



Application for Property Development

The application for Property Development is meant to support the building process. It is the intent that building on The Uplands at Procter Point is a relaxed and enjoyable process while adhering to the Property Development Guidelines (PDG). The committee is here to support this process and to help through the 4 phases of development.

Please refer attached Schedule A – Phases of Development and Schedule B -Documents by Phase.

Project Information

Type of Work: ☐ New; ☐ Renovation; ☐ Accessory Building.

Building Type: ☐ Single Family ☐ Garage ☐ Other (Type) _____

Property Information: Lot # _____; P.I.D. _____; Site Address: _____, Procter BC

Name of Owner:	Phone:	Mobile:
Address:	Email:	
City:	Postal Code:	
Name of Architect (if any):	Phone:	Mobile:
	Email:	
Name of Contractor (if any):	Phone:	Mobile:
	Email:	
Owner / Builder Certificate #		

Please provide the following documents with this application. Any missing documents please provide as they become available:

1. Preliminary Site plan which includes placement of building(s), decks(s), driveway(s), and setbacks.
2. Preliminary Building Design to include proposed exterior colours and siding type(s), if known.
3. Preliminary Exterior Elevations.
4. Drainage Plan (if required).
5. If complex building and roof, please provide 3D rendering.

I have read and reviewed the NES 3578 Property Development Guidelines: Yes ☐ No ☐

I request a meeting to discuss the NES 3578 Property Development Guidelines: Yes ☐ No ☐

I hereby apply for approval to proceed with the above mentioned property for development. I certify that the above information and attachments are correct and agree to comply with all pertinent Bylaws whether the detailed information is contained herein or not. If I am not the owner of the site upon which the above construction is to be carried out on, I have been authorized by the owner to act on their behalf.

Name:	Signature:
Company:	Date:
Address:	Contact Name:
City:	Phone#: Mobile:
Postal Code	Email:

Schedule A – Phases of Development



Phase 1 Project Start

Submit
Application to
Build

Preliminary
Design Review

Site Visit &
Approvals

Phase One — Project Start. This is the planning and pre-development stage. This is where you can come to the Property Development Committee to discuss your preliminary plans. The committee will work with you early on to help you develop your desired outcome while adhering to the Property Development Guidelines (PDG). You might start with just a hand sketch and some ideas, but that is enough to get started. As you develop your ideas alongside the PDG you will move to Phase 2 - Design.



Phase 2 Design

Detailed Design
Review &
Approvals

Preliminary
Landscaping
Design Review

Phase Two — Design. This is the phase where you move from preliminary approvals to formal approvals. The steps are designed not to be any extra than what you would need for your building permit but are thought out to ensure adherence to the PDG's.



Phase 3 Construction

Site Visit –
Building
Placement &
Tree Count

Post-Excavation
Site Reviews &
Approvals

Building
Completed
Works
Approvals

Phase Three — Construction. This is the phase where all your ideas start to take form. Site visits start before you excavate and continue through construction. These visits are there to help you ensure adherence to the PDG. The PDG require the construction time to be no more than a year without approval, but don't worry the time doesn't start until you start excavation so there should be plenty of time to enjoy your building taking shape.



Phase 4 Landscaping

Detailed
Landscaping
Plan Approvals

Site Visits
Reviews &
Approvals

Landscaping
Completed
Works
Approvals

Phase Four — Landscaping. Keeping the beauty of the natural surroundings while not attracting bears, and following FireSmart guidelines is a focus of this phase. We also know that it may take some time to plan this out and it might have changed now that you have your structure up. We give extra time for this. Check out the NES 3578 Property Development Guidelines for the specifics.

Please see NES3578 Property Development Guidelines for details on the four phases of development available at <https://procterpointuplands.ca/>



THE UPLANDS AT PROCTER POINT

Schedule B — Documents by Phase



Documents Required	Phase 1 Project Start Up	Phase 2 Design	Phase 3 Building	Phase 4 Landscaping
Application	✓			
Building Design	Preliminary	Final Detailed		
Building Section Drawings		At least 2		
Diagrammatic Site Analysis		Recommended		
Drainage Plan	If required	If required		If required
Exterior Elevation Drawings	Preliminary	Detailed		
Exterior Finishes/Where Used		✓	Final Works Completion	Garden Features?
Landscaping Plan		Preliminary		Final Detailed
Legal Survey	✓			
Photographs	✓		Strata Records	Strata Records
Septic and Sewer Engineering Copy (Certificate?) acquired from the onsite Utility		✓		
Site Plan	Preliminary	Detailed	Reference	Reference
Three-Dimensional (3D) Drawings	Complex Roof & Building Designs			
RDCK Building Permit			✓	

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