ADMINISTRATIVE CHANGE REQUEST FORM

1. TYPE(S) OF CHANGES

In order to complete any of the following change requests, please complete all applicable sections of this form and submit to Planning Services Staff (*Select all that apply).*

A) Administrative Changes ($300 Fee)

☐ **Change of Applicant(s)** complete Sections 1, 2, 3, 4, 6, 8, 10 & 11 of this form

☐ **Change of Primary Contact** complete Sections 1, 2, 3, 4, 6, 8, 10 & 11 of this form

☐ ***Removal of Property** complete Sections 1, 2, 3, 4, 10 & 11 of this form.
*You will also need to update the following sections of the original Applicationn Form if applicable (*staff will provide a copy from the file*): "Additional Information Required" "Property(ies", "Registered Property Owner(s)", "Letter of Authorization" and "Site Profile Questionnaire".

☐ **Addition of Property** complete Sections 1, 2, 3, 4, 5, 7, 8, 9, 10 & 11 of this form

☐ ***Change of Application Sub-Type/Specifications/Information**
complete Sections 1, 2, 3, 4, 10 & 11 of this form.
*You will also need to update the following sections of the original Application form if applicable (staff will provide a copy from the file): "Application Type(s)" and "Additional Information Required".

***Due to the complexity of the required information for these types of changes, this information will need to be revised on your original application form. Please contact your File Manager to arrange to make these changes. This Administrative Change Request form will still need to be completed and submitted in conjunction with the updates to your original Development Application form*.

B) Housekeeping Changes to Property Owner Information (No Fee)

☐ **Change of Property Owner(s)** complete Sections 1, 2, 3, 7, 8, 10 & 11 of this form

☐ **Change of Property Owner Contact Information**
complete Sections 1, 2, 3, 7, 10 & 11 of this form

C) Housekeeping Changes to Applicant/Primary Contact's Contact Information (No Fee)

☐ **Change of Applicant/Primary Contact's Contact Information**
complete Sections 1, 2, 3, 6 & 11 of this form

☐ **Change of Primary Contact within the current Applicant Company**
complete Sections 1, 2, 3, 6 & 11 of this form

Please note that changing an application type or adding an application type to an existing project is not considered an Administrative Change. Please either submit a new Development Application Form, or contact your File Manager to arrange to make these changes on your original application form. Additional application fees and any applicable documents will be required.

2. ADMINISTRATIVE CHANGE REQUEST

NAME OF REQUESTOR: _____

ROLE (ie. Property Owner, Applicant, Primary Contact): _____

ORIGINAL DEVELOPMENT APPLICATION(S) DATE: _____

FILE NO(S). (ie. PRJ18-999 or S15-999): _____

3. CURRENT APPLICANT

As noted on the Original Development Application Form

COMPANY NAME (IF APPLICABLE): _____

PRIMARY CONTACT NAME: _____

ADDITIONAL APPLICANT NAME(S) (IF APPLICABLE): _____

4. FEES

There is a $300 Administrative Change Fee for most changes, refer to Page 1 or discuss with Planning Services Staff to confirm.

Administrative Change	$ 300.00
Additional Fees Associated with the Application *(amount per File Manager)*	$ .....
Additional Administration Fees (*BC Company Summary, LTSA Documents*):	$ .....

ESTIMATED TOTAL FEES*:	**$**	300.00

POTENTIAL FURTHER FEES

- BC Company Summary Retrieval Fee: $20 per search
- Land Title & Survey Authority Document Retrieval: $25 per document
- Future Administrative Change: $300
- New Public Hearing Fee: $890 – $950
- Phased Strata Plan Approval Fee: $200

**exact fees to be confirmed by Planning Staff*

5. ADDITIONAL PROPERTY(IES)

List all <u>NEW</u> properties involved. If insufficient space, please attach a separate sheet.

☐ Add the following property(ies) to the subject application:

CIVIC ADDRESS: _____

PID: _____

LEGAL DESCRIPTION: _____

_____

CIVIC ADDRESS: _____

PID: _____

LEGAL DESCRIPTION: _____

_____

6. CHANGES TO APPLICANT INFORMATION **(new Applicant or change to contact information)**

For information regarding the collection and use of personal information provided, see item 10 (page 8).

☐ Update the subject application with the following applicant information:

COMPANY NAME (IF APPLICABLE): _____

PRIMARY CONTACT NAME***(REQUIRED)**: _____

ADDITIONAL CONTACT NAME(S) (IF APPLICABLE): _____

MAILING ADDRESS: _____

_____ POSTAL CODE: _____

OFFICE PHONE: _____ CELL: _____

DIRECT LINE: _____ EMAIL: **(REQUIRED)** _____

**All correspondence will be addressed to the Primary Contact Name at the mailing address or e-mail address (maximum one e-mail address) provided.*

7. REGISTERED PROPERTY OWNER(S)

☐ Add the following property owner(s) to the subject application (*list the additional registered property owner(s) as they appear on title (if insufficient space, please attach a separate sheet*):

NAME: _____ PHONE: _____

ADDRESS: _____ EMAIL: **(REQUIRED)** _____

NAME: _____ PHONE: _____

ADDRESS: _____ EMAIL: **(REQUIRED)** _____

NAME: _____ PHONE: _____

ADDRESS: _____ EMAIL: **(REQUIRED)** _____

If registered property owner to be added is an incorporated company or society, a **BC Company Summary must accompany this application**.

8. LETTER OF AUTHORIZATION

Note: *This only needs to be filled out if there's a new applicant who doesn't own all of the property(ies) associated with this application (current or new property(ies)) [ALL owners must sign off, giving authorization to new applicant];* **OR** *if any new property owner(s) is/are not applicant(s) [only new owners need to sign off, giving authorization to current applicant].*

This section must be completed if the Registered Property Owner(s) (per Title Search) is(/are) not the Applicant OR if there are more than one Registered Property Owner and not all of the Registered Property Owners are signing as Applicants. Those Registered Property Owners who are not signing as Applicants must provide their written approval for (all of) the Applicant(s) acting on their behalf by signing this Letter of Authorization.

I/We, *(list all Registered Property Owner(s) on Title - attach additional completed sheets if necessary)* _____

_____ (the "Owner"), own the lands described within this application, listed under the original application and/or Section 5 of this form, and confirm the appointment of:

_____,
(Applicant Company Name (*if Applicable*)) (All Contact Names Permitted to Work On This Application (*Mandatory*))

with the following contact information: _____
(Applicant's Mailing address (*Mandatory*))

(_____) - _____ as agent (the "Applicant")
(Applicant's Phone Number (*Mandatory*)) (Applicant's Email Address (*Mandatory*))

with respect to this Development Application (the "Application") regarding the lands described in the original application and/or Section 5 of this form. It is understood, that:

1. the City of Abbotsford shall deal exclusively with the above-noted applicant with respect to all matters pertaining to the Application and is under no obligation to communicate with the Owner or any other person;
2. the above-noted applicant has authority to make all necessary arrangements with the City of Abbotsford, to perform all matters and to take all necessary proceedings with respect the Application;
3. the above-noted applicant has authority to alter this original Development Application by submitting a subsequent related development application and providing an Administrative Change Request Form (No. APL-006) together with the required documents and fees; and
4. a written letter from the Owner is required to cancel this appointment and an Administrative Change Fee will be required.

By signing this authorization/application, I hereby agree that all information, including personal information, contained on this document including all attachments will be made available to the public.

If **Incorporated Company, Registered Society or Not for Profit Organization** is a Registered Owner, then complete the signature block below. If more than one Company/Society, attach additional completed pages with those signatures, as required. By signing, you are confirming that you're an authorized signatory of the company.

_____ _____
***Signature of Witness** **Name of Corporation/Society/Organization**
By its Authorized Signatory(ies)

Print Name of Witness:_____

Phone:_____ _____
***Signature of Authorized Signatory**

Print Name:_____

Date:_____

If Registered Owners are **individual persons**, then complete the signature block below. If more than two individual owners, attach additional *completed* versions of this page signed by those owners, as required.

ALL INDIVIDUAL PERSONS WHO ARE A REGISTERED PROPERTY OWNER AND ARE NOT AN APPLICANT MUST SIGN THIS AUTHORIZATION:

_____ _____
***Signature of Witness** ***Signature of Owner**

Print Name of Witness:_____ Print Name:_____

Phone:_____ Date:_____

_____
***Signature of Owner** (if applicable)

**Electronic Signatures not accepted*

Print Name:_____

Date:_____

9. SITE PROFILE QUESTIONNAIRE

This is only required for any additional property(ies) added if a site profile questionnaire was a requirement for the original application submission; see section 10 for list of files requiring this form (item E on the list of additional items).

Provincial provisions for contaminated sites are a system created to screen for potentially contaminated sites using Site Profile Forms. Towards complying with Provincial requirements, this questionnaire is to be completed and submitted with all Development Permit, Development Variance Permit, Rezoning, Site-Specific Text Amendment, LUC Amendment/Discharge and Subdivision (excluding Phased Strata & Form Ps unless required by the Approving Officer) applications. City Staff will review the questionnaire and if you answer 'Yes' to items in section b) and 'No' to the exemptions in section c), an Environmental Site Profile Form must be completed. This will be forwarded to the Ministry of Environment for their review. Should you require any further information or clarification please contact Planning Services at 604-864-5510 or the Ministry of Environment at 1-604-582-5200 or visit them online at ***www2.gov.bc.ca/gov/content/environment/air-land-water/site-remediation/site-profiles*****.**

a) SITE INFORMATION

Civic Address(es) _____

Legal Description(s) _____

b) PRELIMINARY USE ASSESSMENT

Please indicate if there is currently or to the best of your knowledge if there has previously been any use or activity listed below. You must tick "Yes" or "No" for each purpose or activity listed:

	Purpose or Activity	YES	NO
A.	**Chemical industries and activities**		
1.	adhesives manufacturing or wholesale bulk storage	☐	☐
2.	chemical manufacturing or wholesale bulk storage	☐	☐
3.	explosives or ammunition manufacturing or wholesale bulk storage	☐	☐
4.	fire retardant manufacturing or wholesale bulk storage	☐	☐
5.	fertilizer manufacturing or wholesale bulk storage	☐	☐
6.	ink or dye manufacturing or wholesale bulk storage	☐	☐
7.	leather or hides tanning	☐	☐
8.	paint, lacquer or varnish manufacturing, formulation, recycling or wholesale bulk storage	☐	☐
9.	pharmaceutical products, or controlled substances as defined in the Controlled Drugs and Substances Act (Canada), manufacturing or operations	☐	☐
10.	plastic products (foam or expanded plastic products) manufacturing	☐	☐
11.	textile dying	☐	☐
12.	pesticide manufacturing, formulation or wholesale bulk storage	☐	☐
13.	resin or plastic monomer manufacturing, formulation or wholesale bulk storage	☐	☐
B.	**Electrical equipment industries and activities**		
1.	battery (lead acid or other) manufacturing or wholesale bulk storage	☐	☐
2.	communications stations using or storing equipment that contains PCBs	☐	☐
3.	electrical equipment manufacturing, refurbishing or wholesale bulk storage	☐	☐
4.	electrical transmission or distribution substations	☐	☐
5.	electronic equipment manufacturing	☐	☐
6.	transformer oil manufacture, processing or wholesale bulk storage	☐	☐
7.	electrical power generating operations fueled by coal or petroleum hydrocarbons and supplying electricity to a community or commercial or industrial operation	☐	☐
C.	**Metal smelting, processing or finishing industries and activities**		
1.	foundries or scrap metal smelting	☐	☐
2.	galvanizing	☐	☐
3.	metal plating or finishing	☐	☐
4.	metal salvage operations	☐	☐
5.	nonferrous metal smelting or refining	☐	☐
6.	welding or machine shops (repair of fabrication)	☐	☐
D.	**Mining, milling or related industries and activities**		
1.	asbestos mining, milling, wholesale bulk storage or shipping	☐	☐
2.	coal coke manufacture, wholesale bulk storage or shipping	☐	☐
3.	coal or lignite mining, milling, wholesale bulk storage or shipping	☐	☐
4.	milling reagent manufacture, wholesale bulk storage or shipping	☐	☐
5.	nonferrous metal concentrate wholesale bulk storage or shipping	☐	☐
6.	nonferrous metal mining or milling	☐	☐
E.	**Miscellaneous industries, operations or activities**		
1.	appliance, equipment or engine repair, reconditioning, cleaning or salvage	☐	☐
2.	ash deposit from boilers, incinerators, or other thermal facilities	☐	☐
3.	asphalt tar roofing manufacture, wholesale storage and distribution	☐	☐
4.	coal gasification (manufactured gas production)	☐	☐
5.	medical, chemical, radiological or biological laboratories	☐	☐
6.	rifle or pistol firing ranges	☐	☐
7.	road salt storage facilities	☐	☐
8.	measuring instruments (containing mercury) manufacture, repair or wholesale bulk storage	☐	☐
9.	dry cleaning facilities or operations and dry cleaning chemical storage	☐	☐
10.	sites which have been or likely have been contaminated by substances migrating from other properties	☐	☐
11.	controlled substances, as defined in the *Controlled Drugs and Substances Act* (Canada), manufacturing or operations	☐	☐
F.	**Petroleum and natural gas drilling, production, processing, retailing and distribution**		
1.	petroleum or natural gas drilling	☐	☐
2.	petroleum or natural gas production facilities	☐	☐
3.	natural gas processing	☐	☐
4.	petroleum coke manufacture, wholesale bulk storage or shipping	☐	☐
5.	petroleum product, other than compressed gas, dispensing facilities, including service stations and card locks	☐	☐
6.	petroleum, natural gas or sulphur pipeline rights of way excluding rights of way for pipelines used to distribute natural gas to consumers in a community	☐	☐

ADMINISTRATIVE CHANGE REQUEST FORM

	Purpose or Activity	YES	NO
F.	**Petroleum and natural gas drilling, production, processing, retailing and distribution** *(continued)*		
7.	petroleum product, other than compressed gas, or produced water storage in above ground or underground tanks	☐	☐
8.	petroleum product, other than compressed gas, wholesale bulk storage or distribution	☐	☐
9.	petroleum refining wholesale bulk storage or shipping	☐	☐
10.	solvent manufacturing or wholesale bulk storage	☐	☐
11.	sulphur handling, processing or wholesale bulk storage and distribution	☐	☐
G.	**Transportation industries, operations and related activities**		
1.	aircraft maintenance, cleaning or salvage	☐	☐
2.	automotive, truck, bus, subway or other motor vehicle repair, salvage or wrecking	☐	☐
3.	bulk commodity storage or shipping (e.g. coal)	☐	☐
4.	dry docks, ship building or boat repair and maintenance, including paint removal from hulls	☐	☐
5.	marine equipment salvage	☐	☐
6.	rail car or locomotive maintenance, cleaning, salvage or related uses including railyards	☐	☐
7.	truck, rail or marine bulk freight handling	☐	☐
H.	**Waste disposal and recycling operations and activities**		
1.	antifreeze bulk storage or recycling	☐	☐
2.	barrel, drum or tank reconditioning or salvage	☐	☐
3.	battery (lead acid or other) recycling	☐	☐
4.	biomedical waste disposal	☐	☐
5.	bulk manure stockpiling and high rate land application or disposal (nonfarm applications only)	☐	☐
6.	construction demolition material, including without limitation asphalt and concrete, landfilling	☐	☐
7.	contaminated soil storage, treatment or disposal	☐	☐
8.	dredged waste disposal	☐	☐
9.	drycleaning waste disposal	☐	☐
10.	electrical equipment recycling	☐	☐
11.	industrial waste lagoons or impoundments	☐	☐
12.	industrial waste storage, recycling or landfilling	☐	☐
13.	industrial woodwaste (log yard waste, hogfuel) disposal	☐	☐
14.	mine tailings waste disposal	☐	☐
15.	municipal waste storage, recycling, composting or landfilling	☐	☐
16.	organic or petroleum material landspreading (landfarming)	☐	☐
17.	sandblasting waste disposal	☐	☐
18.	septic tank pumpage storage or disposal	☐	☐
19.	sewage lagoons or impoundments	☐	☐
20.	hazardous waste storage, treatment or disposal	☐	☐
21.	sludge drying or composting	☐	☐
22.	street or yard snow removal dumping	☐	☐
23.	waste oil reprocessing, recycling or bulk storage	☐	☐
24.	wire reclaiming operations	☐	☐
I.	**Wood, pulp and paper products and related industries and activities**		
1.	particle board manufacturing	☐	☐
2.	pulp mill operations	☐	☐
3.	pulp and paper manufacturing	☐	☐
4.	treated wood storage at the site of treatment	☐	☐
5.	veneer or plywood manufacturing	☐	☐
6.	wafer board manufacturing	☐	☐
7.	wood treatment (antisapstain or preservation)	☐	☐
8.	wood treatment chemical manufacturing, wholesale bulk storage	☐	☐
9.	sawmills	☐	☐

c) EXEMPTION REVIEW (only complete this section if you answered "yes" to any activity above)

Under certain circumstances, you may be exempt from applying for a site profile even if you answer "yes" in the previous section. Please review and indicate if any of the following apply:

	Exemptions Related to the Site	YES	NO
1.	A Site Profile that is on file at the Site Registry contains all current information about areas on the site. *Please state filing date and file reference number used by Ministry of Environment:*	☐	☐
2.	The Regional Manager at the Ministry of Environment has already made a decision in regards to contamination or rehabilitation, such as approval in principle, certificate of compliance, etc. *Please attach any correspondence from the Ministry or state the type and the date of the decision, and the Ministry of Environment file reference number:*	☐	☐
3.	The site is a Wide Area Site designated by the Regional Manager and an approved remediation plan applies. *Please elaborate:*	☐	☐
4.	The site has been determined by the Regional Manager at the Ministry of Environment to be contaminated, provided there is no additional or new contamination following such a determination. *Please state the date of this determination and Ministry of Environment file reference number:*	☐	☐
5.	The site was satisfactorily remediated before April 1, 1997, there is no change in use or activities, and there is no new site contamination. *Please provide written confirmation of satisfactory remediation status and Ministry of Environment file reference number.*	☐	☐
	Exemptions Related to the Application	**YES**	**NO**
1.	The subdivision application is for a Statutory Right-of-way of the Land Title Act.	☐	☐
2.	The development permit or variance permit application will not result in construction or involve disturbance or excavation of soil. Please elaborate on the purpose of the application. Attach a separate sheet if required.	☐	☐

d) SIGNATURE

The person completing this questionnaire states that the above information is true, based on the person's current knowledge as of the date completed

Name: _____ Company: _____

Address: _____ City: _____ Province: _____ Postal Code: _____

Phone: _____ Fax: _____ Email: _____

Signature: _____ **Date:** _____

10. REQUIRED APPLICATION DOCUMENTATION

- **All required documentation must be submitted in <u>both electronic and hard copy</u> format unless otherwise specified.**
- **Electronic Copies must be in PDF format and cannot be secured. These must be received by the City <u>at time of application</u>, either prior to submission via email to: <u>planning-applications@abbotsford.ca</u>, or brought with the application package on a flash drive. Failure to do so will result in your application being incomplete.**
- **Hard copies must be provided as follows:**

  **** One full-size (i.e. 24" x 36") and two 11"x17" paper prints***
  ***** One hardcopy***

<u>Items Required for ALL Administrative Change Requests:</u>

☐ Fully completed **Administrative Change Request Form** *(only a hard copy required)*

☐ **Applicable fees** *(if any)*

☐ If new property(ies) and/or property owner(s): **Title search(es)** (*retrieved within the last 30 days*)

☐ If new property(ies), electronic copies of any new *(as in not already provided with original application)* **covenants, easements and rights-of-way** registered on title as a **charge** or listed as a **legal notation** & **modifications** to those, and any charges on other parcels **in favour of** the subject property (note: this **does <u>not</u> include** mortgages, priority agreements, leases, liens, statutory building schemes, undersurface rights, or assignments of rents) *(if applicable)*

☐ **Letter of Authorization** (page 3 of this form) (*if applicable; only a hard copy required*).

☐ If new property owner(s) or new property(ies) owned by a different company than original application: **BC Company Summary** (*retrieved within the last 30 days*) *(if property owner is an incorporated company or society).*

Note: Additional information may be required for staff review, such as but not limited to a Crime Prevention through Environmental Design (CPTED) report from a CPTED practitioner for Development Permit applications, a Preliminary Lot Grading Plan, an Erosion and Sediment Control Plan.

<u>Additional Items May be Required if Additional Property Added (Confirm with File Manager):</u>

APPLICATION TYPE	REQUIRED ITEMS
Development Permit – Form & Character (Commercial, Industrial, Mixed-Use and/or Multi-Family)	A,B,E,F,G,H,I,J (*see 'R'*)
Development Permit – Minor Works: Façades and Freestanding Signs	B (*if changes are proposed to the site - i.e. free standing sign*), E,F,U
Development Permit – Heritage Alteration Permit	A,B,F,H,I,J
Development Permit – Natural Environment and/or Steep Slope	A,B,E,H,J,P,Q,R
Development Permit – Protection of Agriculture	B,E,G,H
Development Variance Permit – Zoning Bylaw or Sign Bylaw	A,D,E
Development Variance Permit – Streamside Protection Bylaw	A,B,E,H,J,P,R
Housing Agreement	A,D
Land Use Contract – Use Change, Density Change or Discharge	B,E,J
Land Use Contract – Amendment/Discharge for Secondary Suite	D,E,
OCP Amendment	A,B,J,K
Registered Legal Document Appeal	A
Rezoning Map Amendment	A,B,E,H,J
Rezoning Text Amendment (Site Specific)	A,B,E
Subdivision: • Standard or Bareland Strata	A,C,E,H,J,P,R (*see 'Q'*)
• Airspace	A,C,E,H,J,P,R
• Boundary Realignment (within ALR)	A,C,E,H,J,P,R (*see 'Q'*),U
• Boundary Realignment (outside ALR)	A,C,E,H,J,P,R (*see 'Q'*)
• Consolidation (resulting in more than one lot once approved)	C,E,H,J
• Form P/Form P Amendment	M
• Strata Conversion	B,E,I,L
Telecommunication Tower	A,B,T
Temporary Use Permit	A,B,N

☐ A. **Letter of Intent** outlining the proposal in full (background including justification/rationale for any proposed variances). If a boundary realignment is proposed within the Agricultural Land Reserve, please provide a copy of correspondence from the Approving Officer regarding his/her determination with respect to BC Reg. 171/2002.

☐ B. **Site Plan*** prepared by a professional consultant that clearly outlines all building and structure setbacks from all property lines and Environmentally Sensitive Areas (where they exist).

☐ C. **Preliminary Lot Layout Plan*** prepared by a surveyor outlining the lot dimensions and sizes for each proposed lot.

☐ D. **Site Sketch** outlining the proposal including dimensions of the property, site area and setbacks between buildings and property lines (*Ideally a sketch plan prepared by an architect or surveyor but hand-drawn sketch is acceptable if drawn to scale. Minimum size: 8 ½" x 11").*

☐ E. **Site Profile Questionnaire** (pages 5 & 6 of this form) *(only a hard copy required)*. Note: If you answer 'yes' to any purpose or activity in section b) and no exemption applies in section c), you must also submit a completed provincial Site Profile Schedule 1 form and the $100 Environmental Site Profile Fee *(paper and hard copy required for this form)*. A link to the Site Profile form is available on the City's website <u>www.abbotsford.ca/devapplications</u>.

☐ F. **Coloured Building Elevations*** *Continued on next page →*

☐ G. **Landscape Plan***

☐ H. **Arborist Report**** including **Tree Survey*** (excluding streamside protection or undevelopable areas), **Tree condition Assessment**** (including identifying hazardous trees and those exempted due to being located within municipal roadways) and **Tree Removal and Replacement Plan.****

Note: If there are no trees on the property, or 1 or 2 trees on-site but they are proposed to be retained, please explain your rationale for an exemption in your Letter of Intent or in a separate letter.

☐ I. **Floor Plans***

☐ J. If a watercourse is present within 50 meters of the proposed development, a **Fish Habitat Assessment report** completed in accordance with the Streamside Protection Bylaw, that includes a **Site Survey** prepared by a B.C. Land Surveyor showing the location of the high water mark, top-of-bank, and City of Abbotsford *Streamside Protection Bylaw* Streamside Protection and Enhancement Area (SPEA) as determined by a Qualified Environmental Professional (QEP).**

☐ K. **Reports and plans** detailing the proposal, demonstrating its feasibility and assessing its impact from a traffic and servicing perspective with necessary plans and written reasons justifying the OCP amendment.**

☐ L. As per section 242 of the Strata property Act any Strata Conversion for an existing building must submit a **report** on the following:

- Life expectancy of the building;
- The projected major increases in maintenance costs due to the condition of the building;
- Assurance from a Professional Engineer that the Building meets minimum health and safety requirements;
- Assurance from a Professional Engineer that any remedial work will be designed, certified, and supervised by a Professional Engineer with expertize on the relevant discipline for the remedial work; and
- Zoning Compliance report.

Additionally, for a proposed Multi-family strata conversion the requirements as outlined within Development Services Policy No. 400-2-09 must also be provide*d.***

☐ M. Application requirements are derived from the 5th Edition of the Local Government Management Association (LGMA) Guide for Approving Officers for Local Government, and are as follows:

- A **letter** explaining the phased strata title proposal (or amendment, if applicable).
- 2 Copies of a **draft Form P**, Phased Strata Plan Declaration, including a sketch plan and a schedule indicating required encumbrances, as well as a construction cost estimate for any common facilities and a commitment to provide security (a letter of credit) for common facilities. Encumbrances may include reciprocal easements to cover common facilities such as driveways, walkways, utilities, major landscaped areas, recreational facilities, visitor parking, and garbage and recycling storage areas.
- **Architectural/Survey Plans**** showing proposed phasing boundaries, building setbacks from phasing boundaries, required reciprocal easement areas for common facilities as noted above, and accompanying statistics for each individual phase (i.e., phase area, coverage, density, parking and loading). Preliminary Building Code analysis should also be provided. All information submitted must be consistent with the zoning of the site.
- A **draft Form V**, Schedule of Unit Entitlement, explaining the basis for determining unit entitlement for each phase.

Ensure that all limited common property for each unit is fully located within the phase under application.

☐ N. If proposing truck parking temporary use permit, **Truck Parking configuration and truck parking templates plan** outlining total number of proposed truck parking spaces.*

☐ O. **Wildlife Habitat Assessment Report****, prepared by a Qualified Environmental Professional (QEP) that identifies significant, rare or unique vegetation, wildlife and wildlife habitat, and that establishes site-specific mitigation measures regarding watercourses and environmental protection areas, management of stormwater runoff, to minimize disturbance to that which has been identified within the report.

Note: if no vegetation, wildlife or wildlife habitat exists, you must provide a letter from a QEP to this effect.

☐ P. **Geotechnical Report**, if the site contains slopes in excess of 20% or other hazardous conditions, **assessing the natural hazards** and the potential for landslip, rockfall, slope failure, debris flow, debris flood or flooding, or other hazard (as relevant to the site), and assesses the impact of the proposed development on or by such natural hazard conditions, confirming that the land can be safely used for the intended purpose.**

☐ Q. **Preliminary Lot Grading Plan**, signed and sealed by a Professional Engineer licensed to practice in B.C., outlining the existing and proposed grades (including details on retaining walls), significant trees (as defined by the Tree Protection Bylaw), outlining streamside setback areas (if applicable), the proposed site plan/lot layout plan superimposed on the plan, and providing selected cross-sections through the lands.*****

***Note**: A Lot Grading Plan is not required at time of submitting a **Standard or Boundary Realignment Subdivision** application; however, applicants are encouraged to provide one at time of application to improve the efficiency of staff's review of the proposal, as a Lot Grading Plan will be required by the Approving Officer before issuance of Preliminary Layout Approval (PLA). A Lot Grading Plan is also recommended for **Form and Character Development Permit** applications, if available.*

***Note:** For a variance to the **Streamside Protection Bylaw** where no grade changes are proposed within 5 meters of the setback, a Lot Grading Plan is not required. Please explain this in your Letter of Intent.*

☐ R. If the subdivision is within an existing Bareland Strata Development, a **Strata Council Resolution** is required in accordance with the Strata Protection Act, passed by a 3/4 vote at an annual or special General Meeting.

☐ S. **Proposed elevations** and information related to height and proposed design/style/materials of the telecommunication tower/structure/pole.*****

☐ T. **Written confirmation from the Director, Development Planning** that the proposal meets the requirements to apply for a 'Minor Works: Façades and Freestanding Signs' application.

☐ U. **Written confirmation from the Approving Officer** that the proposal complies with ALR Regulation 171/2002.

11. ACKNOWLEDGEMENT OF NOTICE OF COLLECTION OF PERSONAL INFORMATION

This page to be signed by all applicants.

I/We have attached to this Administrative Change Request Form the attachments required as noted in **Section 10**, along with the required application change fee and associated costs as applicable, and hereby agree to submit further information deemed necessary for processing this application.

☐ I/We understand that for each occasion on which I/we initiate an Administrative Change to the original Development Application and if any subsequent Administrative Change Request Applications are required, an additional **Administrative Change Fee of $300** is payable at the time the change is filed. This includes, but is not limited to: **changing the property(ies)** involved; changing the **Applicant or Primary Contact**; or changing/revising/adding an application type(s) and/or sub-type(s) (unless as a subsequent application).

Personal information collected on this form is collected for the purpose of processing this application and for administration and enforcement. The personal information is collected under the authority of the *Local Government Act*, the City's bylaws and Section 26 of the *Freedom of Information and Protection of Privacy Act*. It will not be used or disclosed other than for the purpose for which it was collected, except with the consent of the individual whom the information is about or otherwise in accordance with law.

If you have any questions about this collection and use of your personal information, contact the Information and Privacy Coordinator at 604-864-5575 or FOI@abbotsford.ca City of Abbotsford, 32315 South Fraser Way, Abbotsford, BC, V2T 1W7.

By signing this application I hereby agree that all information, including personal information, contained on this document including all attachments will be made available to the public.

☐ **If the Applicant is an Incorporated Company or Society or Not for Profit Organization, check this box to confirm that all contacts are authorized signatories of the company and they have authority to sign on the company's behalf.** If this box is not checked, a letter on Company Letterhead must be included to outline the permission they have

_____ _____

***Signature of Primary Contact (Applicant)** **Date**

_____ _____

***Signature of Additional Contact(s)** (if applicable) **Date**

**Electronic Signatures not accepted*

Applications for Administrative Change Requests will be accepted between the hours of **8:30 am - 4:00 pm**

Please allow 15-30 minutes to process the application in-take.
If paying by cash or debit, additional time will be required

As per Development Application Procedures Bylaw No. 2521-2016,
incomplete applications cannot be accepted.

FOR OFFICE USE ONLY

► **If administrative request form is incomplete, indicate reason(s) and return to applicant:**

_____

_____

► **If complete, date stamp all documents and complete in-take.**

Date Stamp: **Received by:** _____