



# THE UNIVERSITY OF BRITISH COLUMBIA

## Campus and Community Planning

2210 West Mall • Vancouver, B.C. • V6T 1Z4

☎ 604.822.8228 • 📠 604.822.6119

LP # \_\_\_\_\_

### Streets and Landscape Permit Application Form

Complete application form and submit with all required materials to Campus and Community Planning.

#### 1.0 Background Information

<b>Location</b> (address, cross streets and/or place name):	<b>Construction Value</b> (including all soft costs such as consultancy, project management etc.):  \$
<b>Scope of Work</b> (A description of the project, the rationale for the project, proposed changes and improvements, project location description and a site map):	

<b>Applicant (authorized agent):</b>		
Contact name:	Email:	
Mailing address:	Phone:	
City:	Postal Code:	Fax:
<b>Contractor:</b>		
Contact name:	Email:	
Mailing address:	Phone:	
City:	Postal Code:	Fax:
<b>Landscape Architect:</b>		
Contact name:	Email:	
Mailing address:	Phone:	
City:	Postal Code:	Fax:
<b>Other:</b>		
Contact name:	Email:	
Mailing address:	Phone:	
City:	Postal Code:	Fax:



## 2.0 Fees & Deposits

### Fee Schedule

Construction Value	LP Fee
For the first portion or thereof \$250,000	1.5% (no less than a \$200 fee)
For the next portion or thereof \$250,000	1.00%
For the next portion or thereof \$500,000	0.5%
For the next portion or thereof \$1,000,000	0.25%
For the next portion or thereof \$2,000,000	0.125%
For the next portion or thereof \$3,000,000	0.05%

**Refundable Damage Deposit** The applicant is to provide a Damage Deposit to be used to pay for any permanent or temporary repair and cleanup costs caused by construction activity. The Damage Deposit is to be submitted and payable to Campus and Community Planning in the form of a certified cheque or other acceptable form of credit. The applicant may apply for a refund of the Damage Deposit upon completion of all construction work and associated repair work. The refund application, to include a signed certification, must be received by Campus and Community Planning from the coordinating P.Eng. or Landscape Architect that all capital improvement and restoration work has been completed in accordance with the Streets and Landscape Permit and that all required standards and codes have been adhered to and that all damage to the surrounding areas have been restored. If the Damage Deposit is insufficient to cover all repair costs, the applicant will be billed for the balance. Repair work undertaken by the applicant must be approved by the University prior to commencement.

**Street and Landscape Restoration** The applicant is responsible for restoring streets and landscape areas to the satisfaction of Campus and Community Planning. Street restorations are to conform to the standards set in the City of Vancouver Street Restoration Manual (<http://vancouver.ca/ENGsvcs/streets/design/pdf/SRMFinalN59August2008.pdf>). The University prior to commencement must approve any restoration work. If the digital photographs submitted as part of the application submission do not clearly illustrate the pre-construction condition of existing elements, C&CP will set its preconstruction condition as good and sound condition.

Construction Value	Security Deposit Fee
For the first portion or thereof \$250,000	8% of construction value
For the next portion or thereof \$250,000	4% of construction value
For the next portion or thereof \$500,000	2% of construction value
For the next portion or thereof \$1,000,000	1% of construction value

**Record Deposit** The applicant is responsible for providing "As Built" record drawings upon project completion.

Record Deposit Fee	
For each record drawing to be submitted upon project completion	\$1,000 per record drawing
Maximum	\$20,000



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### 3.0 Street and Landscape Permit Application Checklist

Item	Description of Submission Requirement	Applicant Check	C&CP Use Only
			Comments
<b>Required by all projects</b>			
Development Permit issued	<ul style="list-style-type: none"> <li>A Development Permit issued for project if deemed necessary. DP # _____</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
Application Fee	<ul style="list-style-type: none"> <li>Application fee is due at time of submission (see S&amp;L Permit Fee schedule, p 2).</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
Damage Deposit	<ul style="list-style-type: none"> <li>Damage Deposit is due at time of submission (see Damage Deposit, p 2).</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
Photos	<ul style="list-style-type: none"> <li>Pre-construction digital photos of whole site and close-up photos of key features such as existing damaged infrastructure.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Construction Management Plan</b>			
Traffic management plan	<ul style="list-style-type: none"> <li>Detail, in plans and text, truck routes to/from campus, street closures, traffic diversions, traffic control measures and communication of approved street closures to UBC through street postings and other direct means.</li> <li>Clearly indicate all excavations on streets or fire access routes.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
Stormwater plan	<ul style="list-style-type: none"> <li>To indicate how all storm water events, with a probable return period of less than five years, will be retained or slowed to the runoff rate characteristic of the undeveloped site.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
Hoarding plan	<ul style="list-style-type: none"> <li>Location of hoarding fences. Note construction zone is to be minimized: i.e. to be restricted to the footprint of the area of intervention plus the minimum area necessary for the site, circulation, construction and material delivery access.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
Construction site plan	<ul style="list-style-type: none"> <li>A site plan detailing operational aspects of the construction site including location of site office, first aid station, site entrances, storage and lay down locations, and tree protection fencing. The Hoarding Plan and Construction Plan may be combined.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Drawings Required – One full set of drawings and two reduced set (11" x 17"). Also to be submitted in PDF format on cd.</b>			
Survey Plan	<ul style="list-style-type: none"> <li>Street address, street name(s) and location</li> <li>Dimensions of site and site area, including north arrow</li> <li>Location and building footprint dimensions of all existing buildings on the site.</li> <li>Ultimate property line (if applicable)</li> <li>Lane dedications, registered easements, encroachments and right-of-ways must be indicated on the surveys</li> <li>Location of existing street crossings</li> <li>Existing grades at each of the four corners of the site</li> <li>Existing grades at each corner of existing and/or proposed building envelope</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
Site Plan	<ul style="list-style-type: none"> <li>Address</li> <li>Street name(s)</li> <li>Dimensions of site</li> <li>Location of all buildings</li> <li>Size and location of all off street parking and loading</li> <li>Treatment of open areas, courtyards, pedestrian areas, etc.</li> <li>Location of garbage facilities</li> <li>Location of fire hydrants and their distance from the subject site</li> <li>Fire access routes or lanes</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
Proposed Site Grades and Drainage	<ul style="list-style-type: none"> <li>Scale to suit site size and complexity</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
Landscape Plan Drawings	<ul style="list-style-type: none"> <li>Identify and label common and botanical names, sizes and quantity of all proposed plant material. Existing site contours, landscaping and material to be removed, include size, common name and placement. Identify and label size of all paving material and surfaces, other landscape elements and existing trees</li> <li>All landscape elements and details, including new/existing surfaces to be retained, enclosures, site furniture and structures</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
Material samples	<ul style="list-style-type: none"> <li>If not a UBC Technical Guideline specified hard landscaping material, provide a material sample in proposed colour.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
Furniture specifications	<ul style="list-style-type: none"> <li>If not UBC Technical Guideline specified landscape furniture, provide full specification for proposed furniture</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
Utilities drawings	<ul style="list-style-type: none"> <li>Mechanical drawings approved and signed by UBC Utilities.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>



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Street and Landscape Permit Application Checklist continued ...

### Additional Requirements according to project category.

#### 1.0 Landscaping or Park

Design policy compliance	• A brief written outline on how the project complies with the technical objectives set out in the University's standards and guidelines.	<input type="checkbox"/>	<input type="checkbox"/>
Geotechnical report	• Prepared and signed by a Geotechnical Engineer for potentially hazardous or unstable areas as determined by the Director of Infrastructure Services, C&CP.	<input type="checkbox"/>	<input type="checkbox"/>
Title search	• Copy of current title search from the Land Title Office, for each parcel involved in the proposal (includes the Legal description and Property Identifier Number).	<input type="checkbox"/>	<input type="checkbox"/>
Site profile	• Provide if soil will be moved from the site. (See <i>UBC Procedures Related to Contaminated Sites Regulation</i> )	<input type="checkbox"/>	<input type="checkbox"/>
Environmental impact assessment	• A Stage 1 Environmental Site Assessment may be necessary as determined by the Site Profile. <a href="http://www.hse.ubc.ca/occupational-research/hazardous/files/Final_Contaminated_Sites_Prctd.pdf">http://www.hse.ubc.ca/occupational-research/hazardous/files/Final_Contaminated_Sites_Prctd.pdf</a>	<input type="checkbox"/>	<input type="checkbox"/>
Tree survey and/or biophysical assessment	• Location and identification of all existing trees and other significant plant material on-site. The applicant is required to protect all campus trees during construction in accordance with recommendations laid out by the UBC Arborist and/or UBC Landscape Architect.	<input type="checkbox"/>	<input type="checkbox"/>
Tree protection plan	• Requirements determined upon advice of the Director of Infrastructure Services, C&CP.	<input type="checkbox"/>	<input type="checkbox"/>
AUDP agenda package	• For major projects not associated with a capital building project: 18 sets of 11X17 drawings including design rationale		
Notification sign	• See "Landscape and Infrastructure Permit Notification Sign Guidelines" (p 5). The sign must be in place no later than 1 week after submission of the application and shall remain until the project is complete or withdrawn, whichever comes first.	<input type="checkbox"/>	<input type="checkbox"/>

#### 2.0 Tree Removal

Tree survey and/or biophysical assessment	• Rationale. • Location and identification of all existing trees and other significant plant material on-site. The applicant is responsible for ensuring that campus trees are properly protected during construction in accordance with recommendations laid out by the UBC Arborist and/or UBC Landscape Architect.	<input type="checkbox"/>	<input type="checkbox"/>
Tree protection plan	• Requirements determined upon advice of the Director of Infrastructure Services, C&CP.	<input type="checkbox"/>	<input type="checkbox"/>

#### 3.0 Signage

Design policy compliance	• A brief written statement that illustrates the sign complies with the UBC Signage Guidelines and Standards or a written request for a variance with rationale.	<input type="checkbox"/>	<input type="checkbox"/>
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#### 4.0 Sidewalks /Roads

Design policy compliance	• A brief written outline on how the designs comply with guidelines and standards.	<input type="checkbox"/>	<input type="checkbox"/>
Geotechnical report	• Prepared and signed by a Geotechnical Engineer for potentially hazardous or unstable areas as determined by the Director of Infrastructure Services, C&CP	<input type="checkbox"/>	<input type="checkbox"/>
Tree survey and/or biophysical assessment	• Location and identification of all existing trees and other significant plant material on-site. The applicant is required to protect all campus trees during construction in accordance with recommendations laid out by the UBC Arborist and/or UBC Landscape Architect.	<input type="checkbox"/>	<input type="checkbox"/>
Tree protection plan	• Requirements determined upon advice of the Director of Infrastructure Services, C&CP.	<input type="checkbox"/>	<input type="checkbox"/>

#### 5.0 Surface work for: Utility tie in, drilling or testpits

Site plan	• Site plan to include drilling or excavation locations including sectional elevations where anchor rods may project beyond the site and affect buried services.	<input type="checkbox"/>	
Utilities drawings	• Locations of existing utilities relative to proposed drilling or excavation locations	<input type="checkbox"/>	



## 4.0 Construction Management Terms and Conditions

### 1. Construction Site Safety

The applicant is responsible for ensuring that construction work is conducted in a safe and orderly manner, is restricted to the assigned construction area, and does not unduly interfere with University operations and other members of the University community. Construction sites shall be enclosed by temporary fencing and hoarding designed to protect the public including visually impaired persons. Hoarding shall extend to the ground in such a manner as to permit the barricade to be detected by a person with a cane-**for prefabricated fencing the support feet must be positioned to clear existing walking and bike pathways**

### 2. Clean-up of Construction Debris and Litter

The applicant is responsible for removing all construction-related debris and construction site litter and will be billed for any subsequent cost incurred by the University for cleanup. UBC garbage and recycling bins are not to be used for construction site waste.

### 3. Traffic Management

The applicant is responsible for ensuring that proper traffic control procedures are followed in locations where construction activity interfaces with campus streets.

### 4. Excavation in the Street

For all excavations on streets or fire access routes, for whatever reason, the contractor shall submit notice of excavation to UBC Campus and Community Planning and Vancouver Fire Rescue Service twenty-four (24) hours prior to the start of work. If the excavation will result in a street closure, the UBC Plant Operations Service Shutdown procedure must be followed with notice issued at least 3 days prior to the closure.

### 5. Construction Site Erosion and Sediment Control

The applicant is responsible to ensure that erosion and sediment controls are in place on the construction site in accordance with the Greater Vancouver Regional District Best Management Practices Guide for Stormwater, Appendix H: Construction Site Erosion and Sediment Control. (The applicant is responsible for ensuring that proper wheel mud, dust and debris control measures are taken for trucks leaving the construction site. This includes ensuring that wheel mud is caught at the site or prevented from entering the road catch-basins adjacent to the site and that all loads are properly tarped.) Failure to do so could result in a "Stop Work Order" and/or the University deploying measures to remediate the environment. The cost of any work undertaken by the University will be back-charged to the contractor and may be deducted from the Damage Deposit.

### 6. Parking

**There is no free parking on campus.** Other than the permitted (maximum of three vehicles) for site supervisory staff personal vehicles owned by construction company and sub-trade employees are not to be parked within the construction site. These vehicles are to be parked in UBC parking facilities or off campus. (Hoarding drawing must be submitted showing the permitted parking spots and documentation of approval by UBC Parking and Access control Services)

### 7. Permit Notification – Sign erection

Dated photograph of all notification signs required by this approved Permit to be forwarded to C&CP within 7 days of permit issuance. The sign must be removed from the site at the applicant's cost within 14 days after substantial completion of this project or withdrawal of the application.

### 8. Noise

No person(s) shall engage in any construction or deployment of construction related vehicles in the public realm that causes disturbance of the quiet, peace, rest or enjoyment of the public, except:

- (a) between 7:30 a.m. (0730 hours) to 7:00 p.m. (1900 hours) on any week day that is not a statutory holiday; and,
- (b) between 9:00 a.m. (0900 hours) to 5:00 p.m. (1700 hours) on any Saturday that is not a statutory holiday.

Construction is not permitted on Sunday or any statutory holidays. In any case where it is impossible or impractical to comply with the above, an application must be made to the Associate Director of Infrastructure & Services Planning at UBC Campus and Community Planning to gain consent. Particular care should be taken to avoid start up of compressors, generators, heavy equipment deliveries or any equipment fitted with audible back up warning signals during core sleeping hours.



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Failure to comply with the above will result in a fine to be paid to Campus and Community Planning in the amount detailed in the table below. **The details of any such offense will be communicated in writing and the contractor will be held responsible even if committed by a subcontractor or supplier.**

Construction Value	Fine
For first offense	Not more than \$1,000
For each subsequent offense	\$2,000

### 9. Tree Protection

The applicant and contractor are jointly responsible for pre construction protection and prevention of damage to the University's trees. Tree damage will be assessed by the university arborist. If in the opinion of the arborist the tree is damaged beyond recovery then compensation will be assessed on the basis of replacement by equivalent bio mass.

I HEREBY AGREE THAT I WILL COMPLY WITH ALL RULES, BYLAWS, REGULATIONS AND POLICIES OF THE UNIVERSITY OF BRITISH COLUMBIA AND ALL OTHER STATUTES, RULES, BYLAWS, POLICIES AND REGULATIONS OF OTHER AUTHORITIES IN FORCE AT THE UNIVERSITY OF BRITISH COLUMBIA RELATING TO THE WORK, UNDERTAKING OR PERMISSION IN RESPECT OF WHICH THIS APPLICATION IS MADE AND THAT I WILL INDEMNIFY AND SAVE HARMLESS THE UNIVERSITY OF BRITISH COLUMBIA, ITS OFFICIALS, EMPLOYEES AND AGENTS FROM ALL CLAIMS, LIABILITIES, JUDGEMENTS, COSTS OR EXPENSES OF EVERY KIND, INCLUDING NEGLIGENCE, IN RESPECT OF ANYTHING DONE OR NOT DONE IN CONSEQUENCE OF ANY PERMISSION, PERMIT OR LICENSE ISSUED AS A RESULT OF THE APPLICATION OR THE FAILURE TO OBSERVE COMPLETELY ALL STATUTES, RULES, BYLAWS, POLICIES AND REGULATIONS RELATING TO ANY WORK OR UNDERTAKING IN RESPECT OF WHICH THIS APPLICATION IS MADE.

SIGNED AT VANCOUVER, B.C. THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 20\_\_\_\_\_

SIGNATURE OF AUTHORIZED AGENT: \_\_\_\_\_



Street and Landscape Permit Notification Sign Guidelines

From UBC Development & Building Regulations, Section 1.10 Public Process:

The applicant shall erect information signs in the specified format on or immediately adjacent to the site in location(s) approved by the Manager, Development Services for Development Permits. The sign must be in place no later than 1 week after submission of the application and shall remain until the project is complete or withdrawn, whichever comes first.

Size: The standard size is 4' x 8' (1.2 m x 2.4 m).

Lettering: The lettering is to be Helvetica and is to be black on a white background.

Construction Specifications: Standard format is a freestanding sign supported only by posts or poles where the top of the sign does not exceed 9 feet (2.75 m) in height above grade. All signs must be erected in a safe manner and be structurally sound to withstand wind and weather.

Location: Signs must be placed within the boundaries of the site, approximately but not closer than 6 feet (1.82 m) from any property line and such that it does not interfere with pedestrian or vehicular traffic. The sign must be located so that it can be clearly read from streets or lanes and be clear of all site obstructions.

Content: Signs must contain the following information (see the standard template below)

- 1. Permit number
2. Project name
3. The proposed use for the project
4. Site and building dimensions
5. Anticipated start of construction date
6. Name and telephone number of project manager and that further information can be obtained from the Associate Director, Infrastructure & Services, Campus and Community Planning, 2210 West Mall, Vancouver, B.C., V6T 1Z4, (604) 822-0472
7. A site plan, at least 24"x 24", that shows the outline of the work site in RED, all adjoining properties, addresses, the location of the sign indicating "You are here", and a north arrow

Removal of Signs: The sign must be removed from the site at the applicant's cost within 14 days after substantial completion of this project or withdrawal of the application.

8 feet

NOTICE OF STREET AND LANDSCAPE PERMIT APPLICATION - No. LP XXXXX

(Name of the Project)

(Applicant's name) have applied to the University of British Columbia for a Street and Landscape Permit to construct (description of project). The total area is \_\_\_ m^2. Anticipated start of construction date: \_\_\_\_\_.

Project Manager's name:
Contact number:

For more information contact:
David Grigg, Associate Director, Infrastructure & Services
Campus & Community Planning
2210 West Mall, Vancouver, B.C. V6T 1Z4
Phone: (604) 822-0472, Fax: (604) 822-6119
Email: david.grigg@ubc.ca
http://www.planning.ubc.ca/corebus/devapps.html

Site Plan (24"x24")

Includes north arrow, street names & lot dimensions.

Building footprint walls in bold and buildings cross hatched.

4 feet



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### Development Permit Compliance Checklist

If this application is pursuant to a Development Permit I hereby confirm that the submitted Street and Landscape Permit Application drawings substantially comply with the Approved Development Permit.

Name of Landscape Architect: \_\_\_\_\_

Firm: \_\_\_\_\_

Signature: \_\_\_\_\_ (Affix Professional Seal)

Associated Development Permit: DP# \_\_\_\_\_

		Conformity			Remarks
		yes	no	n/a	
1	Existing and new planting materials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2	Pedestrian access systems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3	Surface materials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4	Fences, retaining wall	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5	Landscape elements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6	Mechanical equipment & venting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7	Garbage facilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8	Other key factors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	