



Legal Survey & Site Plan Requirements

No.: PERMITS-42

Date: 2008-08-28

Revised: 2016-03-31

Purpose:

To inform builders/owners and designers of site plan requirements to obtain building permits, demolition permits and/or tree permits.

Background:

Before issuing a building permit, demolition permit or a tree removal permit, City bylaws require developers to produce a legal survey and site plan. This bulletin contains new and updated survey and site plan requirements necessary for the City to complete permit reviews.

Implementation:

For building permit, demolition permit and tree permit applications related to development activity, applications received after October 1, 2012, the City requires the following information:

1. **Survey Plans** signed, sealed and dated by a registered BC Land Surveyor.
 - a) A **Topographical Plan** that:
 - locates and records the material type, size, grate elevation invert elevation and sump elevation of all storm and sanitary manholes, IC's, catch-basins, lawn-basins and drains servicing and fronting the site and up to 10.0 m (30 ft.) past frontage;
 - shows elevations of ditches fronting the site surveyed at 10.0 m (30.0 ft.) intervals and at all grade breaks to existing permanent storm sewer or major conveyance;
 - shows boulevard spot elevations (existing and proposed) fronting the site and up to 10.0 m (30.0 ft.) past the frontage at 3.0 m (10.0 ft.) spacing and includes the pick-up of boulevard low points;
 - locates all structures such as streetlights, fire hydrants, kiosks, poles, junction boxes, water connections, vaults, sidewalks, railings, retaining walls, bollards, signage and other obstructions fronting the site and 5.0 m (15.0 ft.) past frontage;
 - locates all driveways noting width, material and type of ditch crossing (i.e. bridge, culvert, etc.) that includes elevations and existing grades;
 - shows existing lot grades, including the average grade;
 - shows elevations at 1.5 m (5.0 ft.) onto adjacent properties, including existing retaining walls;
 - locates the highest crown elevation of any public road abutting the lot;
 - locates the edge and shows the elevation of any public road abutting the lot at 5.0 m intervals and up to 10.0 m (30.0 ft.) past the development property lines;
 - locates all trees greater than 20.0 cm (7 7/8 in.) in diameter measured 1.4 m (4 ft. 7 in.) above the ground (diameter at breast height – dbh), including adjacent property trees within 1.5 m (5.0 ft.) of the boundary of the site or with a dripline overlapping the site, and trees on any City street or lane allowances adjacent to the site;
 - show the location of any tree stump greater than 20.0 cm dbh on the site;
 - show tree grades (existing tree base elevations) for trees greater than 20.0 cm dbh; and
 - show the drip line (extent of branches) and species (type) of trees greater than 20.0 cm dbh.

see over →

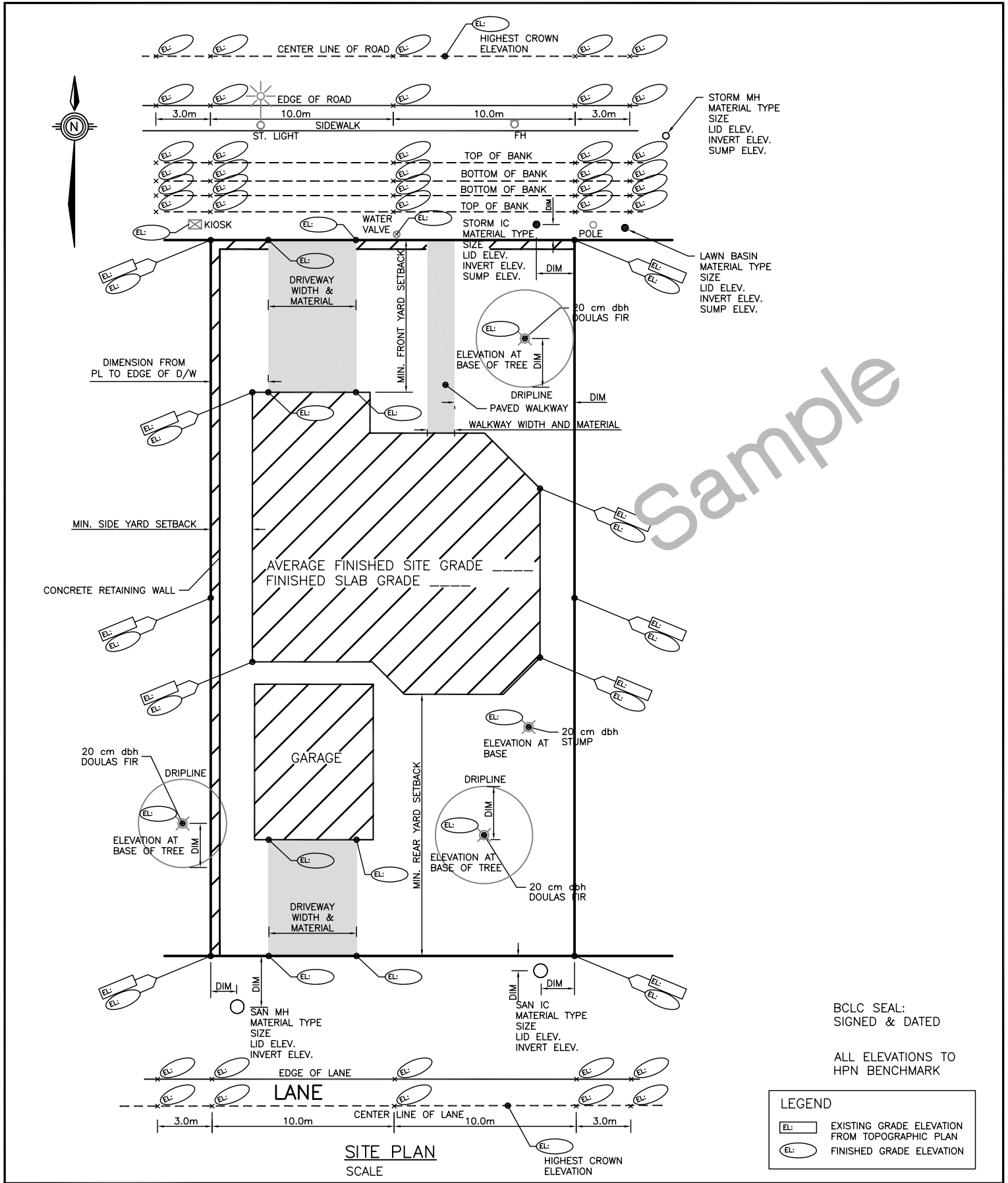
2. An **Architectural Site Plan** that must show:
 - existing and finished exterior grades at all corners of the building/s and finished slab elevations;
 - all proposed retaining walls at the property line, with top and bottom of wall elevations;
 - the finished site grade of the lot corners and the average finished site grade (average finished site grade means the average of the finished grade at the lot corners and building/s corners); and
 - all information from the Topographical Plan.
3. On the **Architectural Plan**, the existing and finished grades lines are to be shown on the building elevations (see attached samples).
4. All Plans must include a description of the benchmark type, location and elevation used.

Survey Control:

The City of Richmond has adopted the Greater Vancouver Regional District/Metro Vancouver's (GVRD) High Precision Network of Monuments (HPN Monuments). Any survey related work in the City shall be based upon the HPN Monuments. Elevations and coordinates on the intermediate ISA U.T.M. marker tablets do not conform to HPN Monument values. Intermediate ISA U.T.M. monuments may be referenced as secondary control benchmarks but all data must be tied to a minimum of 2 HPN Monuments. GVRD HPN Monument information is available upon request at the front counter, 1st floor of City Hall and can also be accessed on the Provincial Government website:

<http://aaps.gov.bc.ca/apps/mascotw/>

Should you have any questions, comments or suggestions concerning this bulletin, please contact Building Approvals at 604-276-4285.



Sample Architectural Site Plan

City of Richmond *Building Approvals*

Drwg No. Permits-42
3622892

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Date 2012-03-22

Sample



Legend

El: Existing grade elevation from
Topographic Plan

El: Finished grade elevation



City of Richmond

Sample Architectural Building Elevation

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Date 2008-10-01