



THE UNIVERSITY OF BRITISH COLUMBIA

Campus and Community Planning

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

604.822.8228 • 604.822.6119

SLP # \_\_\_\_\_

Streets and Landscape Permit Application Form

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

Location (street address, legal address, cross streets, and/or place name):

Scope of Work (A description of the project, the rationale for the project, proposed changes and improvements):

Expected Start Date: Expected Completion Date:

Type of Project: [ ] New SLP Project [ ] SLP Amendment [ ] SLP Extension DP # (if applicable): \_\_\_\_\_

Applicant (authorized agent):

Contact name:

Mailing address: Email:

City: Postal Code: Phone:

Contractor:

Contact name:

Mailing address: Email:

City: Postal Code: Phone:

Other:

Contact name:

Mailing address: Email:

City: Postal Code: Phone:

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: \_\_\_\_\_



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### SLP Fees and Deposits

**Total Construction Value:** \$ \_\_\_\_\_

(including all soft costs such as consultancy, project management etc.)

#### SLP Fee

Construction Value	%	Calculation
For the first portion up to \$250,000 (minimum \$250)	1.5%	
For the next portion from \$250,000 to \$500,000	1.00%	
For the next portion from \$500,001 to \$1,000,000	0.5%	
For the next portion from \$1,000,001 to \$2,000,000	0.25%	
For the next portion from \$2,000,001 to \$3,000,000	0.125%	
For the next portion over \$3,000,000	0.05%	
<b>Total Fee:</b>		\$ _____

SLP Amendment Fee	Calculation
10% of additional construction value (if applicable) or \$160	
<b>Total Fee:</b>	
	\$ _____

**Non-refundable Damage Deposit Fee (\$200.00)\*:** \$ \_\_\_\_\_

\* For all UBC managed projects with a construction value under \$250,000 only.

**Letter of Undertaking is required.**

#### Refundable Damage Deposit

Construction Value	%	Calculation
For the first portion up to \$250,000	8%	
For the next portion from \$250,000 to \$500,000	4%	
For the next portion from \$500,001 to \$1,000,000	2%	
For the next portion over \$1,000,000	1%	
<b>Total Damage Deposit:</b>		\$ _____

#### Refundable Record Drawings Deposit

Record Drawings	
\$1,000 for each record drawing to be submitted upon project completion up to a maximum of \$20,000	_____ # of drawings
<b>Total Record Drawings Deposit:</b>	
	\$ _____

**Total Fees and Deposits:** \$ \_\_\_\_\_

Payment by:  Cheque  Cash  Work Order / Project # \_\_\_\_\_



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### Streets and Landscape Permit Application Checklist

Submission Requirements			Comments
Application Form	• Streets and Landscape Permit Application Form (completed and signed)	<input type="checkbox"/>	
DP Issued	• Development Permit issued (if applicable) DP # _____	<input type="checkbox"/>	
Application Fee	• Due at time of submission (see SLP Fees and Deposits)	<input type="checkbox"/>	
Deposits	• Due at time of submission (see SLP Fees and Deposits)	<input type="checkbox"/>	
<b>Drawings Required</b> - One hardcopy set (11" x 17") and one digital set (all drawings in PDF format). - SLP Application submission documents must be at 95% completion. - Issued for Construction (IFC) drawings are required prior to the issuance of the Streets and Landscape Permit.			
Photos	• Pre-construction digital photos of whole site and close-up photos of key features such as existing damaged infrastructure	<input type="checkbox"/>	
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>• Property line (if applicable)</li> <li>• Lane dedications, registered easements, encroachments and right-of-ways</li> <li>• Existing grades at each of the four corners of the site</li> <li>• Location of existing street crossings</li> </ul>	<ul style="list-style-type: none"> <li>• Road painting</li> <li>• Existing grades at each corner of existing and/or proposed building envelope</li> <li>• Benches</li> <li>• Signage</li> <li>• Banners &amp; Fixtures</li> <li>• Planters</li> <li>• Bollards</li> <li>• Waste Bins</li> <li>• Bike Racks</li> <li>• Statues or commemorative plaques</li> </ul>	<input type="checkbox"/>
Context Plan	• Plan showing the relationship of the project area to surrounding streets and buildings in all directions	<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 building footprints</li> <li>• Size and location of all off-street parking and loading</li> </ul>	<ul style="list-style-type: none"> <li>• Surface treatment of open areas, courtyards, pedestrian areas, etc.</li> <li>• Location of garbage facilities</li> <li>• Location of fire hydrants closest to the subject site</li> <li>• Fire access routes or lanes</li> </ul>	<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/trees</li> <li>• Identify all landscape elements, plants and trees to be removed/relocated</li> <li>• All landscape elements, dimensions, and details, including new and existing surface materials, site furniture and structures</li> </ul>	<input type="checkbox"/>	
Material Samples	• Provide a sample of new surface material in proposed colour, unless specified in the UBC Technical Guidelines.	<input type="checkbox"/>	
Furniture Specifications	• Provide full specification for proposed street furniture, unless specified in the UBC Technical Guidelines.	<input type="checkbox"/>	
Proposed Site Grades and Drainage	• Provide all grading and drainage details on plan	<input type="checkbox"/>	
Civil Drawings	<ul style="list-style-type: none"> <li>• Key Plan including Drawing Index and Legend</li> <li>• Road works including UBC typical cross sections</li> <li>• Geodetic datum, monument number, location, and elevation</li> <li>• Underground utilities (i.e. watermain, sanitary sewer, electrical, gas, etc.)               <ul style="list-style-type: none"> <li>○ 1 drawing per utility</li> </ul> </li> <li>• Staging/phases of work</li> </ul>	<input type="checkbox"/>	



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Submission Requirements continued ...			Comments
Geotechnical Report	<ul style="list-style-type: none"> <li>Prepared and signed by a Geotechnical Engineer identifying potentially hazardous or unstable areas</li> </ul>	<input type="checkbox"/>	
Stormwater Management and Erosion & Sediment Control Plans	<ul style="list-style-type: none"> <li>Sediment and Erosion Control Methodology</li> <li>Truck access and egress routes</li> <li>Identify all measures taken to protect the environment – gravel access pad, cover existing catch basins, sediment check dam, wheel wash facility, etc.</li> <li>Weekly inspection of the system by record engineer and take samples during or after storm events with rainfall 10mm or greater</li> <li>Refer to UBC Technical Guidelines - <a href="http://www.technicalguidelines.ubc.ca">http://www.technicalguidelines.ubc.ca</a></li> </ul>	<input type="checkbox"/>	
Hoarding Plan	<ul style="list-style-type: none"> <li>Location of hoarding fences. (Note construction zone is to be minimized)</li> </ul>	<input type="checkbox"/>	
Construction Site Plan	<ul style="list-style-type: none"> <li>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"/>	
Traffic Management Plan	<ul style="list-style-type: none"> <li>Truck routes to/from campus, street closures, traffic diversions, traffic control measures</li> <li>Emergency vehicle access route(s)</li> <li>Loading/Service locations</li> <li>Location of all excavations on streets or fire access routes.</li> <li><a href="http://planning.ubc.ca/sites/planning.ubc.ca/files/documents/planning-services/forms-documents/TMP-ToR-ProjectInfoForm-Nov2011.pdf">http://planning.ubc.ca/sites/planning.ubc.ca/files/documents/planning-services/forms-documents/TMP-ToR-ProjectInfoForm-Nov2011.pdf</a></li> </ul>	<input type="checkbox"/>	
Parking	<ul style="list-style-type: none"> <li>List all construction vehicles including make, model, license plate number on site. Personal vehicles not permitted.</li> </ul>	<input type="checkbox"/>	
Site Profile	<ul style="list-style-type: none"> <li>See <i>UBC Procedures Related to Contaminated Sites Regulation</i>. A Stage 1 Preliminary Site Investigation and Site Profile may be required. <a href="http://riskmanagement.ubc.ca/environment/contaminated-site-procedures">http://riskmanagement.ubc.ca/environment/contaminated-site-procedures</a></li> <li>Environmental Compliance Check List may be required <a href="http://planning.ubc.ca/sites/planning.ubc.ca/files/images/planning-services/forms-documents/DP-Envtl-ComplianceChecklist-Jun13.pdf">http://planning.ubc.ca/sites/planning.ubc.ca/files/images/planning-services/forms-documents/DP-Envtl-ComplianceChecklist-Jun13.pdf</a></li> </ul>	<input type="checkbox"/>	
Tree Survey and/or Biophysical Assessment	<ul style="list-style-type: none"> <li>Show location, size and identification of all existing trees and other significant plant material on-site.</li> </ul>	<input type="checkbox"/>	
Tree Protection Plan	<ul style="list-style-type: none"> <li>A Tree Protection Plan shall be prepared and provided by the Landscape Architect and the Project Manager in accordance with the Vancouver Campus Plan Part 3 Section 2.4.6 - <a href="http://planning.ubc.ca/sites/planning.ubc.ca/files/documents/planning-services/policies-plans/VCP_Part3.pdf">http://planning.ubc.ca/sites/planning.ubc.ca/files/documents/planning-services/policies-plans/VCP_Part3.pdf</a></li> </ul>	<input type="checkbox"/>	
Above and Below Ground Storage Tanks	<ul style="list-style-type: none"> <li>Provide a plan identifying the type, size and location of all new or existing above or below ground storage tanks (including fuel tanks, acid neutralization tanks, oil water separators, grease traps, septic tanks, liquefied gas tanks, waste water collection and containment tanks), chillers and generators for acceptance by the Chief Risk Officer.</li> </ul>	<input type="checkbox"/>	



## SLP Terms and Conditions

### 1. Streets and Landscape Permit (SLP) Valid Duration

The Streets and Landscape Permit (SLP) will expire after six (6) months from date of issue if project work has not commenced. It is the applicant's responsibility to re-apply to extend the expiry date of the SLP, at no additional charge, ten (10) working days prior to the expiration of the current permit.

### 2. Construction Fence

The construction site plan must clearly identify the location of the construction fence line.

### 3. Letter of Undertaking

For projects with a construction value of up to \$250,000, a non-refundable fee of \$200 and a Letter of Undertaking are required in lieu of a refundable damage deposit. The Project Manager (UBC Project Services or UBC Properties Trust) is required to submit a signed "**LETTER OF UNDERTAKING**" along with the full SLP application package. The Project Manager will be held responsible for deficiencies and damage in the landscape (hard and soft).

### 4. Refundable Damage Deposit

The applicant is to provide a Damage Deposit to be used to pay for any permanent or temporary repair and/or cleanup costs caused by construction activity. The Damage Deposit is to be submitted and payable to Campus and Community Planning (C&CP) in the form of a certified cheque or other acceptable form of credit. The applicant may apply for a refund of the Damage Deposit, with a formal written request (i.e. memo/letter), upon completion of all construction work and associated repair work. The refund request, to include a signed certification, must be received by C&CP from the coordinating Professional Engineer or Landscape Architect confirming that all capital improvement and restoration work has been completed in accordance with the SLP, that all required standards and codes have been adhered to, and that all damage to the surrounding areas has 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.

### 5. Street and Landscape Restoration

The applicant is responsible for restoring streets and landscape areas to the satisfaction of C&CP. Street restorations are to conform to the standards set in the City of Vancouver's Street Restoration Manual ([http://vancouver.ca/files/cov/vancouver\\_street\\_restoration\\_manual.pdf](http://vancouver.ca/files/cov/vancouver_street_restoration_manual.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 determine the level of restoration required.

### 6. Record Deposit Record Drawings

The applicant is to provide a Record Deposit based on the numbers of drawings submitted. The record drawings (signed and sealed by the Engineer of Record) must be submitted upon completion of the project. Similar to the Damage Deposit, the applicant may apply for a refund of the Record Deposit, with a formal written request, upon completion of all construction work and associated repair work. The record drawings are to be in the format approved in the Technical Guidelines.

### 7. Dissemination of Information and Adherence to the Building Permit Terms & Conditions

The applicant is responsible for ensuring all trades, contractors and subcontractors that work on the job site are aware of and comply with these Terms and Conditions as well as the standard Terms & Conditions for Building Permits - [http://planning.ubc.ca/sites/planning.ubc.ca/files/documents/planning-services/forms-documents/BP-TermsConditions\\_Jan14.pdf](http://planning.ubc.ca/sites/planning.ubc.ca/files/documents/planning-services/forms-documents/BP-TermsConditions_Jan14.pdf)