Memo

Date:

December 18, 2009

To:

City Manager

From:

Community Sustainability Division

File No:

DP09-0151 / DVP09-0164

Applicant: Worman Resources Inc.

At:

2914 Pandosy Street

Owner:

H. R. Tostenson Ltd., Inc. No. 43112

Kelowr

Purpose:

To consider a Development Permit for the form and character of the proposed 2-

storey commercial development.

To consider a Development Variance Permit to vary the front yard landscape

buffer (Level 2) from 3.0m required to 1.4m proposed.

Existing Zone: C4 - Urban Centre Commercial

Report Prepared by: Alec Warrender

1.0 RECOMMENDATION

THAT Council authorize the issuance of Development Permit No. DP09-0151 for Lot 1, DL 14, O.D.Y.D., Plan KAP60851, located at 2194 Pandosy Street, Kelowna B.C., subject to the following:

- 1. The dimensions and siting of the building to be constructed on the land be in general accordance with Schedule "A";
- 2. The exterior design and finish of the building to be constructed on the land be in general accordance with Schedule "B";
- 3. Landscaping to be provided on the land be in general accordance with Schedule "C";
- The applicant be required to post with the City a Landscape Performance Security 4. deposit in the form of a "Letter of Credit" in the amount of 125% of the estimated value of the landscaping, as determined by a professional landscaper;
- 5. The applicant be required to satisfy the Development Engineering Branch requirements prior to issuance of the Development Permit.

AND THAT the applicant be required to complete the above-noted condition No. 4 within 180 days of Council approval of the Development Permit application in order for the permit to be issued;

AND THAT Council authorize the issuance of Development Variance Permit No. DVP09-0164 for Lot 1. DL 14, O.D.Y.D., Plan KAP60851, located at 2194 Pandosy Street, Kelowna, B.C;

AND THAT variances to the following sections of Zoning Bylaw No. 8000 be granted:

Section 7.6.1 (b) <u>Minimum Landscape Buffers - Level 2</u> Vary the front yard landscape buffer from 3.0m required to 1.4m proposed

2.0 SUMMARY

To consider a Development Permit for the form and character of the proposed 2-storey commercial development. To consider a Development Variance Permit to vary the front yard landscape buffer (Level 2) from 3.0m required to 1.4m proposed.

3.0 ADVISORY PLANNING COMMISSION

The application was reviewed by the Advisory Planning Commission at the December 8th, 2009 meeting and the following recommendation was passed:

THAT the Advisory Planning Commission support Development Permit Application No. DP09-0151, for 2914 Pandosy Street; to allow a development permit for a 2 storey commercial building.

4.0 THE PROPOSAL

The applicant is proposing to develop the subject property with a 2-storey commercial building with a total floor area of 1,794m². The 6 ground floor units are designed to accommodate retail uses while the 6 second floor units will be used as office space. Access to the site parking will be via Pandosy Street and the lane located at the rear of the subject property. The commercial retail units at grade each have independent entrances facing the streets or the on-site parking area.

The project proposes a number of small deck spaces for the office space occupants. The proposed building materials consist primarily of Newcastle brick, black trim, black fabric canopies and black aluminium window frames. The existing street trees will be retained while a few smaller trees will be added around the proposed development. Vines will be planted in the planter boxes along the southern property line. The required parking for the project is 36 stalls, the current site plan shows a total of 42 stalls which does not exceed 125% of the required parking. The application compares to the requirements of Zoning Bylaw No. 8000 as follows:

	Zoning Bylaw No. 8000			
Criteria	Proposed	C4 Zone Requirements		
	Subdivision Regulations			
Site Area	2,431 m ²	460 m ²		
	Development Regulations			
Floor Area Ratio (FAR)	0.74	1.0 commercial project		
Site Coverage	58%	75%		
Height	10.4m / 2 storeys	15.0m / 4 storeys		
Front yard (E)	0m	0.0m		
Side yard (S)	0m	0.0m		
Side yard (N)	0m	0.0m		
Rear yard (W)	27m	6.0m		
	Other Regulations			
Vehicle Parking	Total Parking Stalls = 42 stalls	Total Required = 36 stall		
Bicycle Parking	Class I: 4	Class I: 4		
-	Class II: 11	Class II: 11		
Loading stalls	2 stalls	2 stalls		

4.1 Subject Property Map:

2914 Pandosy Street



4.2 Site Context

The subject property is located in the South Pandosy Town Centre area and has been used as bottle depot for a number of years. The area is designated for future "Commercial" development. The adjacent land uses are as follows:

Direction	Zoning Designation	Land Use
North	C4 - Urban Centre Commercial	Commercial
East	C4 - Urban Centre Commercial	Commercial
South	C4 - Urban Centre Commercial	Commercial
West	C4 - Urban Centre Commercial	Commercial
	RM5 - Medium Density Multiple Housing	Residential

5.0 CURRENT DEVELOPMENT POLICY

5.1 South Pandosy / KLO Sector Plan

Vision Statements

 A complete community with a balance of jobs, homes and shopping. The plan recognizes the need to encourage more local employment through commercial retail and service, offices and an enhanced agricultural industry. The ability to live close to innercity employment will be fostered through a careful integration of higher density housing.

- A revitalized commercial district will improve access to a variety of services and retails businesses by tourists and local residents.
- Establishment of the South Pandosy Urban Town Centre with a mixture of commercial, multiple family housing forms and institutional uses.

South Pandosy Town Centre Policies

- Locate commercial and mixed-use buildings within the core business area close to the road corridor to minimize the distance between the sidewalk and the building front. Parking and service site uses should be located behind or within the building.
- Develop pedestrian connections to provide a continuous network of efficient pedestrian routes, in particular, to and from key destinations.
- Encourage mixed-use and multiple family residential buildings with useable exterior balconies and arcades. Also, encourage landscaping on the balconies and roof structures of these buildings.

Town Centre Commercial Policies

- Redevelopment of the commercial area should introduce elements to facilitate pedestrian movement wherever possible.
- Give favourable consideration to the redevelopment of the northern portion of the Town Centre area, especially along the east side of Pandosy Street (between Raymer and Wardlaw) to accommodate commercial uses.
- Create a unique image and identity for the Town Centre using design, marketing and tenant mix.

Objectives for Development within Urban Centres (OCP Chapter 6)

- All development should be an appropriate response to its physical context, or anticipated future context where an area is designated for increased density or land use transition in the OCP.
- All development should contribute to the creation of pedestrian-oriented streets and public spaces (connections, social interaction).
- All development should contribute to a sense of community identity and sense of place (integration of development within larger community, belonging, community cohesiveness).

5.2 City of Kelowna Official Community Plan (2020)

Urban Centre Policies

<u>Tree Planting</u>. Attach priority to planting street trees within Urban Centre areas where there are currently few trees and where pedestrian activity is high or is planned to be high.

<u>Alternative Transportation</u>. Ensure that pedestrians, bicyclists and transit users can move about pleasantly and conveniently and that they are not unduly impeded in their movements by provisions for enhanced automobile mobility.

<u>Mixed Uses</u>. Work towards increasing the number of buildings with mixed uses by encouraging developers to incorporate retail uses on the lower storeys with office and/or residential above.

<u>Employment Opportunities</u>. Encourage increased employment opportunities within Urban Centres to support the Transportation Demand Management (TDM) strategies of Chapter 12 - Transportation, and to continue to improve the economic health of the labour force residing within and adjacent to the Urban Centres.

Development Permit Guidelines to Encourage Revitalization within All Urban Centres

<u>Building Massing</u>. The front of buildings within "Village Centres" that are taller than two storeys, should "step-back" the upper floors to reduce visual impact.

<u>Parking</u>. Parking areas should, wherever possible and safe, be located either under buildings or at the rear or side of main buildings.

<u>Parking</u>. Mutual access agreements providing for co-ordination and connection of parking lots should be encouraged.

<u>Relationship to the Street</u>. Buildings containing uses attracting visits from the general public should be located as close to the front property line as practical and as permitted under prevailing zoning regulations.

<u>Relationship to the Street</u>. People-oriented facilities (store entrances, café seating areas, displays, signage) should be focussed along public streets and in front of buildings.

<u>Relationship to the Street</u>. Storefronts should incorporate large windows such that passers-by can see in and occupants can "look out".

<u>Walls</u>. End walls visible from a public street or residential lot should be finished to provide an attractive appearance. Blank or solid walls (without glazing) should not be longer than 5 m. Walls longer than 5 m should incorporate wall detailing that will provide visual interest.

Commercial Policies

<u>Location of New Commercial</u>. Direct new commercial ventures to locate in areas designated for commercial purposes (see Map 19.1).

<u>Office Space</u>. Consider rezoning applications with the objective of ensuring that there is a competitive supply of office space.

Development Permit Guidelines for Form and Character of Commercial Development

Access. Design should facilitate pedestrian and bicycle access.

<u>Amenities</u>. Amenities such as benches, garbage receptacles etc. should be encouraged to provide a pedestrian-friendly environment.

6.0 TECHNICAL COMMENTS

6.1 Building and Permitting

Code analysis required. MBE to be min. of 343.66m. Protection of exit at west elevation required (spatial). Exit door at north elevation to swing out in direction of exit travel. Location of mechanical room? Washrooms required in each tenant space.

6.2 Development Engineering

See Attached.

6.3 Fire Department

Engineered fire flows are required to determine if existing hydrants/fire flows are adequate and if additional hydrants are required. Additional comments will be required at the building permit application.

7.0 LAND USE MANAGEMENT DEPARTMENT COMMENTS

The redevelopment of the subject property is a welcome addition to the South Pandosy area, which has been transitioning towards a vibrant, eclectic massing of mixed uses with pedestrian friendly amenities. However, Staff consider the proposed project to be an underdevelopment of this prominent site. As such, Staff have encouraged the applicant to consider ways to accommodate additional Floor Area in order to take full advantage of the sites development potential.

In response to Staff's request that additional landscaping be added to the surface parking area, the applicant has added 6 trees to the landscape plan. The added landscaping will help provide additional shade during the summer months thereby reducing the site's heat island effect. Providing trees throughout the parking area means that more storm water will be absorbed and handled onsite. The enhanced landscape plan also helps to offset the variance to the front yard landscape buffer. For these reasons Staff are supportive of the proposed Development Variance Permit.

The design elements of the building are appropriately scaled and high quality building materials are proposed. The pedestrian experience will be enhanced through numerous retail frontages and the introduction of canopies. The building's orientation effectively addresses and frames the corner of Pandosy Street and West Avenue.

The proposed development is consistent with the OCP's Commercial Future Land Use Designation and the form and character is consistent with what would be expected within the Pandosy Town Centre. With the at grade commercial retail units this project supports the pedestrian-friendly environment envisioned for the Pandosy Town Centre and works towards achieving a highly urbanized concentration of different land uses mixed together in a sustainable manner. Although the project is an underdevelopment of the site, it does meet many of the design objectives outlined in the Official Community Plan and the South Pandosy / KLO Sector Plan.

Submitted by:

Danielle/Noble

√Urban Land Use Manager

Approved for inclusion:

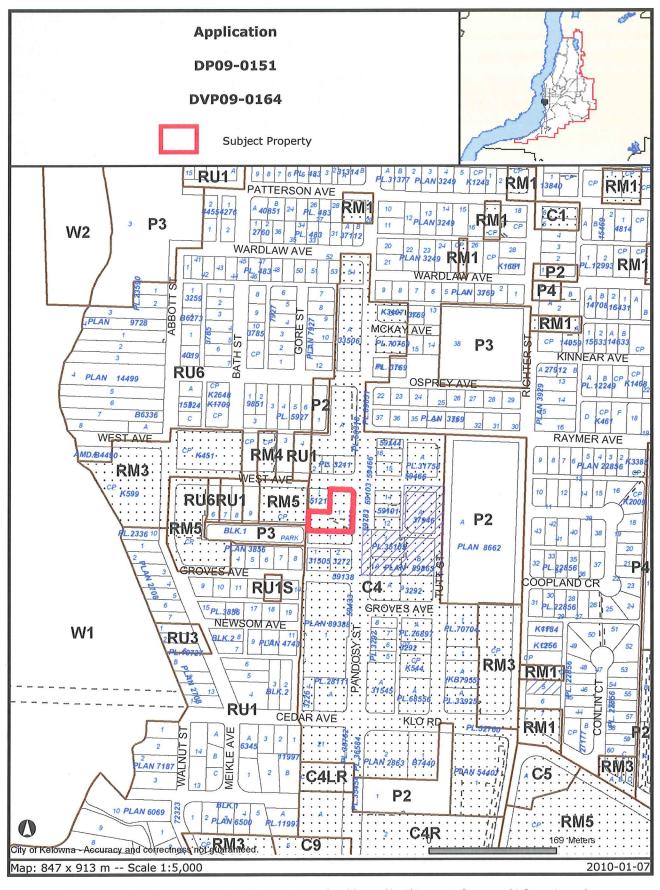
Shelley Gambacort
Director of Land Use Management

SG/DN/aw

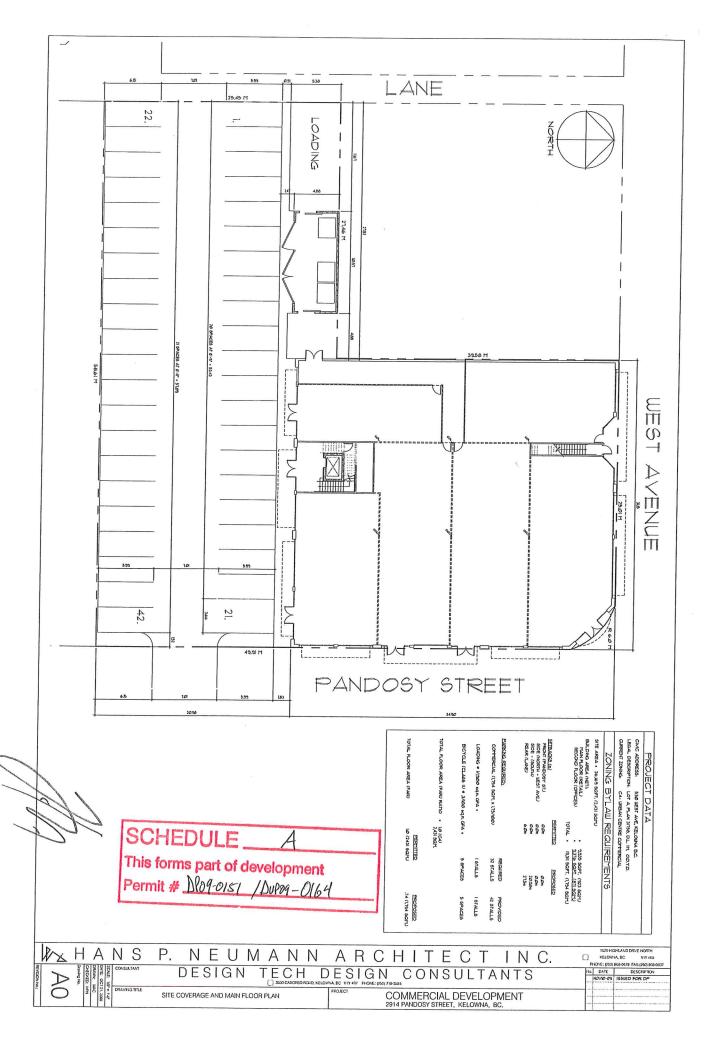
ATTACHMENTS

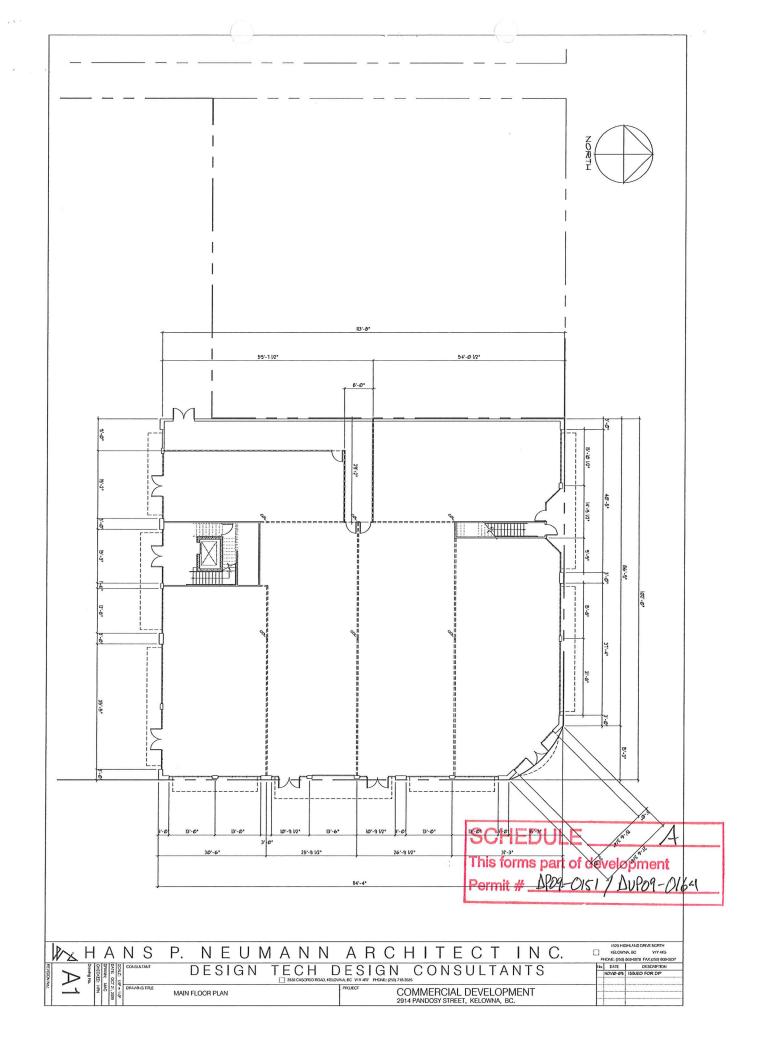
- Location Map
- Site Plan & Elevations
- Perspective Drawings
- Landscape Plan
- Sustainability Checklist

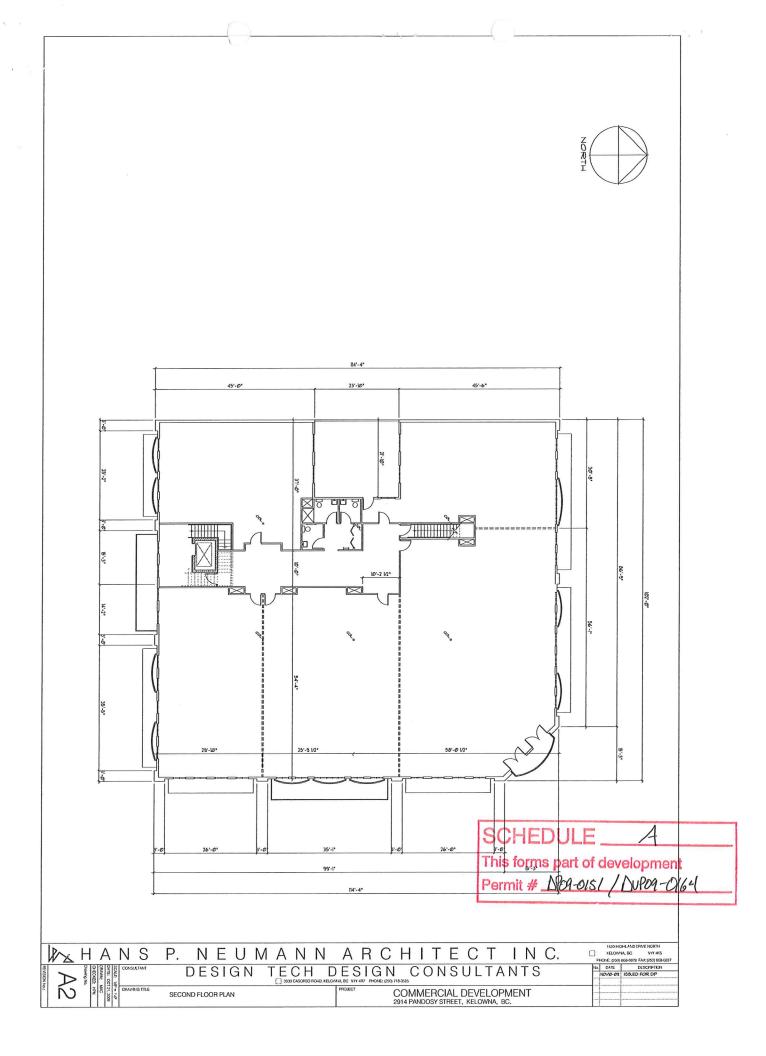
Page 1 of 1 Map Output

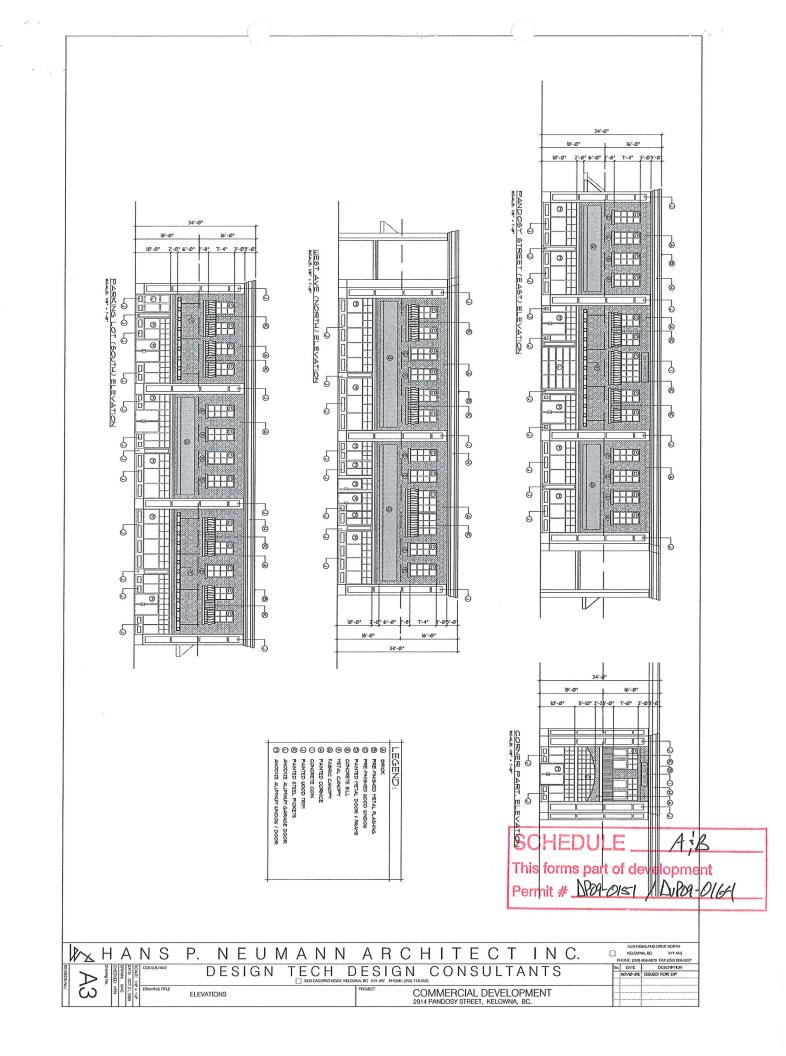


Certain layers such as lots, zoning and dp areas are updated bi-weekly. This map is for general information only. The City of Kelowna does not guarantee its accuracy. All information should be verified.











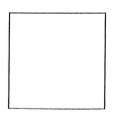
TRIM, COLUMNS & CROWN GENERAL PAINTS -BLACK TOP CL 3237N



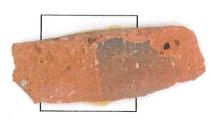
FABRIC CANOPIES BLACK



WINDOWS ALUMINUM - BLACK



FLAT CANOPIES BLACK WITH CREAM INSERTS SEE PHOTO

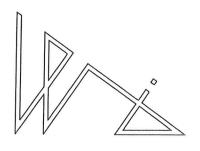


BRICK NEWCASTLE USED

SCHEDULE B



This forms part of development Permit # NP09-0151 / DUP09-0164

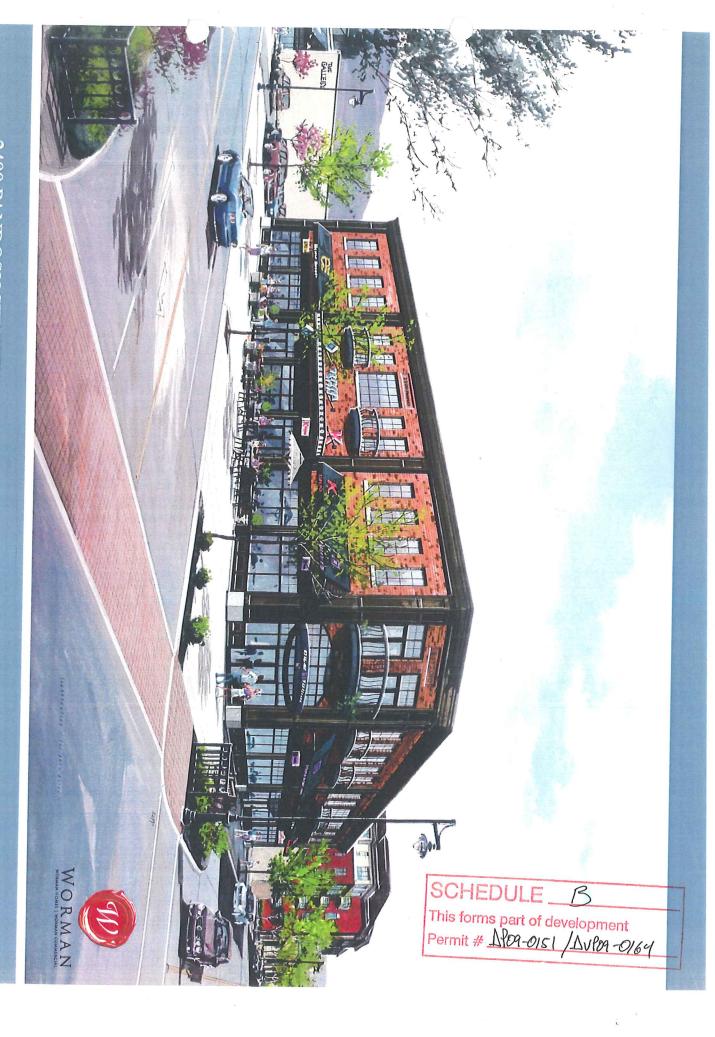


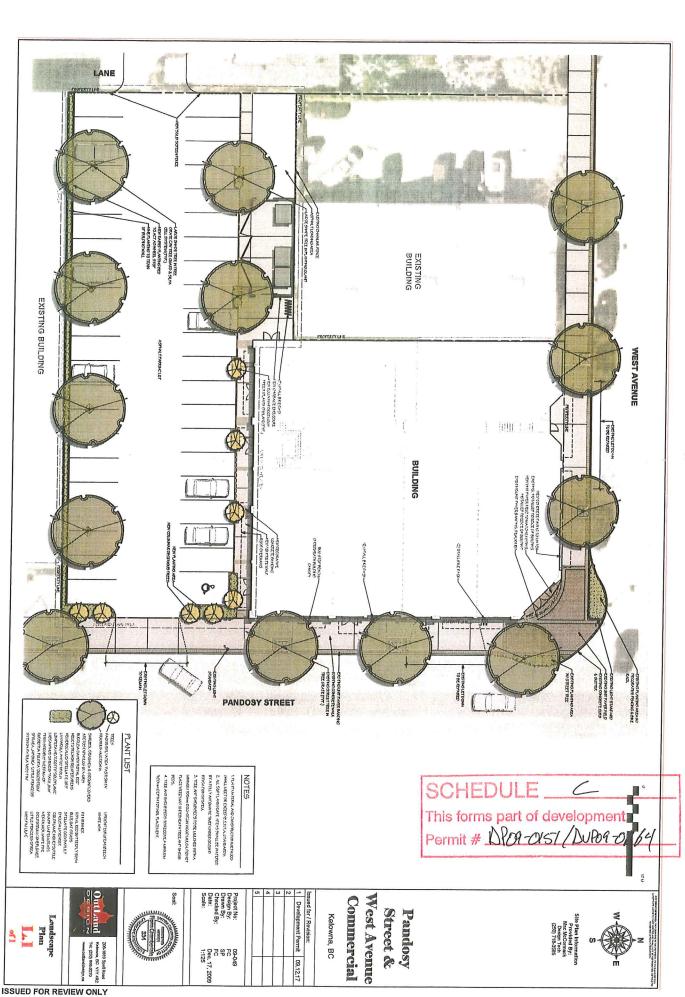
EXTERIOR FINISHES

2900 PANDOSY STREET

KELOWNA, BC

PROJECT No. DT 2009-2900 DATE OCTOBER 28, 2009





CITY OF KELOWNA

MEMORANDUM

Date:

November 30, 2009

File No.:

DP09-0151

To:

Planning & Development Services Department (AW)

From:

Development Engineering Manager

Subject:

550 West Avenue at Pandosy Street Plan 31758 Lot A (

t A Commercial Building

Development Engineering has the following requirements associated with this development application. The road and utility upgrading requirements outlined in this report will be a requirement of this development.

The Development Engineering Technologist for this project is John Filipenko. AScT

1. Domestic Water and Fire Protection

- (a) The proposed development site is currently serviced with small diameter water services. The developer's consulting mechanical engineer will determine the domestic, fire protection requirements of this proposed development, and establish hydrant requirements and service needs.
- (b) Only one service will be permitted for this development. The applicant, at his cost, will arrange for the disconnection of existing services at the main and the installation of one new larger water service.
- (c) The estimated cost of this construction for bonding purposes is \$20,000.00 If it is determined that upgrades to the existing water distribution system must be made to achieve the required fire flows, additional bonding will be required.
- (d) A water meter is mandatory for this development and must be installed inside the buildings on the water service inlet as required by the City Plumbing Regulation and Water Regulation bylaws. The developer or building contractor must purchase the meter from the City at the time of application for a building permit from the Inspection Services Department, and prepare the meter setter at his cost. Boulevard landscaping, complete with underground irrigation system, must be integrated with the on-site irrigation system.
- (e) The developer must obtain the necessary permits and have all existing utility services disconnected prior to removing or demolishing the existing structures. The City of Kelowna water meter contractor must salvage existing water meters, prior to building demolition. If water meters are not salvaged, the developer will be invoiced for the meters.

2. Sanitary Sewer

- (a) Our records indicate that this proposed development site is connected with 100mm diameter sewer services. The developer's consulting mechanical engineer will determine the development requirements of this proposed development and establish the service needs.
- (b) The applicant, at his cost, will arrange for the capping of the existing service at the main and the installation of one larger service.

 The estimated cost of construction for bonding purposes is \$15,000.00

3. Storm Drainage

- (a) The developer must engage a consulting civil engineer to provide a storm water management plan for the site, which meets the requirements of the City Storm Water Management Policy and Design Manual. The storm water management plan must also include provision of lot grading plan, minimum basement elevation (MBE), if applicable, and provision of a storm drainage service for the development and /or recommendations for onsite drainage containment and disposal systems. The on-site drainage system may be connected to an existing or proposed drainage system with an overflow service. The estimated cost for providing a overflow service for bonding purposes is \$5,000.00
- (a) Provide a lot grading plan and indicate the proposed on-site drainage system.

4. Road Improvements

- (a) West Avenue and Pandosy Street fronting this development have been urbanized. Protect existing sidewalks and streetscapes during construction. Replacement of damaged works and restoration will be at the developer's expense. The extent of the restoration works will be determined by the City Engineer once construction is completed.
- (b) Access driveway modifications will be at the applicant's cost. This work will require curb, gutter, ramp removal, replacement and boulevard landscaping restoration. The work must match the existing boulevard and shall be constructed to City of Kelowna Standards. Re-locate or adjust existing appurtenances if required to accommodate this construction.

 The estimated cost of this construction for bonding purposes is \$25,000.00

5. Electric Power and Telecommunication Services

The electrical and telecommunication services to this development must be installed in an underground duct system. It is the developer's responsibility to make a servicing application with the respective electric power, telephone and cable transmission companies to arrange for these services which would be at the applicant's cost.

6. **Engineering**

Road and utility construction design, construction supervision, and quality control supervision of all off-site and site services including on-site drainage collection and disposal systems and lot grading, must be performed by an approved consulting civil engineer. Designs must be submitted to the City Engineering Department for review and marked "issued for construction" by the City Engineer before construction may begin.

7. Geotechnical Report

As a requirement of this application and / or prior to issue of a building permit, the applicant must provide a modified geotechnical report prepared by a Professional Engineer qualified in the field of hydro-geotechnical survey to address the following:

- Area ground water characteristics. (i)
- (ii) Site suitability for development; i.e. unstable soils, etc.
- (iii) Drill and/or excavate test holes on the site and install pisometers if necessary. Log test hole data to identify soil characteristics, identify areas of fill if any. Identify unacceptable fill material, analyze soil sulphate content, identify unsuitable underlying soils such as peat, etc. and make recommendations for remediation if necessary.
- (iv) List extraordinary requirements that may be required to accommodate construction of roads and underground utilities as well as building foundation designs.
- (v) Recommendations for roof drains and perimeter drains.

8. Survey Monuments and Iron Pins

If any legal survey monuments or property iron pins are removed or disturbed during construction, the developer will be invoiced a flat sum of \$1,200.00 per incident to cover the cost of replacement and legal registration. Security bonding will not be released until restitution is made.

9. **Bonding and Levy Summary**

(a) **Bonding**

Service Upgrades Access Modification \$40,000.00 \$25,000.00

Total Bonding

\$65,000.00

NOTE: The bonding amounts shown above are comprised of estimated construction costs escalated to include engineering design and contingency protection. The owner should engage a consulting civil engineer to provide detailed designs and obtain actual tendered construction costs if he wishes to do so. Bonding for required off-site construction must be provided as a condition of building permit issuance, and may be in the form of cash or an irrevocable letter of credit, in an approved format.

The owner must also enter into a servicing agreement in a form provided by the City prior to issuance of a building permit.

10. Development Permit and Site Related Issues

- (a) Provide a curbed landscaped buffer between the on-site parking modules and the public lane. Setback in the required landscape curbing 1.50 from the existing property line to accommodate a 7.6m wide commercial vehicle lane.
- (b) Protect existing sidewalks and streetscapes during construction. Replacement of damaged works will be at the developer's expense.

11. Administration Charge

An administration charge will be assessed for processing of this application, review and approval of engineering designs and construction inspection. The administration charge is calculated as (3% of Total Off-Site Construction Cost plus GST) in the amount of \$ 1,464.75 (\$1,395.00 + 69.75 GST)

Steve Muenz, P. Eng. Development Engineering Manager JF/jf

SUSTAINABILITY CHECKLIST

DEVELOPMENT PERMIT APPLICATION with No Rezoning for Commercial or Multi-Unit Development



Proximity to Urban or Village Centre (IF APPLICABLE, SELECT ONE)		Point	
 Less than 400 metres (1-4 minute walk) 	5		
 400 - 800 metres (5-10 minute walk) 	4		
 800 - 1200 metres (10-15 minute walk) 	3	5-	
• 800 - 2400 metres (15- 30 minute walk)	2		
Development Will Create Long-term Permanent Employment (beyond construction phase), to a maximum of 5 jobs	2-5	5	
 IF APPLICABLE, SELECT ONE: Includes 3 or More Uses (i.e. office space, retail and residential) Includes 2 Uses (i.e. retail and residential) or 2 Types of Residential (i.e. townhouses and low-rise apartments) 	3 2	2	
Employs Local Contractors (some, most or all) for Construction Phase			
Construction Products and Supplies Sourced from within the Region	1-2	1	
ECONOMIC TOTAL	20	18	
Green Building Certification Being Sought • LEED • BuiltGreen, Green Globe, or Other. Please Specify:	5 3	0	
• LEED		0	
LEED BuiltGreen, Green Globe, or Other. Please Specify: Recycled Materials used in Building Construction	3		
LEED BuiltGreen, Green Globe, or Other. Please Specify: Recycled Materials used in Building Construction GREEN SPACE Environmentally-Sensitive Areas Permanently Protected (through a covenant, park dedication, etc.) or	3		
LEED BuiltGreen, Green Globe, or Other. Please Specify: Recycled Materials used in Building Construction GREEN SPACE Environmentally-Sensitive Areas Permanently Protected (through a covenant, park dedication, etc.) or No Disruption of an Environmentally Sensitive Area	2 2-5 or	0	
LEED BuiltGreen, Green Globe, or Other. Please Specify: Recycled Materials used in Building Construction GREEN SPACE Environmentally-Sensitive Areas Permanently Protected (through a covenant, park dedication, etc.) or No Disruption of an Environmentally Sensitive Area Design Includes Shared Green Space (i.e. rooftop garden, community garden, etc.) Environmentally-Sensitive Area Protected during Construction Phase (i.e. fenced) or	2 2-5 or 5	5	
 LEED BuiltGreen, Green Globe, or Other. Please Specify: 	2 2-5 or 5 2-3	5	

SUSTAINABILITY CHECKLIST

DEVELOPMENT PERMIT APPLICATION with No Rezoning



for Commercial or Multi-Unit Development

AIR QUALITY	and discount	Points	
Proximity to Transit Stop (IF APPLICABLE, SELECT ONE FROM LIST)			
 Less than 400 metres (1-4 minute walk) 	5	T	
 400 - 800 metres (5-10 minute walk) 	4	***************************************	
 800 - 1200 metres (10-15 minute walk) 	3	5	
• 1200 - 2400 metres (15-30 minute walk)	2		
Co-op Car(s) or Transit Passes for Building Occupants (secured through agreement)	2	0	
Natural Ventilation (i.e. windows that open)	2	2	
Safe and Accessible Bicycle Storage Facilities	2	2	
Trees Planted on Site beyond Zoning Requirements (& not replacement trees) 1-5 5+			
No Fast Food Drive Thru Facilities	1	1	
WATER QUALITY & QUANTITY			
Recycling of Grey Water	4	0	
50% of Area Outside of Permitted Site Coverage is Permeable or Unpaved Surface	2	0	
Hydrogeological Assessment Completed or Hydrogeological Assessment Not Applicable	2	2	
rrigation System Employs Conservation Technology (i.e. drip irrigation) or No irrigation System Required for Landscaping	2	2	
Rainwater Collection or Water Conservation Beyond Building Code Requirements	2	2	
Keriscaping for Water Conservation or Landscaping with Indigenous Vegetation (drought resistant) ENERGY CONSERVATION	2	0	
Renewable Energy Source(s) for Building, such as geo-thermal, solar photovoltaic, air pumps, etc. Please Specify:	2-4	0	
Building Orientated and/or Designed to Maximize Energy Savings	2	0	
ow Energy Windows Installed throughout Building(s)	2	2	
Pre-Heating Water Energy Technology to be Employed	2	0	
Energy Efficient Features (lighting, appliances, etc.)		1	
ENVIRONMENTAL TOTAL	60	32	

SUSTAINABILITY CHECKLIST DEVELOPMENT PERMIT APPLICATION with No Rezoning for Commercial or Multi-Unit Development



Site 1200 metres or less (15 minute walk) to:		Point
Daycare/School	2	2
Medical Facilities	2	2
• Parks	2	2
Shopping	2	2
Restaurant/Coffee Shop	2	2
Housing Agreement for Affordable Housing, Purpose Built Rental Development, or Housing Includes Secondary Suite(s)	5	0
Provides Indoor or Outdoor Social/Recreational Amenity (i.e. community meeting place, dog park, public community garden, etc.). Please Specify:	2-3	0
Designed According to Crime Preventions Through Environmental Design (CPTED) Principles (staff can provide document)	2	2
SOCIAL TOTAL	20	12
CULTURAL SUSTAINABILITY		
		Points
Voluntary Streetscaping Improvements, such as benches, planters, or lighting upgrades	2-4	4
City Design Guidelines & Staff Comments Addressed in Project Design	1-3	3
Heritage Site Identified and Recommendations for Conservation Followed or No Disturbance to a Heritage Site/No Heritage Site	1-3 or 3	3
Public Art Provision	1-3	
or Significant Public Amenity (i.e. covered walkway, fountain, etc.)		0
Please Specify:		
Connectivity from Site to Parks, Bike Paths, Pedestrian Walkways, or Local Amenities (shops, medical centre, etc.)	2	2
CULTURAL TOTAL	15	12
ONUS POINTS: Other Sustainability Measure(s), including but not limited to: Rehabilitation of a Natural Feature (i.e. wetland); Green Roof; Accessible Design Beyond Building Code; Child-Friendly Design. Please provide details on attached form.	1-10	3
TOTAL POINTS	125	77

SUSTAINABILITY CHECKLIST

DEVELOPMENT PERMIT APPLICATION with No Rezoning



for Commercial or Multi-Unit Development

FURTHER DETAILS:

The development will use Silva Cell technology to plant 4 trees within the parking area to provide an improvement in the urban canopy. With this trial we will also be planting 2 of the same size and species of trees in regular planters. Over time we hope to determine whether or not there is any difference in the tree growth as well as determining whether the location of the 4 trees within the parking areas is practical.							

Name: Shane Worman

Reset Form

Organization: Worman Commercial/Homes

Project Name or Location: 2900 Pandosy Street

Thank you for taking the time to complete the City of Kelowna Sustainability Checklist. If you have completed the form using Adobe Acrobat Standard or Pro, you will be able to save your copy to your computer. Please note that if you have completed the form using Adobe Acrobat you will not be able to save your copy to your computer; however we will receive a completed copy via email.

In either case once you have completed this form, press "Submit Form" below. Please also either print the Checklist and return the printed form to the attention of the Land Use Planner managing your file, or carbon copy (cc) them in the email that you submit.

Thank you!

green - 4