbox"/> Cross Section <input type="checkbox"/> Construction Details	<input type="checkbox"/>	
PDF of All Drawings emailed to building-info@abbotsford.ca prior to or at time of application (re: address in subject line). File naming convention: unit number (if applicable), civic number and street name – ALL CAPS (e.g. 12 2345 EASY ST). <u>Failure to provide will result in your application being incomplete.</u> *Note: Emails exceeding 10MB must be sent through eft.abbotsford.ca/dropoff*	<input type="checkbox"/>	
Note: The following documents are typically needed for most projects. If applicable to your project, they must be included in your submission. If not included, your application may be rejected and the application fee forfeited.	N/A	Included
Original Sealed Letter(s) of Assurance (Schedule B) for engineers and architects involved in the project.	<input type="checkbox"/>	<input type="checkbox"/>
2 Original Sealed Shoring Plans when excavation exceeds 1.2m in depth and excavation is within Steep Slope Development Permit Area.	<input type="checkbox"/>	<input type="checkbox"/>
Geotechnical Report with Assurance Statement is required if wall is being constructed within Steep Slope Development Area.	<input type="checkbox"/>	<input type="checkbox"/>
Independent Review of Retaining Wall is required if wall is greater than 3m (10') in height.	<input type="checkbox"/>	<input type="checkbox"/>