

## Form E - Written Brief

Delta

A written brief to be prepared by the applicant should provide the following information:

- The purpose of the proposal;
- A description of the property, including existing building(s) and any significant features;
- A description of the type of new building(s) proposed;
- An outline of the existing and proposed uses and reasons for the request;
- Any benefits to the community; and
- For multi-family, commercial, mixed use, industrial and institutional proposals, the design rationale for the project which addresses how the design fits in with the site context, includes a discussion of Crime Prevention through Environmental Design (CPTED) strategies and outlines the landscape features and the sustainable design features.

For a **Development Variance Permit** application, the written brief should also detail the variance(s) requested and the rationale for each variance.

For a **Development Permit** application, the written brief should include an explanation of how the proposal addresses each of the applicable Development Permit Area guidelines.

For a **Heritage Alteration Permit** application, the written brief should also provide a description of the proposed restoration works, including any exterior and interior works and site works proposed, as well as an estimated cost of the restoration works.

For a **Heritage Revitalization Agreement** application, the written brief should include an estimated cost of the restoration works and/or variances for heritage retention.

Depending on the type of applications, a typical written brief may vary from one page to three pages long.

Purpose to build a barn for storage of our Farm vehicles, equipment, supplies.

Existing 500 sq very old barn  
Existing house on farm 1500 sq ft

New Barn to be used only for BKS Ent Ltd equipment, supplies -



Application Centre, Development Department

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Page 1 of 2