



# Memo

**To:** [Amber Walker](#)  
**From:** Jagtar Bains  
**Date:** April 01, 2025  
**Subject:** Engineering Comments for the Proposed Development  
[3383 Harriet Road & 3442 & 3444 Whittier – DPR01063 / SVS02723](#)

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The referenced application for Rezoning and Development Permit has been circulated to the Engineering Department, Fire Department, and Inspections Division for review and comment. The table below outlines the comments from the respective departments, categorized by Rezoning/Development Permit (DP) and Building Permit (BP). The BP requirements are included for informational purposes to assist the applicant in progressing to the next stage of the process. It should be noted that many of the BP comments have lead times that can impact the critical path of approving servicing plans and issuing the building permit if not advanced early in the process.

The Servicing Requirements for this application, as is currently known, are detailed in Appendix A. Please note that these requirements are for informational purposes and are subject to change depending on the analysis of any technical documents identified in this memo, through detailed engineering design or changes to the development proposal. The final servicing requirements will be set prior to the issuance of the Building Permit.

Engineering		Required (DP, BP)	Status (Info, Action, Complete)
D1	An appropriately sized storm drain connection is required to serve this development from the existing manhole on Harriet Road near the northwest corner of this development. This connection is to be installed by a contractor.	BP	Info.
D2	Grit/oil interceptor(s) must be installed on site.	BP	Info.

D3	All proposed building and parking areas must be drained in accordance with the BC Building Code requirements.	BP	Info.
D4	The existing 200 mm PVC main on Harriet Road, fronting this development, must be lowered to provide minimum 1.0 m cover. This work is to be completed by a contractor.	BP	Info.
D5	Stormwater management must be provided in accordance with the requirements of Schedule H "Engineering Specifications" of Subdivision Bylaw. This subdivision/development is within Type 1 watershed area which requires stormwater storage, construction of wetland or treatment train, and sediment basin. For further details, refer to section 3.5.16 "Stormwater Management and Erosion Control" of Schedule H "Engineering Specifications" to the Subdivision Bylaw.	BP	Info.
D6	The existing cleanout on Whittier Avenue, near the southeast corner of development, is to be replaced with a manhole by a contractor.	BP	Info.
D7	The existing connections are to be capped by a contractor.		
G1	Prior to Building Permit, the developer must submit a Construction Traffic Management Plan detailing how site access, material storage, and staging for the construction of the development will be implemented and maintained without affecting the local road network.	BP	Info.
G2	This proposal is subject to the prevailing municipal development cost charges.	BP	Info.
G3	An underground utilities design brief (tech memo, signed and sealed) must be prepared by a P. Eng. indicating existing conditions, proposed storm drain, water and sanitary sewer loading/demand and design criteria applied/assumptions made. Provide a plan of the project site and infrastructure to determine trunk intersection and/or outfall. The District will determine any necessary system improvements as a result of the proposed development. Please provide all uses including residential, commercial, and fire flows in the report (as applicable).	BP	
G4	The developer will be responsible for the cost of obtaining an impact report for sanitary sewer and water infrastructure. The District will determine any necessary system improvements as a result of proposed development, prior to approval of servicing drawings.	BP	

H1	Underground wiring service connection is required.	BP	Info.
R1	1.828 m wide property dedication is required along the entire frontage of this development on Whittier Avenue for road allowance.	BP	Info.
R2	1.5 m wide concrete pathway along the northern and partially along the easterly property lines of this development must be constructed to tie into the pathway traversing the development at 3450 Whittier Avenue. A 1.8 m high fence will be required complete with pedestrian lighting. This fence and lighting will be owned and maintained by the property owners.	BP	Info.
R3	1.6 m wide statutory right-of-way will be required for the pathway.		
R4	Harriet Road, fronting this proposal, must be improved to 11.0 m municipal residential road standards to provide 3.1 lane and 2.4 m parking bay complete with new concrete curb and gutter, boulevard, and 2.0 m separated sidewalk. The back of sidewalk is to be 100 mm from the property line. The proposed curb and gutter are to be extended to the southerly property line and the transition to the existing curb is to be completed with concrete curb and gutter. The existing pavement structure must be reconstructed to centreline in accordance current specifications.	DP	Action – complete
R5	The proposed bump out on Harriet Road near the northwest corner of this development is to be extended by 8.5m southward to preserve the sightline for the crosswalk.	DP	Action – complete
R6	A 10.0 m loading zone must be installed on Harriet Road fronting this development. Signs will be installed by the District at the developer's expense.	DP	Action – complete
R7	A dedicated car share parking stall is to be provided on Harriet Road in the north end of proposed parking bay complete with signage. This stall is to be provided with cellular network signal reception and an energized Level 2 charging station.	DP	Action – complete
R8	All recommended TDM measures are to be secured by a covenant prior to issuance of DP.	DP	Info.
R9	Whittier Avenue, fronting this proposal, must be improved widened to municipal residential standards complete with concrete curb, gutter and separated 2.0 m sidewalk. The existing pavement structure must be reconstructed to centreline in accordance with current specifications.	BP	Info.
S1	An appropriately sized sewer connection is required from the existing main on Harriet Road, complete	BP	Info.

	with a manhole, to serve this development. This work is to be completed by a contractor.		
S2	The existing connections are to be capped by a contractor.	BP	Info.
S3	The existing sewer cleanout on Whittier Avenue, fronting this development, is to be replaced with a manhole by a contractor.	BP	Info.
W1	A suitably sized water service must be installed to serve the proposed development in accordance with AWWA Manual M22. A separate fire line will be required; both the water service and fire line will be from the existing water main on Harriet Road. The vault will be located within the boulevard area on Harriet Road.	BP	Info.
W2	The existing water services must be disconnected.		
Building Inspection Requirements		Required (DP, BP)	Status (Info, Action, Complete)
1	Exterior exit path requires fire protection when within 3 meters of unprotected openings, etc.	BP	Info.
2	Maximum length of dead-end corridors to be 6 meters.	BP	Info.
3	Adaptable dwelling units are required with access to suites providing proper corridor width, including bump outs every 24 meters.	BP	Info.
Fire Department Requirements		Required (DP, BP)	Status (Info, Action, Complete)
1	No comments		
2			
3			
4			

## Appendix A – Servicing Requirements

PROJECT: TO REZONE THREE PROPERTIES FROM RS-6 (SINGLE FAMILY) INTO RA-11 (RESIDENTIAL APARTMENT) TO CONSTRUCT A 57 UNIT MULTI-FAMILY RENTAL BUILDING WITH UNDERGROUND PARKING. VARIANCE REQUESTED.

SITE ADDRESS: 3444 Whittier

PID: 006-119-794

LEGAL: LOT 4 SECT 7 VICTORIA PLAN 4414

DEV. SERVICING FILE: SVS02723

PROJECT NO: PRJ2024-00038

Services which must be installed by a developer must be designed by a Professional Engineer hired by the developer and installed under the Engineer's supervision.

A Financial sheet is issued with the design drawing which will state:

- 1) The estimated cost of developer installed servicing plus 20% which must be deposited.
- 2) The estimated cost of Municipal installed servicing which must be paid.
- 3) Other fees that must be paid.
- 4) The Development Cost Charges payable.
- 5) Any special conditions which must be met.

This information is not intended to be a complete guide to development procedures. A more complete listing may be found in Section 2 of the Engineering Specifications, Schedule H to Bylaw 7452 (Subdivision Bylaw).

### **Drain**

1. An appropriately sized storm drain connection is required to serve this development from the existing manhole on Harriet Road near the northwest corner of this development. This connection is to be installed by a contractor.
2. 2.Grit/oil interceptor(s) must be installed on site.
3. 3.All proposed building and parking areas must be drained in accordance with the BC Building Code requirements.
4. 4.The existing 200 mm PVC main on Harriet Road, fronting this development, must be lowered to provide minimum 1.0 m cover. This work is to be completed by a contractor.
5. 5.Stormwater management must be provided in accordance with the requirements of Schedule H "Engineering Specifications" of Subdivision Bylaw. This subdivision/development is within Type 1 watershed area which requires stormwater storage, construction of wetland or treatment train, and sediment basin. For further details, refer to section 3.5.16 "Stormwater Management and Erosion Control" of Schedule H "Engineering Specifications" to the Subdivision Bylaw.
6. 6.The existing cleanout on Whittier Avenue, near the southeast corner of development, is to be replaced with a manhole by a contractor.
7. The existing connections are to be capped by a contractor.

## **General**

1. Prior to Building Permit, the developer must submit a Construction Traffic Management Plan detailing how site access, material storage, and staging for the construction of the development will be implemented and maintained without affecting the local road network.
2. This proposal is subject to the prevailing municipal development cost charges.
3. An underground utilities design brief (tech memo, signed and sealed) must be prepared by a P. Eng. indicating existing conditions, proposed storm drain, water and sanitary sewer loading/demand and design criteria applied/assumptions made. Provide a plan of the project site and infrastructure to determine trunk intersection and/or outfall. The district will determine any necessary system improvements as a result of the proposed development. Please provide all uses including residential, commercial, and fire flows in the report (as applicable).
4. The developer will be responsible for the cost of obtaining an impact report for sanitary sewer and water infrastructure. The District will determine any necessary system improvements as a result of proposed development, prior to approval of servicing drawings.

## **Hydro/Utility**

1. Underground wiring service connection is required

## **Road**

1. 1.828 m wide property dedication is required along the entire frontage of this development on Whittier Avenue for road allowance.
2. 1.5 m wide concrete pathway along the northern and partially along the easterly property lines of this development must be constructed to tie into the pathway traversing the development at 3450 Whittier Avenue. A 1.8 m high fence will be required complete with pedestrian lighting. This fence and lighting will be owned and maintained by the property owners.
3. 1.6 m wide statutory right-of-way will be required for the pathway.
4. Harriet Road, fronting this proposal, must be improved to 11.0 m municipal residential road standards to provide 3.1 lane and 2.4 m parking bay complete with new concrete curb and gutter, boulevard, and 2.0 m separated sidewalk. The back of sidewalk is to be 100 mm from the property line. The proposed curb and gutter are to be extended to the southerly property line and the transition to the existing curb is to be completed with concrete curb and gutter. The existing pavement structure must be reconstructed to centreline in accordance current specifications.
5. The proposed bump out on Harriet Road near the northwest corner of this development is to be extended by 8.5m southward to preserve the sightline for the crosswalk.
6. A 10.0 m loading zone must be installed on Harriet Road fronting this development. Signs will be installed by the district at the developer's expense.
7. A dedicated car share parking stall is to be provided on Harriet Road in the north end of proposed parking bay complete with signage. This stall is to be provided with cellular network signal reception and an energized Level 2 charging station.

8. All recommended TDM measures are to be secured by a covenant.
9. Whittier Avenue, fronting this proposal, must be improved widened to municipal residential standards complete with concrete curb, gutter and separated 2.0 m sidewalk. The existing pavement structure must be reconstructed to centreline in accordance with current specifications.

### **Sewer**

1. An appropriately sized sewer connection is required from the existing main on Harriet Road, complete with a manhole, to serve this development. This work is to be completed by a contractor.
2. The existing connections are to be capped by a contractor.
3. The existing sewer cleanout on Whittier Avenue, fronting this development, is to be replaced with a manhole by a contractor.

### **Water**

1. A suitably sized water service must be installed to serve the proposed development in accordance with AWWA Manual M22. A separate fire line will be required; both the water service and fire line will be from the existing water main on Harriet Road. The vault will be located within the boulevard area on Harriet Road.
2. The existing water services must be disconnected.