

# Fast Track Application Checklist

This checklist is applicable for approved Fast Track MF1 – Infill Housing designs on eligible lots. All checklist items are required. Incomplete applications will not be accepted.

## APPLICATION REQUIREMENTS

Required Items	
	Application Form
	Application Checklist
	Application Fee
	Current State of Title (within last 30 days) & Any Registered Easements, Covenants, ROW's, etc.
	Owner's Authorization Form (if applicant is not the registered owner on Title)
	Owner's Acknowledgement Form
	Letter of Eligibility from Designer
	BC Energy Step Code Pre-Build Compliance Report
	BC Housing Home Warranty Approval with Registered Form Number
	Engineered Truss & Beam Layouts & Designs (include exact size and location of unfactored loads over 4,000 lbs). Note solar panel locations on roof truss layouts (if applicable).
	Water Letter from irrigation district (if GEID, BMID, or RWD is the water provider)
	Geotechnical Report prepared by a Professional Engineer – must address:
	<ul style="list-style-type: none"> <li>○ Site suitability for development</li> <li>○ Area groundwater characteristics, including any springs and overland surface drainage courses, and monitoring</li> <li>○ Site soil characteristics (i.e. soil types and depths, fill areas, infiltration rate, unsuitable soils, etc.)</li> <li>○ Any special requirements for construction of roads, utilities, and building structures</li> <li>○ Recommendations for items that should be in a Restrictive Covenant</li> <li>○ Recommendations for erosion and sedimentation controls for water and wind</li> <li>○ Recommendations for roof drains, perimeter drains and septic tank effluent on site</li> </ul>
	Lot Grading / Stormwater Management Plan
	Architectural Drawings, including:
	<ul style="list-style-type: none"> <li>○ Site Plan</li> <li>○ Floor Plans</li> <li>○ Cross-Sections</li> <li>○ Foundation Drawings</li> <li>○ Elevation Drawings</li> <li>○ Materials Board</li> </ul>
	Landscape Plan

## COPIES REQUIRED

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For all applications, you must submit the following number of copies at minimum (**incomplete applications will not be accepted**):

	Digital copies of <u>all</u> application documents
	Full size paper copies of plans and roof truss packages delivered to Development Services at City Hall

## APPLICANT CONFIRMATION

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I confirm that all required information has been provided and is true and correct.

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Applicant/Owner Signature

Date

**NOTE:** *This application does not relieve the owner or the owner's authorized agent from full compliance with the requirements of any federal, provincial, or other municipal legislation, or the terms and conditions of any easement, covenant, building scheme or agreement affecting the building or land.*