

**Development, Buildings, and Licensing**

For applications seeking relaxation to the outright fence regulations in [Section 10](#)<sup>1</sup> of the [Zoning & Development By-law](#)<sup>2</sup>.

The term “fence” includes arbors, archways, boundary fences, gates, pergolas, screens, trellises, walls and similar structures.

To submit your application online, visit <https://vancouver.ca/building-development-support>.

When submitting your application package:

1. Ensure that one PDF copy of each required drawing/document is included in your application package, unless otherwise stated.
2. Use vector format PDF for drawings (scanned paper drawings will not be accepted).
3. Submit all drawings separately from other non-drawing documents, such as schedules, forms, and reports.
4. Submit landscape drawing separately from all other drawings.
5. Submit an individual file for each document (e.g. schedule, form, report, etc.).

For more information on document submission standards, visit [Electronic permit applications](#)<sup>3</sup>

Fees are calculated when staff review the application for completeness and must be before the detailed review can start.

This checklist is not limited in its content. Upon review of each submitted application, additional documents or drawings may be required to continue the review process.

**Documents required**

Document Title	Details
Application Form	<ul style="list-style-type: none"> <li>• <a href="#">Development and/or Building Application Form</a><sup>4</sup></li> </ul>
Relaxation Rationale	<ul style="list-style-type: none"> <li>• A written statement conveying the owner's or tenant's justification of request for the discretionary relaxation</li> </ul>
Title Search and Charge Summary	<ul style="list-style-type: none"> <li>• A current title search from the Land Title Office, for each parcel involved in the proposal.</li> </ul> <p>If there are charges on the land title:</p> <ul style="list-style-type: none"> <li>• A written charge summary by a solicitor (on their company letterhead) describing each charge on title (except financial charges) and advising whether the charges are affected by the proposal.</li> </ul>

**Drawings required**

Drawing Title	Details
Architectural Site Plan	<ul style="list-style-type: none"> <li>• Address</li> <li>• Legal description</li> <li>• Street names and location, as well as location and width of any lanes</li> <li>• Dimensions of site (including north arrow and location of all property lines)</li> <li>• Location and dimensions of buildings (and distances/setbacks to property lines)</li> <li>• Required yards or setbacks and building lines</li> <li>• Size and location of off-street parking and loading, including paving material</li> <li>• Size of manoeuvring aisles</li> <li>• Access to parking and loading</li> <li>• Indicate all addresses and building entrances and exits</li> <li>• Location of all permit sized trees</li> </ul>

## Drawings required, continued

Drawing Title	Details
Survey Plan	<ul style="list-style-type: none"> <li>• Legal description</li> <li>• Street address, street name(s), and location and width of any lane(s)</li> <li>• Dimensions of site and site area, including north arrow</li> <li>• Location and dimensions of all existing buildings on the site (including distance from buildings to property lines on each side)</li> <li>• Lane dedications, registered easements, encroachments and right of ways must be indicated on the survey</li> <li>• Location of existing street crossing(s)</li> <li>• Location and elevation at the top and bottom of any existing retaining wall at regular intervals of approximately every 3 m (10'0")</li> <li>• Location of all existing trees [including adjacent property line and trees within 2 m (6.5') of the property lines and trees on any City street or lane allowance adjacent to the site) that are 20 cm (8") in diameter or greater (and all multi-branching trees where the combined diameters of the three largest stems equal 20 cm (8") or greater] when measured 1.4 m (4'6") above the ground</li> </ul>
Elevations	<ul style="list-style-type: none"> <li>• Sufficient number of elevations to clearly represent the proposal</li> <li>• Existing and proposed grades, where relevant, to clearly show height of proposed fence, arbour, trellis, etc.</li> <li>• All material, finishes and trims must be clearly labelled on the elevation</li> </ul>

<sup>1</sup> <https://bylaws.vancouver.ca/zoning/zoning-by-law-section-10.pdf>

<sup>2</sup> <https://vancouver.ca/zoningbylaw>

<sup>3</sup> <https://vancouver.ca/home-property-development/electronic-permit-applications.aspx#upload>

<sup>4</sup> <https://vancouver.ca/files/cov/dev-build-app-form.pdf>