

Development Document Revitalization

Final Report

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District of Fort St. James

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Executive Summary

The District of Fort St. James has conducted a review of its development approvals processes to identify opportunities to review the efficiency and effectiveness with the current process with the goal of identifying opportunities to streamline how land development applications are reviewed and approved. This review was undertaken as part of the Development Document Revitalization project. This project was funded by a grant from the provincial government through the Union of BC Municipalities to help meet the Province's goals of accelerating the development of more housing.

This report builds on a gap analysis memo that was provided to staff in April 2025 that identified initial findings, areas for improvement and potential actions that could be taken to improve the current approvals process. Specific recommended actions to improve the District's development approvals process have been identified along with proposed timelines for each action in short, medium, and long term time horizons.

Included at the end of the report are appendices that illustrate the project's methodology and provide examples from the District and other jurisdictions that outline how a specific action can be implemented.



Acronyms / Abbreviations

Acronym / Abbreviation	Full Name
This is Table Cell Body	This is Table Cell Body
This is Table Cell Body	This is Table Cell Body
This is Table Cell Body	This is Table Cell Body



1 Introduction

The District of Fort St. James has undertaken a Development Document Revitalization (DDR) project. The objectives of this project were to streamline the development approvals process, review development-related fees, review and update the file management system and process, and look at potentially delegating more decision-making authority to District staff. The project will also involve updating the development documents, including application forms, review letters, and decision letter templates. This project was funded by a grant provided by the provincial government through the Union of BC Municipalities.

The Province of British Columbia passed new housing and local government legislation with the goal of accelerating development approvals and supporting new housing delivery. The DDR project is intended to uncover any issues that may affect the approval of new housing or other types of development in Fort St. James and identify actions to improve the development review process.

The DDR project started in December 2024 and began with an evaluation of the District's current development approvals processes. Next, District staff, local developers and representatives from comparable local governments were interviewed

to identify best practices in the approvals process. The list of interview questions is provided in Appendix A. Lastly, the *Local Government Act, District of Fort St. James Zoning Bylaw No. 738, 2001*, application forms, and other relevant documents were reviewed.

Based on information gathered through the steps listed above, a gap analysis was prepared and identified initial findings, areas for improvement, and potential actions that could be taken to improve the development review process and associated documents.

This report provided specific recommended actions to improve Fort St. James' development review processes, application forms, and development document templates. For each proposed action, a timeline is presented with a short term (1 to 2 years), medium term (2 to 3 years), and long term (3+ years) and organized into the following categories:

- Development process
- Delegated authority
- Bylaws and policies
- Public notification
- Application forms and information guides
- Fees and charges



2 Fort St. James Development Approvals Process

2.1 Current District Application Review Process

The *Development Procedures Bylaw No. 1029, 2020* outlines the District of Fort St. James' development approvals process at a high level. Generally, the District's process for reviewing development applications that require an Official Community Plan (OCP) amendment and/or zoning amendment (rezoning) is as follows:

- An informal pre-application meeting is held with the applicant if they request one.
- An formal land development application is submitted to the District.
- The application is reviewed for completeness and fees are collected.
- The staff member assigned to the application reviews the proposal against applicable legislation.
- An informal internal review is conducted to give relevant internal referral groups an opportunity to discuss the application's merit and to identify any required amendments, or to suggest improvements to the application.
- If required, feedback is provided to the applicant by email.
- If required, the applicant submits a revised application.
- Staff prepare an amendment bylaw and bring it forward to Council for consideration of 1st and 2nd Readings and scheduling of a Public Hearing, if required.
- Public notice is issued.
- A Public Hearing is held if applicable, followed by Council's consideration of 3rd Reading and adoption*.

**If other conditions (such as a servicing agreement or legal conditions) are required, the application will be held at 3rd Reading until the applicant has addressed all conditions. Once all conditions are addressed, the application is brought to Council for consideration of Final Adoption.*



Development Document Revitalization

The typical development approvals process in Fort St. James is outlined in the graphic below.

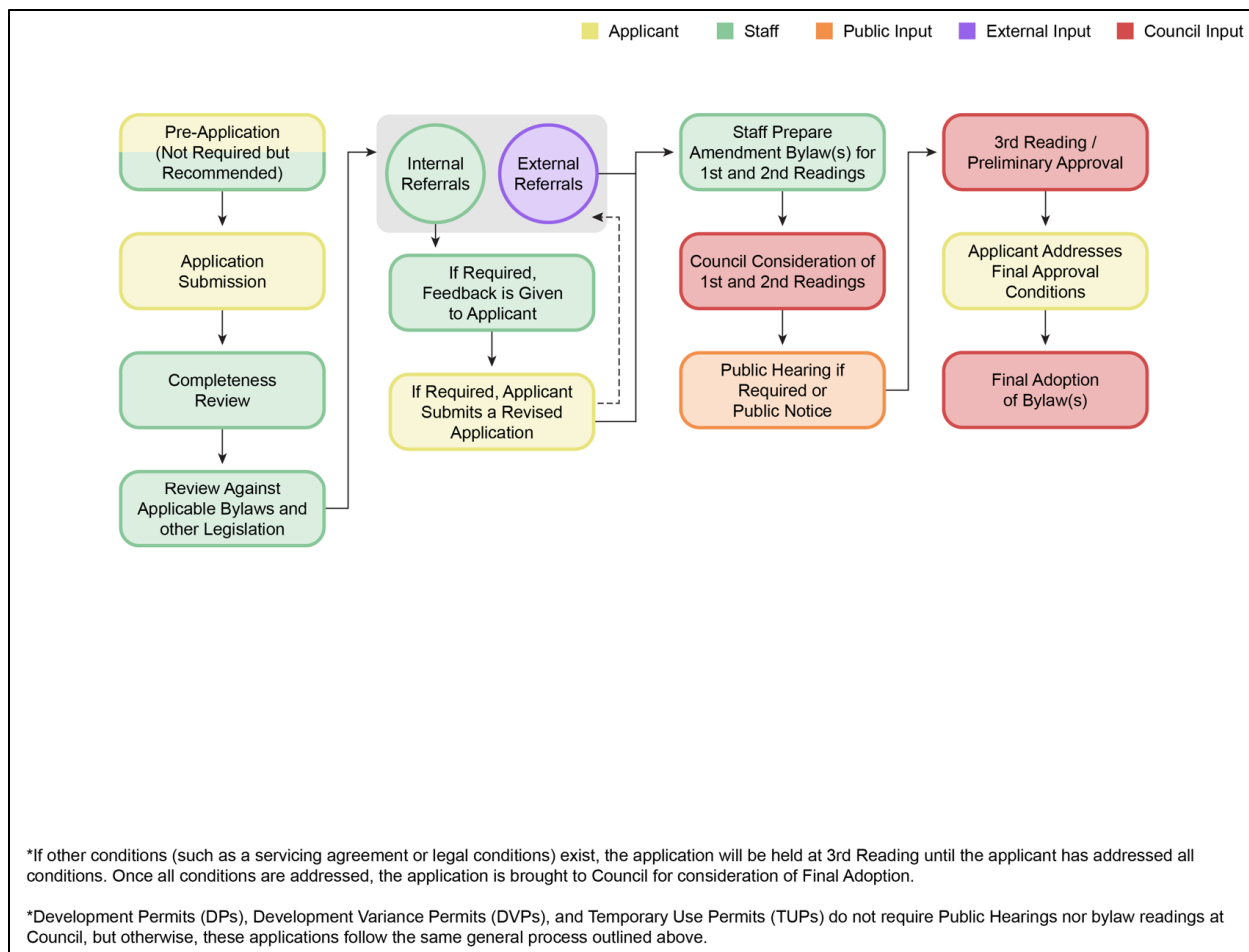


Figure 1: Typical Development Approvals Process in Fort St. James

2.2 How Fort St. James Compares to Other Communities

The District of Fort St. James' development approvals review process is generally consistent with other jurisdictions that were interviewed. However, there are some significant differences that could be adopted in Fort St. James and would improve the development process. It is also worth noting that certain details from other jurisdictions may not have been uncovered through the interview process. The comparable communities were selected based on their geographic location and/or their population size relative to Fort St. James.



Development Document Revitalization

- In terms of a formalized internal process, the comparable local governments vary in their approach, with some municipalities having internal checklists, some having a manual for planning staff, and some having nothing beyond a standard approach that is followed but not documented.
- Most comparable local governments delegate some development applications to planning staff. Some jurisdictions delegate all Development Permits, Temporary Use Permits, and minor Development Variance Permits to staff, while others delegate only smaller-scale Development Permits. The District of Fort St. James is somewhat of an outlier as no applications are currently delegated to staff.
- Most local governments reviewed used an informal pre-application process. The larger local governments that were researched (City of Fort St. John and the City of Prince George) have a formalized pre-application process.
- The requirement of placing a development proposal sign on-site was required by half of the local governments contacted. In some cases, this requirement was dependent on the application type, but other local governments required a sign for all applications.
- A web-based application and tracking portal is currently used only by the City of Prince George as this software is costly to acquire. Two jurisdictions are either currently adopting or considering a web-based system.

A comparison of development application processes included in Appendix B.

2.3 Findings

The following is a summary of the research findings and improvements that could be made to the District of Fort St James' development review process.

Overall process

- The District of Fort St. James' current development review process is seen as generally working well but there are opportunities for improvement.
- There is no clearly defined development application review process that is used consistently by the District staff.
- Over time, staff and management turnover can result in slight variations in how the development review process is carried out.
- There would be a benefit to formalizing the process to provide consistency and resiliency moving forward.
- Creating a series of templates for the most common development-related letters and reports (eg: application review letters, Development Permit Council Reports) would allow for faster report writing as many parts of the document would be pre-written.
- Creating an Applicant Communications Log would help to ensure consistency between District staff and applicants when different staff were handling an application (eg: vacation, staff reallocation, or staff turnover).



Development Document Revitalization

- The current file management system as it relates to planning and development has been flagged as needing improvement. Complications typically arise with Building Permits, Development Permits, rezoning, and OCP Amendments being saved in different locations. This makes it difficult for joint applications (eg: rezoning/OCP amendments) as they have different file paths and numbers. Additionally, there is no place to number permits on the application form.

Pre-application meetings

- The informal pre-application meeting process has value to let applicants know about the expected process and timelines, the submission requirements, the appropriate zoning and, if applicable, the Development Permit requirements.
- There would be value in formalizing the pre-application process, especially for larger-scale development proposals. This meeting would be an opportunity for applicants to discuss their proposal with the most relevant District departments.

2.4 Recommended Actions

Action 1: Formalize Internal Development Review	
Action:	• Further formalize the internal development application review process.
Why:	• This will ensure a consistent approach between staff members and provide a framework for training new staff.
How:	• Develop an updated process flow diagram. • Develop checklists.
Who:	• Planning Department staff to lead with input from internal referral groups.
Timeframe:	• Short term
Examples:	• See Fort St. James' Development Approval's Process Graphic - Appendix C (or Figure 1).

Action 2: Create a Communication Log	
Action:	• Create communication file logs for each project to document when a commitment about process is made by a staff member to an application.
Why:	• Ensuring a consistent approach between different planners working on the same file will result in a smoother process for applicants. • If commitments or specific instructions are made to an applicant by one planner, another planner will be able to see that and continue to process the application accordingly.
How:	• Creating a system to log communication, either in the physical file or in the digital file, and documenting important commitments made and direction given to applicants. • The Communication Log is intended to document the date of conversation, what was discussed, and what the District has agreed or committed to.
Who:	• Planning Department staff.
Timeframe:	• Short term
Examples:	• N/A



Action 3: Formalize the Pre-application Review Process

Action:	Create a formal pre-application review process for major projects.
Why:	A pre-application review will allow for issues to be identified and discussed with applicants early in the process.
How:	- Define what constitutes a major project, for example a new multi-storey apartment or new commercial/industrial development. - This could continue to be a free service as is currently the case, or the District could explore requiring applicants to pay a modest fee for a meeting with an appropriate group of District staff and receiving summary notes documenting key considerations. - Create a standing formal pre-application meeting time in internal referral groups' calendars.
Who:	Planning Department staff to lead with input internal referral groups.
Timeframe:	Medium term
Examples:	See Example Pre-application Guides - Appendix D.

Action 4: Planning and Development File Management System Update

Action:	Update Planning and Development File Management System.
Why:	- Complications typically arise with Building Permits, Development Permits, rezoning, and OCP Amendments being saved in different locations. This makes it difficult for joint applications (eg: rezoning/OCP amendments) as they have different file paths and numbers. - Having a single master file number for applicants to reference when discussing projects with staff minimises the risk of different projects getting confused.
How:	- Review the current file management and file naming system as it relates to planning and development files. - Create a nested file system where there is a high-level "planning department" file number with subfolders for different steps in the process (eg: OCP amendment, rezoning, Development Permit, Building Permit).
Who:	Planning Department staff
Timeframe:	Short term
Examples:	N/A



3 Delegated Authority

3.1 Context

Currently in the District, all planning approvals are decisions of Council and there are no approvals that are delegated to staff.

Looking at similar communities, the following best practices for delegation to staff have been identified:

- Low value Development Permits (eg: less than \$200,000).
- Approval of Development Variance Permits that fall below a certain level of variance from the zoning regulations (eg: less than 20% variance from the zoning regulations).
- Minor Temporary Use Permits, such as those for low impact uses or ones that are short in duration (eg: less than three weeks).

If Council is supportive of increasing the authorities delegated to staff, it is important to clarify what can be delegated and the appropriate thresholds in the Development Procedures Bylaw.

3.2 Findings

The following is a summary of the research findings related to improvements that could be made to how development review tasks are delegated to administration.

Delegating authority

- There are opportunities to raise the thresholds and broaden permits that are delegated to staff for review. Allowing more development applications to be reviewed and approved by staff will speed up the approvals process.
- Options for increased delegation to staff include:
 - Development Permits under the financial threshold of \$250,000.
 - Minor amendments to a Development Permit, such as changing a façade's colour or building material.
 - Approval of Development Variance Permits that fall below a certain level of variance from the zoning regulations (eg: less than 25% variance from the zoning regulations).
- If more permit approvals are delegated, the reporting requirements should also be updated so that a report on the use of delegation is provided quarterly.



Reporting on delegated applications

- The requirements for reporting delegated applications to Council could time consuming for staff. A report providing short overviews or a list of the decisions made by the delegated staff on a quarterly basis would strike a balance between keeping Council properly informed and being an efficient use of District staff time.

Fees for permits that are delegated

- If more types of permit reviews are delegated, then the fees for these applications could be reduced as there would be less staff time needed to process the applications.

3.3 Recommended Actions

Action 5: Increase the Delegated Authority for Planning Staff	
Action:	• Increase the delegated authority for permit approval.
Why:	• This will simplify and shorten the approval process for small and straightforward applications.
How:	• Increase the project value threshold for delegated DPs to \$250,000. • Define what constitutes a minor Development Permit amendment is and delegate this to staff. • Delegate the approval of Development Variance Permits below a 25% variance from the zoning bylaw's regulations. • Provide a path for applicants to seek Council's reconsideration of a delegated application if declined by staff. • Requiring a Report on delegated application decisions on a quarterly basis.
Who:	• Planning Department staff • Requires Council approval
Timeframe:	• Medium term
Examples:	• See City of Coquitlam's Report to Council on Delegation of Minor Development Approvals and the District of West Vancouver's Delegated Approvals Guide – Appendix E.



4 Bylaws and Policies

The District of Fort St. James is similar to most other jurisdictions in the province in that the development related regulations are contained in Zoning Bylaw No. 738, 2001 and supplemented by Development Procedures Bylaw No. 1029, 2020. Sign Bylaw No. 963, 2017 regulates signs and Development Permit Area guidelines are contained in the Official Community Plan Bylaw No. 872, 2010.

4.1 Findings

Consistent Interpretation of the Zoning Bylaw

- Across local governments, there are sections of the zoning bylaws that can often unclear or inconsistent, requiring staff to make an interpretation as part of the decision process. One staff member may interpret things differently from another, resulting in an inconsistent application of zoning regulations over time.
- It may benefit the District if an Interpretation Guide were adopted to help staff interpret regulations and ensure consistency in application review between different staff members.

Development Procedures Bylaw No. 1029, 2020

- Development Procedures Bylaw No. 1029, 2020 is ambiguous in sections and would benefit from being updated, especially with regards to public notification distances from proposed development sites.

Development Variance Permits

- According to other local governments, a best practice is to identify the most common and supportable Development Variance Permits and then to amend the zoning regulations to permit those types of application. This results in fewer variance permits being required saving staff time and result in a more efficient process.

4.2 Recommended Actions

Action 6: Create an Interpretation Guide for Planning Staff	
Action:	• Create an Interpretation Guide for planning staff to ensure that regulations are applied consistently.
Why:	• Current lack of clarity can lead to variations in how development process requirements are applied by different staff.
How:	• An interpretation guide is a useful tool to ensure that different planning file managers are interpreting planning regulations in the same way. • If an ambiguous or confusing planning regulation is identified by planning staff, an internal discussion is held to find consensus on how to interpret that particular regulation. • Once a decision is made, that is noted in the interpretation guide for staff reference.
Who:	• Planning Department staff
Timeframe:	• Short term
Examples:	• N/A



Action 7: Update Development Procedures Bylaw No. 1029, 2020

Action:	Update the Development Procedures Bylaw to provide more clarity to applicants and staff about the development approvals process.
Why:	- Lack of clarity and detail means that elements of the development approval process are subject to interpretation by staff and application may not be consistent over time. - The current required public notification distances do not give staff the flexibility to enlarge the notification radius around a development site in cases where a development application has broad geographic implications.
How:	Review the Development Procedures Bylaw and consider amendments increase clarity for applicants and the public and to grant staff discretionary authority to increase a notification area where appropriate.
Who:	- Planning Department staff with assistance from a consultant as required - Requires Council approval
Timeframe:	Medium term
Examples:	See City of Victoria's Land Use Procedures Bylaw - Appendix F

Action 8: Review Development Variance Permits and Amend the Zoning Bylaw

Action:	Conduct a Development Variance Permit review to determine the most commonly approved variances and then update the District's zoning regulations accordingly.
Why:	- Sending all variance permits to Council for approval is time consuming for staff and makes the permitting process more complex and longer for applicants. - Updating the zoning bylaw's regulations will reduce the number of Development Variance Permits that will need to be processed by the District.
How:	- Consider the Development Variance Permit applications received over the last ten and identify the most commonly approved variance application types. - As appropriate, prepare revisions to Zoning Bylaw 738, 2001 that would make these variances permissible.
Who:	- Planning Department staff - Requires Council approval
Timeframe:	Long term
Examples:	N/A



5 Public Notification

5.1 Context

Public notification is a key part of the planning process in British Columbia. People and property owners that may be impacted by a potential development should be made aware of what is being proposed. This enables an informed public discourse and interactions with decision-makers.

5.2 Findings

The following is a summary of research findings related to improvements that could be made to public notification requirements for new development.

Challenges with public notification

- Public notification requirements are regulated by Development Procedures Bylaw No. 1029, 2020. Currently, District staff do not have discretion to enlarge the 100-metre notification distance. For applications with broad implications, the flexibility to increase the notification distance would be helpful.
- The distance of a notification should be dependent on the scale of the proposed development, with major developments potentially requiring a larger mailout. In some jurisdictions, projects that meet certain criteria or exceed certain thresholds, require the placement of a development proposal sign on the proposed development site.

Use of other tools

- There is the opportunity to make better use of the District's website and to set up a GIS webpage to make it easier for the public to get information about ongoing development projects. On the District's website, a page could list all active development applications along with their status.

5.3 Recommended Actions

Action 9: Develop a Public Notification Policy	
Action:	• Develop a public notification policy.
Why:	• The current lack of clarity leads to uncertainty for applicants and inconsistency in public notification requirements.
How:	• Develop a new Public Notification Policy. • The policy should include notification requirements by application type (eg: when a Development Proposal sign may be required). • This policy could also clarify when planning staff may want to broaden notification requirements (eg: a greater than 100-metre notification radius for projects with broader geographic implications, at the Corporate Officer's discretion).
Who:	• Planning Department staff • Requires Council approval
Timeframe:	• Medium term
Examples:	• See City of Kelowna's Neighbour Notification & Information For Development Applications policy – Appendix G.



Action 10: Update the Website to Share Development Permit Information	
Action:	Update the District's website and institute a public-facing GIS platform to provide increased information to the public.
Why:	There is an opportunity to increase the quality and accessibility of information about current and past development projects in the District.
How:	- Review information about development approvals process on the website and identify areas for improvement. Add information about past and active land development applications including status and decisions. - Create a web-based GIS information platform. This webpage could include information OCP designations, zoning, Development Permit Areas, and active and past land development.
Who:	Planning Department staff and other relevant departments
Timeframe:	Long term
Examples:	- See District of West Vancouver's Active Development Applications web page Link – Active Development Applications – West Vancouver - See City of Vancouver's Rezoning Active and Archived Applications web page Link – Rezoning Active and Archive Applications - Vancouver - See City of Kelowna's Map Viewer (Note – turn on the Zoning and Land Use – Development Application's layers) Link – Map Viewer - Kelowna



6 Application Forms and Guides

The District's application forms currently work well but could be improved in terms of requiring the applicant to provide a rationale for their proposal, depending on application type and would also benefit from a visual refresh.

It was clear that it would be helpful for applicants if the District created information guides by application type. These guides could provide such information as: application requirements, considerations that should be addressed such as where to put snow storage areas, what types of landscaping are appropriate in Fort St. James, and Crime Prevention Through Environmental Design (commonly known as CPTED) considerations. The guides could also include diagrams and flow charts to outline the development approvals process. These guides could be made available at the front counter of the municipal office and on the District's website.

6.1 Findings

The following is a summary of research findings related to improvements that could be made to development forms and guides.

Application forms

- The District currently uses four different application forms for different application types (OCP/Rezoning/Development Permit/Development Variance Permit, Building Permit, Signs, Subdivision) but are inconsistencies in the appearance and content of the forms, with many of the forms looking slightly different and convey different information.
- Current application forms do not include a field to note the application number.

Information guides

- There are limited information guides available to assist applicants who are applying for development permits, Development Variance Permits, rezonings, or OCP Amendments.



6.2 Recommended Actions

Action 11: Refresh Application Forms	
Action:	Refresh application forms where appropriate and ensure visual consistency between each individual application form.
Why:	- The District currently uses four different application forms for different types of application. There are also inconsistencies in the way forms look slightly different and convey different information. - Current application forms do not include a field to note the application number.
How:	Reformat application forms, and where appropriate update submission requirements while also ensuring consistency in the look and style between different application forms and include an application number field.
Who:	Planning Department staff
Timeframe:	Short term
Examples:	See City of Coquitlam's Development Application Form and City of Surrey's Land Development Application Form – Appendix H.

Action 12: Create Development Process Guides	
Action:	Develop new development process guides for the public and development community.
Why:	There are currently no guides that explain to applicants the development review process by application type.
How:	- These guides could provide information such as: application requirements, considerations that should be addressed such as where to put snow storage areas, what types of landscaping are appropriate in Fort St. James, and Crime Prevention Through Environmental Design (commonly known as CPTED) considerations. - The guides could also include diagrams and flow charts to outline the development approvals process as well as indicating additional next steps in the land development process (Building Permits, Occupancy Permits, etc.). - The fees associated with different application types can be included in the guide as well as an indication of other potential expenses involved in moving a land development application forward. - These guides could be made available at the front counter of the municipal office and on the District website.
Who:	Planning Department staff
Timeframe:	Short term
Examples:	- See City of Prince George's A Guide Through the Process – Development Permits – Appendix I. - See City of Nanaimo's Development Variance Permit Process – Appendix J.



7 Fees and Charges

7.1 Context

The District charges application fees for different development approval application types. The fees are found in Schedule “G” of Development Procedures Bylaw No. 1029, 2020.

Section 462 of the *Local Government Act* allows municipalities to charge application fees on the condition that the fees do not exceed the estimated average costs of processing the application. In this context, land development application fees are typically prepared through an analysis of the average hard and soft costs required to process each application type. Hard costs included direct expenses for the District, such as advertising fees, postage, and fees to register permits with the Land Title Office. Soft costs included internal expenses, notably the staff time necessary to process an average application.

7.2 Findings

There may be an opportunity to review and update the development approval application fees. Ideally, fees should reflect a balance between a full cost recovery approach (having fees cover 100% of staff time expenditures) and keeping application fees low to remain competitive with other jurisdictions.

In reality, application fees represent a small portion of the overall cost of a development project. Appendix K of this memo provides a table that highlights how the District’s application fees compared to other relevant jurisdictions. Council direction should be sought to understand costing priorities when considering updates to application fees.

7.3 Recommended Actions

Action 13: Review and update development fees	
Action:	Review and update the development applications fees to reflect District costs while considering comparable municipal benchmarks.
Why:	Development permit fees should be reviewed with regularity and there is an opportunity to bring them in line with other similar local governments.
How:	- Council direction should be sought to understand costing priorities when considering updates to application fees. - Fees should reflect a balance between a full cost recovery approach (having fees cover 100% of staff time expenditures) and keeping application fees low to remain competitive with other jurisdictions.
Who:	- Planning Department staff - Requires Council approval
Timeframe:	Medium term
Examples:	See Jurisdictional Development Application Fees Comparison Appendix K



8 Implementation Plan

The actions identified in this report are intended to improve the development approvals process for applicants and District of Fort St. James staff. Efforts were made to identify actions that would add clarity to the process, make it more intuitive, reduced application processing times, and improve the applicant experience. Making efforts to implement the actions identified in this report will likely result in shorter processing times, greater understanding and certainty for applicants, and a clear and consistent approach to the development approvals process for the District's staff.

As the actions identified in this report are to be instituted over short term (1 to 2 years), medium term (2 to 3 years), and long term (3 years +) timeframes, it will be important to keep Fort St. James Council updated as the DDR initiative progresses by providing an annual update to Council. This annual update should highlight which actions have been addressed and will also demonstrate any improvements in average application processing time.

The following chart summarizes the recommended actions, identifies who is responsible for executing the action, and indicates an anticipated timeline for each action to be instituted.

Action	Who is Responsible	Expected Timeframe
Action 1: Formalize the internal development review	District staff	Short Term
Action 2: Create a communication log	District staff	Short Term
Action 3: Formalize the pre-application review process	District staff to lead with input from internal referral groups.	Medium Term
Action 4: Update planning and development file management system	District staff	Short Term
Action 5: Increase delegated authority	- District staff - Requires Council Approval	Medium Term
Action 6: Create an interpretation guide for planning staff	District staff	Short Term
Action 7: Update Development Procedures Bylaw No. 1029, 2020	- District staff with assistance from a consultant as required - Requires Council Approval	Medium Term
Action 8: Review Development Variance Permits and amend Zoning Bylaw	- District staff - Requires Council Approval	Long Term



Development Document Revitalization

Action	Who is Responsible	Expected Timeframe
Action 9: Develop a public notification policy	- District staff - Requires Council Approval	Medium Term
Action 10: Update the District's website to share development permit information	District staff and other relevant departments	Long Term
Action 11: Refresh application forms	District staff	Short Term
Action 12: Create development process guides	District staff	Short Term
Action 13: Review and update development fees	- District staff - Requires Council Approval	Medium Term



Appendices



Appendix A Interview methodology

The DDR project was initiated in early December 2024 when project expectations and goals were agreed to by District staff and Stantec's team. At that time, all District regulations, policies, procedures, and other information was made available to Stantec for review. The District provided the names of key staff members involved in the development review process to be interviewed. An interview guide was prepared that outlined questions to be asked of each staff member, and questions focussed on getting their perspectives on what is currently working well and what could be improved. The interviews were conducted using Microsoft Teams between January 20, 2024 and February 19, 2025.

A.1 District Staff Interviews

The following District staff members were interviewed:

- Corporate Office – Alexander Bihori
- Director of Operations – Doug Lowther
- Fire Chief – Ryan McVey

Staff member of the Regional District of Bulkley Nechako (who process Building Permits for the District):

- Jason Berlin – Senior Building Director

The questions asked during staff interviews included the following:

1. Please introduce yourself, your position, and how long you have worked for the District.
2. Please explain your role in the development approvals process or in the District's administration.
3. Is the internal process for how development applications are processed clear and documented? Please describe that process from your perspective.
4. Please describe how your internal referral / circulation process typically occurs.
5. Are there any types of development applications (rezonings, DPs, OCP amendments, etc.) in which you think the process could be improved?
6. Do different types of applications run concurrently or sequentially? (e.g. rezoning and DP processed at the same time as opposed to rezoning approval required before DP is processed).
7. In your opinion, what elements of the development review process work well?
8. What are the challenges with the current process? How could it be improved? Where is additional support or information needed?
9. Does the District have a formal pre-application review process? If so, is it useful? If not, do you think it would be helpful for applicants and staff?
10. Do you think there are opportunities to delegate more decision-making authority to District staff? (e.g.: minor DVPs, projects less than \$200,000, etc.)
11. Do you think the current public notification requirements are adequate? Do you think they need to be updated or clarified?
12. What information is available to developers/homebuilders and how is it shared?
13. Do you think developer expectations are realistic? Is expectation management an issue?
14. What are the biggest hurdles that you hear expressed by developers? (costs, studies, timelines, forms)?
15. Is the District charging the right development fees?
16. How does the District pay for growth?



A.2 Comparable Local Government Interviews

Stantec held interviews with representatives from the planning departments of four municipalities. The local and regional governments were selected based on their geographic location and their population size relative to Fort St. James. Representatives from the following local governments were interviewed:

- City of Prince George
- District of Houston
- District of Lillooet
- District of Vanderhoof
- Regional District of Bulkley Nechako

The questions asked during the local government interviews included the following:

1. Please introduce yourself, your position, and how long you have worked at your organization.
2. Please explain your role in the development application review process.
3. Is the internal process for how development applications are processed clear and documented? Please describe that process from your perspective.
4. Please describe how your internal referral / circulation process typically occurs.
5. In your opinion, what elements of the development review process work well?
6. Does your organization have a pre-application review process?
7. Do different types of applications run concurrently or sequentially? (e.g.: rezoning and DP processed at the same time as opposed to rezoning approval required before DP is processed).
8. What types of applications are delegated to staff and are not required to go to Council? Are there thresholds to determine what can be delegated?
9. Please explain your public notification requirements.
10. Please share your development proposal fee schedule.
11. What information is available to developers and how is it shared?
12. What are the biggest hurdles that you hear expressed by developers in your community? (e.g. costs, studies, timelines, forms).

A.3 Developer Interviews

Stantec also interviewed representatives of the development community who have gone through the development approvals process in the District of Fort St. James.

The questions asked during the developer interviews included the following:

1. Please introduce yourself and describe the type of development projects your organization typically does.
2. Can you tell us about your experience getting development approvals from the District of Fort St. James?
3. In your experience, are the District's expectation and requirements clearly defined?
4. What works well with the current process?
5. What are the challenges with the current process? How could it be improved?
6. Do you have any experience carrying out development projects in other communities? If so, how does your experience in Fort St. James compare?

Lastly, Stantec conducted research to confirm compliance with the *Local Government Act* and conducted a background review to determine development approvals process best practices that were identified during the interview process and based on Stantec's experience.



Appendix B Development Application Process Comparison

The following chart provides a comparison of how the interviewed local governments, as well as other selected local governments, address different aspects of the development approvals process. The comparison highlights a wide range of ways that local governments are currently processing development applications. While larger jurisdictions have a more formalized development review process, all jurisdictions agree that further process improvement can be made. A number of the interviewed jurisdictions have already undertaken a Development Application Process Reviews process or are in the process of doing so. Therefore, the information showcased below represents a snapshot and is subject to change.

Local Government	Formalized Internal Process	Delegated Authority	Pre-Application Process	Web-based Application and Tracking Portal
District of Fort St. James	Internal Checklists	None	Yes, informal	None
City of Castlegar	- Internal Checklists 2-week internal referral period	- All DPs - DVP (>25% variance) - TUPs (in alignment with the OCP)	Yes, informal	None
City of Fort St. John	- Standard Development Procedure - Internal Checklists - Spreadsheet to track referral groups	All DPs	Yes, formal and mandatory	No
City of Prince George	Yes, all managed through software	- All DPs - DVPs (with thresholds that vary by application type) - TUPs if less than 14 days	Yes, formalized	Yes
City of Prince Rupert	None	- All DPs - Minor DVP (with thresholds that vary by application type)	Yes, informal	No
City of Terrace	Internal Manual	- Minor DPs (threshold based on project value) - Seeking ability to process minor DVPs at staff level	Yes, informal but considering formalizing	Currently transitioning to web-based system
City of Williams Lake	Internal tracking sheet for referrals	DPs for façade improvement under \$500,000	Yes, informal	No

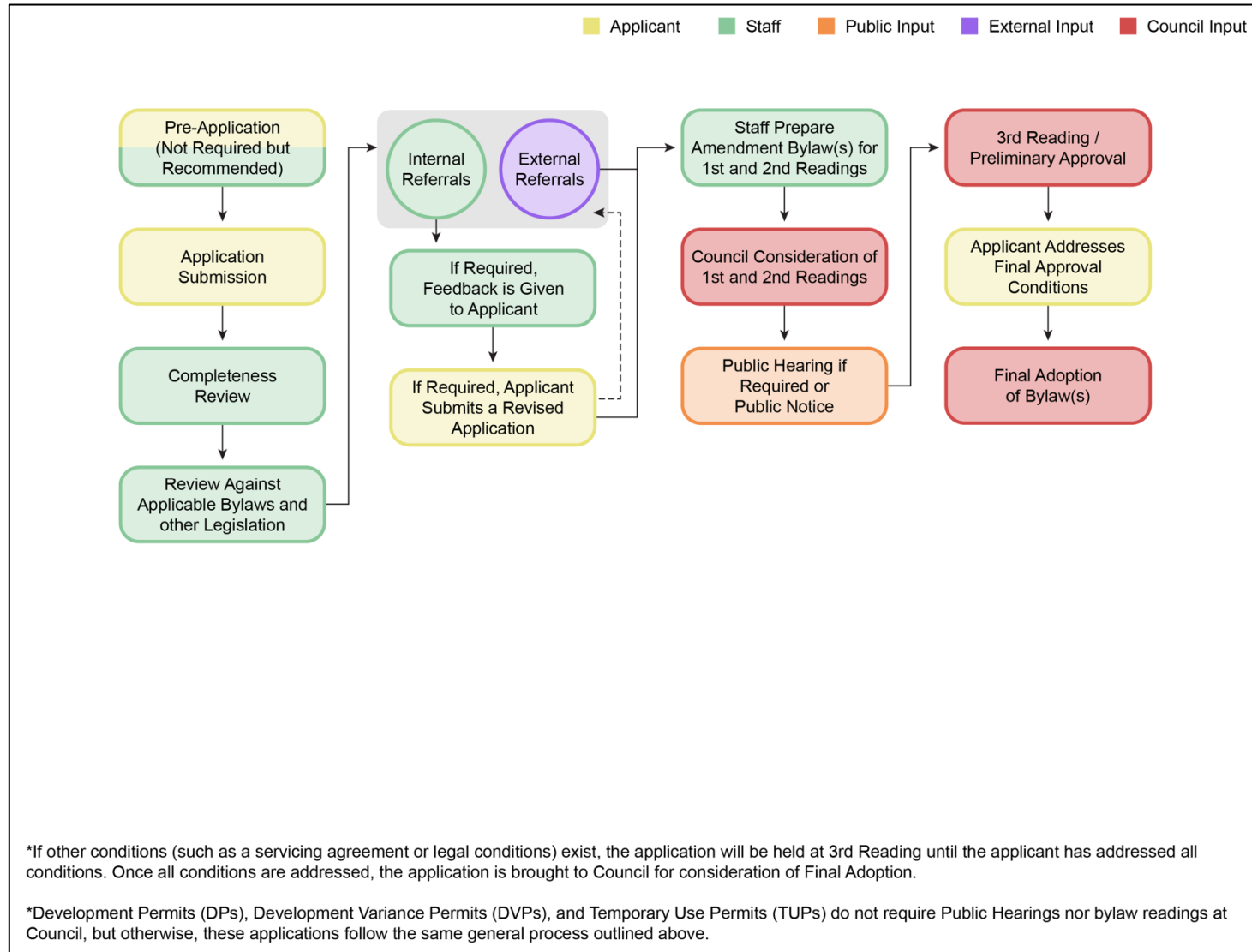


Development Document Revitalization
Appendix B Development Application Process Comparison

Local Government	Formalized Internal Process	Delegated Authority	Pre-Application Process	Web-based Application and Tracking Portal
		S219 Covenants & SROs		
District of Houston	None	- All DPs are delegated to a Planning Committee - TUPs are delegated to staff - Looking at further delegation	Yes, informal	No – looking into it
District of Lillooet	Yes	- Most Development Permits - Certain Covenants	Yes, informal	No
District of Vanderhoof	- Guidelines for DPs and Subdivisions - No referral tracking process	None	Yes, informal	No
Regional District of Bulkley Nechako	Internal Checklist	None	Yes, informal	No



Appendix C Development Approvals Process in Fort St. James



Appendix D Example Pre-application Guides



City of Coquitlam | Planning and Development

Pre-Application Guide



FEBRUARY 2023

The pre-application process provides a preliminary review in advance of a more detailed development application, including applications for a Development Permit, Rezoning or Official Community Plan Amendment.

     | coquitlam.ca/development

Coquitlam



Pre-Application Guide

What is a Pre-Application?

A Pre-Application is the first step in the formal development application process. Staff complete a high-level review of a proposed development concept submitted by an applicant (the property owner or an agent on their behalf), and provide early direction on project siting, massing, and grading. This feedback is intended to inform the project design for a future development application.

When is a Pre-Application Required?

A pre-application is required prior to a complete development application for most projects, including:

- High-density or medium-density residential developments
- Mixed-use developments
- Commercial and industrial developments
- Housing Choices (duplex, triplex, fourplex, multiplex) developments
- Subdivisions resulting in three or more lots
- Any development that includes a change to the Official Community Plan

A pre-application is not required for two-lot subdivisions or development variance permits, but may be recommended in some circumstances. Prospective applicants for a Master Development Plan rezoning should contact Development Planning staff to determine the most appropriate process for early review and feedback on their development proposal.

We Want to Help You!

The information provided through the pre-application review can help applicants understand whether any large changes should be made to their development concept before preparing a full application package. The idea is to sort out the basic 'structure' of the proposed development before digging into the details.

Application Procedure

Complete an application form and submit the information outlined on the checklist for a pre-application. All information in the checklist must be provided with the pre-application submission. Additional information beyond the standard requirements will not be reviewed by staff. Development Planning staff will send you an invoice for the fee, which must be paid before the review can begin.



Review Process

1. **File Manager Assigned:** The pre-application will be assigned a file manager from the Development Planning section. The file manager will send an email to the applicant to confirm receipt of the pre-application and provide contact information.
2. **Referrals:** The file manager will refer the application to the appropriate City departments.
3. **Council Meeting (OCP amendments only):** If the proposal includes a request for an OCP amendment, the file manager may recommend that the pre-application be brought to a meeting of Council-in-Committee for further discussion before written feedback is provided.
4. **Summary Letter:** A letter will be provided to the applicant outlining any issues and/or recommendations identified by the referral groups, and will usually include comments about:
 - Siting and massing of proposed buildings, site grading
 - Road dedications, driveway locations, road closures
 - Utility planning areas or programs that may apply to the site
 - Trails or greenways, parkland dedications
 - Considerations where a site is adjacent to or includes a watercourse or ravine
 - Whether or not a proposal for an OCP amendment could be supported
 - Considerations where a development includes a child care facility
5. **Applicant Meeting (Recommended):** After receiving the summary letter, the applicant may wish to meet with the file manager if they have questions or require clarification of any of the comments in the Summary Letter.

Timeframe and Outcome

For most types of development proposals, the pre-application review process should take five to six weeks from the time of application to the time the summary letter is sent. For proposals that include a request for an OCP amendment, the process may take longer if staff recommend that the pre-application be brought forward to Council-in-Committee for discussion.

The pre-application review process is intended to provide applicants with early direction on project siting, massing, and grading. This feedback is intended to inform the design for a future development application (e.g. OCP amendment, rezoning, development permit, subdivision). The summary letter will identify design issues and select policies to be addressed, but will not provide information or feedback about every aspect of the development proposal or every City policy, regulation or procedure.

Questions?

If you have more questions, contact the Development Planning division:

- 604-927-3430
- devinfo@coquitlam.ca
- coquitlam.ca/development



Pre-Application Guide



Development Planning | 3000 Guildford Way | Coquitlam, BC | V3B 7N2
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This information has been prepared to provide information only. It is not a legal document. If any contradiction exists between this document and the relevant City Bylaws, Codes or Policies, the text of the Bylaws, Codes or Policies shall be the legal authority.



Guide – Pre-Application Meeting



Get staff comments on an imminent development application before making a formal application

Pre-Application Meetings are recommended for complex inquiries related to:

- Single detached residential development with five or more units;
- Strata title conversion;
- Multi-unit residential development;
- Mixed-used developments; or
- Developments with complex site constraints (as determined by staff).

Simpler proposals requiring clarification on land use policy and zoning regulations can be addressed by visiting delta.ca, using [DeltaMap](#) and reviewing the title of the property. The Application Centre is also available to respond to inquiries without a formal meeting (contact information below).

Staff are not able to comment on the probability of success of an application or provide estimates of probable costs to provide adequate engineering services. Pre-application comments are provided for preliminary discussion only and are not intended to be a complete set of requirements, nor should they be considered as approval of the proposal.

The submission requirements are provided on the next page.

Need more help? Contact or visit the Application Centre!



604.946.3380



Community Planning & Development Department
City of Delta
4500 Clarence Taylor Crescent
Delta BC V4K 3E2



cpd@delta.ca

Revised: November 2022



Submitting a Pre-Application Meeting Request:

Apply and pay the application fee online at deltaonline.ca. The fee for a Pre-Application Meeting request is credited toward development application fees if an application is received within 6 months. See minimum submission requirements below.

Submission Requirements:		
Document	Required?	Description
Form – Owner Authorization	Required	All owners listed on title of subject property(ies) must sign the owner authorization form.
Form – Pre-Application Meeting Summary	Required	All fields on the form must be completed. A brief summary statement should include reference to how the proposal complies with Delta’s Bylaws (OCP, Zoning, development permit areas, etc.); how the proposal would benefit the community; and any sustainable features.
Conceptual Site Plan and Building Plans	Required	Plans must be clearly labeled and drawn to scale. Existing trees that are on or adjacent to the site should be identified on the Site Plan. The plans provided must include sufficient detail to provide land use context and site limitations.
Preliminary Servicing Plan	Optional	Conceptual on- and off-site servicing plans including capacity considerations prepared by a civil engineer. Please note that it is the applicant’s responsibility to engage an engineering firm to undertake an analysis of Delta’s existing infrastructure and determine if it is adequate to service the proposed development.
Site Photos	Optional	Photos of the subject property as viewed from the street, rear property line, neighbouring lots, and to illustrate site conditions.
Current Title Search and copies of charges on title	Optional	If a current title search (within 3 months) is not provided, a title search and copies of charges on title will be collected at the applicant’s cost.
Any other supporting plans or reports you would like staff to review	Optional	May include survey plan, arborist’s report, traffic impact study, geotechnical report, etc.

What to Expect:

In response to a complete Pre-Application Meeting request, staff will review the proposal and:

- Advise of relevant land use policies and regulations.
- Advise of planning issues with respect to the proposal.
- Advise the applicant on costs that are outlined in Delta’s Bylaws.
- Review the list of application requirements for your proposal and confirm the application process.

Revised: November 2022



Appendix E City of Coquitlam Report to Council on Delegation of Minor Development Approvals and District of West Vancouver's Delegated Approvals Guide



Development Document Revitalization

Appendix E City of Coquitlam Report to Council on Delegation of Minor Development Approvals and District of West Vancouver's Delegated Approvals Guide

Coquitlam

For Council

May 6, 2024

Our File: 13-6410-01/22 110869 GNPP/1

Doc #: 5012936.v1

To: City Manager

From: Director Development Services

Subject: **Delegation of Minor Development Approvals**

For: **Council**

Recommendation:

That Council:

1. Give first, second, and third readings to *Development Procedures Amendment Bylaw No. 5352, 2024*;
2. Approve the revised Development Variance Assessment Criteria Policy and Procedure; and
3. Approve the Revised Liquor Licensing Application Referral/Review Policy.

Report Purpose:

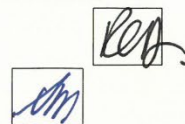
The purpose of this report is to propose the delegation of a series of authorities related to development approvals processes, in order to satisfy one of the City's commitments under the Canadian Mortgage and Housing Corporation's Housing Accelerator Fund (HAF) to reduce processing times and enhance customer service.

Strategic Goal:

The delegation of authority for minor variances and other small development approvals will advance the City's strategic goal of 'Excellence in City Governance' and supports the Development Application Process Review (DAPR) program, which is intended to accelerate housing delivery and is an "A" priority on the 2024 Business Plan.

Executive Summary:

This report proposes the delegation of select minor development approvals, aligning with legislative changes made by the Province through Bill 26 and the City's goals for efficiency and improved governance. This initiative satisfies one of the City's commitments under the Canadian Mortgage and Housing Corporation's Housing Accelerator Fund (HAF). The delegation of minor zoning and signage variances requires amendments to the *Development Procedures Bylaw* and the Development Variance Assessment Criteria Policy and Procedure.



Other proposed minor delegations include the renewal of Temporary Use Permits and specific Liquor Licence comments and recommendations. Revisions to construction value limits for delegated development permits are also proposed.

Background:

Staff first presented to Council-in-Committee (CIC) on July 25, 2022, outlining the changes enacted with Bill 26, including the ability to delegate minor variances and again on April 18, 2023 with a report that provided further details, and sought input, on the process for delegating minor variances and proposed criteria by which these applications could be assessed. Further, that report introduced additional delegations and process refinements that might be considered under Council's existing authorities, including:

- Temporary Use Permit extensions;
- Recommendations for select Liquor Licence issuances or amendments; and
- Increasing the maximum construction value for delegated development permits from \$500,000 to \$1,500,000.

At CIC on February 5, 2024, Council provided input to staff on the *Housing Accelerator Fund (HAF) - 2024-2026 Action Plan*, which includes delegation of minor variances as one of the seven HAF funded initiatives.

Through discussion at CIC, staff heard that Council was generally in support of pursuing additional delegations to facilitate process improvements and streamlining development approvals. Staff also heard requests to balance process improvements with maintaining Council oversight and public input on decisions that could have more consequential impacts to the community. Particular concern was expressed about the proposed minor variance threshold of 25% of relevant bylaw requirements. As a result, staff recommend only delegating authority for staff to review minor development variance permits (MDVPs) that are within 20% of the relevant bylaw value, and not associated with a Council reviewed (non-delegated) Development Permit. Larger variance applications or those proposed as part of a non-delegated Development Permit would be considered by Council within the context of a broader development proposal.

Discussion/Analysis:

Delegation of "Minor" Variances to Staff

Changes to the *Local Government Act* (LGA) approved through Bill 26 enable the delegation of minor variances, limited to defined areas, including siting, size, and dimensions of buildings, structures, and permitted uses, parking, loading, screening and landscaping. These requirements are included in the *Zoning Bylaw*. This delegation, with similar limitations, also applies to the *Sign Bylaw*,



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which regulates the number, size, location, type, height, and other requirements related to signs.

Since the enactment of Bill 26, neighbouring Cities of New Westminster, Burnaby, and Surrey have enacted the necessary regulatory changes to delegate minor variances. Other jurisdictions around the Province are at various stages of implementation. A recent municipal scan of Metro Vancouver shows that 9 of 20 eligible municipalities have now delegated minor variances to staff. In order to delegate minor variances, amendments are required to the *Development Procedures Bylaw* and the *Development Variance Assessment Criteria Policy and Procedure*.

Development Procedures Amendment Bylaw No. 5352, 2024 (Attachment 1)
Proposed amendments to the *Development Procedures Bylaw* (Part Six: Development Variance Procedures) include the following:

- Delegate the authority to issue minor variances to staff;
- Clarify the notice procedures for minor variances delegated to staff;
- Provide a path for applicants to seek Council's reconsideration of minor variances if declined by staff; and
- Refer to the Development Variance Assessment Criteria in the City's Policy and Procedure, as amended.

Development Variance Assessment Criteria Policy and Procedure

As part of a previous round of DAPR improvements, Council adopted the Development Variance Assessment Criteria Policy and Procedure in February 2021. These criteria provide a two-part test for evaluating variances:

- Part 1 considers the justification for the variance (i.e. whether there is a demonstrated land use justification or an atypical site constraint); and
- Part 2 considers the appropriateness of the variance (i.e. whether the variance maintains the intent of the bylaw, and the impact of the variance on the public interest and the surrounding neighbourhood).

Staff have drafted a revised Development Variance Assessment Criteria Policy and Procedure (Attachment 2), which now includes criteria to clarify that a variance within 20% of the bylaw requirement could be considered a minor variance (within the areas outlined in the LGA).

Further, continuing with current practice, staff recommend that variances associated with Council approved development permit applications should not be delegated as these variances are best considered by Council within the context of the larger development proposal. Currently, the vast majority of variances considered at the City are associated with these larger developments and their associated Development Permits.

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Additional Delegations

In addition to the authority to delegate minor variances, the LGA, the *Community Charter* and *Liquor Control and Licensing Act* (LCLA) also give Council the authority to delegate other duties to staff that have not yet been enacted. Through the process of exploring delegation of minor variances, staff have identified a number of other areas of the development process that may benefit from delegation. These were reviewed with an eye to improving service to applicants and reducing the overall volume of reports to Council, thereby allowing greater focus on applications that are more impactful to the community.

The additional application types that are considered for delegation include:

- Temporary Use Permits;
- Development Permits with a construction value of up to \$1,500,000 (currently Development Permits with a construction value of up to \$500,000 are delegated to staff); and
- Liquor Licences.

Temporary Use Permits (TUPs)

The Local Government Act (LGA) authorizes municipalities to issue TUPs to permit temporary uses on properties that are not otherwise permitted under the Zoning Bylaw. TUPs can be issued for a period of up to three years, with the ability to renew the permit once for up to an additional three years (maximum total six years). Staff recommend that Council delegate authority to consider TUP renewal, as discussed below.

In Coquitlam, Council has recently issued TUPs for such uses as residential sales centres and industrial uses associated with defined duration infrastructure projects. The following are the general considerations when evaluating a TUP:

- If the intensity of use will be suitable for the surrounding area;
- Whether the temporary use will be compatible with other surrounding land uses with regard to use, design, and operation; and
- Plans to terminate the use and restore the site to the previous condition following the expiry of the permit (where applicable).

Staff believe that extending a TUP beyond the initial three year period is relatively low risk, as Council will have already considered the factors above, and the maximum extension permissible is limited to three years. Under the LGA, if a delegated TUP renewal were to be declined by staff, a landowner would have the right to have Council reconsider the matter.



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To enact this change, staff have proposed adding a new section to the *Development Procedures Bylaw* (7.6 Delegation of Council Powers) as described in *Bylaw No. 5352, 2024* (Attachment 1).

Liquor Licensing

The Liquor and Cannabis Regulation Branch (LCRB) issues licences in accordance with the LCLA.

The LCRB requests a resolution from the local government when an applicant seeks a new licence or a licensee applies for an amendment to their existing liquor licence (e.g. for an increase in capacity or to extend hours of liquor service). Local governments are asked to give consideration to the potential for noise, traffic, and impact on the community, and are required to conduct a public process to gather input on these matters from nearby residents if the local government considers that the amendment may affect them.

Currently, Council must adopt a resolution that summarizes the community input, the public consultation method used, as well as Council's comments and recommendations regarding the application. Under the LCLA, Council may delegate authority to provide comments and recommendations to the LCRB for all applications or for those that meet specific criteria. Any applicant who receives a negative recommendation from staff on a delegated referral would have the right to request Council's reconsideration.

Staff are proposing that Council delegate authority for the following liquor licence application types to staff for review and response:

- Food-Primary Licences;
- Liquor-Primary Licences and Liquor Manufacturing Licence holders with Lounge Endorsement located in core areas as shown in *Zoning Bylaw Schedule "O"* (Attachment 3);
- Amendments to an existing licence for a capacity increase of up to 20%; and
- Amendments to an existing licence for a change of operating hours that falls within prescribed operating hours (Figure 1).

Figure 1: Liquor Licensing Application Referral/Review Policy Closing Times							
	Mon.	Tue.	Wed.	Thur.	Fri.	Sat.	Sun.
Food Primary	12:00am	12:00am	12:00am	12:00am	1:00am	1:00am	12:00am
Liquor manufacturing w/Lounge	1:00am	1:00am	1:00am	1:00am	2:00am	2:00am	1:00am
Liquor Primary	1:00am	1:00am	1:00am	1:00am	2:00am	2:00am	1:00am

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The proposed delegation would still see Council consider all other types of liquor licence applications, including those with hours falling outside the times set above, those seeking expansion beyond 20% of existing approvals and any Liquor-Primary or Lounge Endorsements outside of the core areas of *Schedule "O"*.

Delegating a broader range of liquor licence referrals within the core areas of the City Centre and Burquitlam-Lougheed will help reinforce these locations as urban destinations for dining and entertainment. Further, these locations have the best accessibility to all modes of transportation, which mitigates many of the safety and operation concerns of licensed establishments. Conversely, keeping more intensive liquor licence applications elsewhere in the city under Council's consideration signals a higher level of accountability and due diligence to both potential applicants and the community.

To enact these changes, staff have proposed adding a new section to the *Development Procedures Bylaw* (Part Ten: Liquor Licence Recommendations) as described in *Bylaw No. 5352, 2024* (Attachment 1). Staff have also proposed revisions to the Liquor Licensing Application Referral/Review Policy (Attachment 4), to identify the application types (outlined above) that would be delegated to staff, as well as an evaluation criteria and processes for public consultation through which staff would gather public input. The draft policy also updates the name of the LCRB, which had been previously known as the Liquor Control and Licensing Branch (LCLB) and updates the method of publishing Public Notices to reflect the City's new *Public Notice Bylaw*.

Delegated DPs - Construction Value Limit

Delegated development permits are currently limited to housing choices projects and developments with a construction value lower than \$500,000. With current construction costs, the latter is quite restrictive and results in relatively inconsequential developments and renovations requiring Council approval. Staff suggest that it is now fitting to recalibrate the construction value criteria to capture a broader range of developments.

To enact this change, staff have proposed an amendment to the *Development Procedures Bylaw* (Section 4.5.2(a)), as described in *Bylaw No. 5352, 2024* (Attachment 1), which would see this limit raised to \$1,500,000.

Financial Implications:

There are no direct financial implications of this report, although process improvements of this type have the potential to support a more efficient use of staff resources.



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Conclusion:

In order to implement the delegation of minor development approvals described in this report, to reduce processing times, and enhance customer service, staff recommend that Council:

1. Give first, second, and third readings to *Development Procedures Amendment Bylaw No. 5352, 2024*;
2. Approve the revised Development Variance Assessment Criteria Policy and Procedure; and
3. Approve the revised Liquor Licensing Application Referral/Review Policy.

These recommendations are consistent with the City's strategic goals, the DAPR program, and the City's commitment to efficient and responsive governance.



Chris Jarvie, MCIP, RPP

MN/ce

Attachments:

1. Development Procedures Amendment Bylaw No. 5352, 2024 (Doc# 5025365)
2. Development Variance Assessment Criteria - Policy and Procedure (Doc# 5025608)
3. Zoning Bylaw Schedule "O" – Maps 1 and 2 (Doc# 5027468)
4. Liquor Licensing Application Referral/Review Policy (Doc# 5026893)

This report was prepared by Mike Newall, Planner 3 and reviewed by Chris Jarvie, Director Development Services.

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Appendix E City of Coquitlam Report to Council on Delegation of Minor Development Approvals and District of West Vancouver's Delegated Approvals Guide



City of Coquitlam BYLAW

Attachment 1

BYLAW NO. 5352, 2024

A Bylaw to amend "City of Coquitlam
Development Procedures Bylaw No. 4068, 2009"

WHEREAS:

- A. Council for the City of Coquitlam has enacted the City of Coquitlam Development Procedures Bylaw No. 4068, 2009 (the "**Development Procedures Bylaw**"); and
- B. Council considers it desirable to amend the Development Procedures Bylaw to delegate authority to approve Development Permits up to a construction value of \$1,500,000, minor Development Variance Permits, and Temporary Use Permit Renewals.

NOW THEREFORE, the Council of the City of Coquitlam, in open meeting lawfully assembled, ENACTS AS FOLLOWS:

1. Name of Bylaw

This Bylaw may be cited for all purposes as "Development Procedures Amendment Bylaw No. 5352, 2024."

2. Amendment to City of Coquitlam Development Procedures Bylaw

The Development Procedures Bylaw is amended as follows:

2.1 PART FOUR: DEVELOPMENT PERMIT PROCEDURES, Subsection 4.5.2(a) - Conditions of Delegation, is amended as follows:

- 2.1.1 The amount of \$500,000 is deleted and replaced with the amount of \$1,500,000.

2.2 PART SIX: DEVELOPMENT VARIANCE PERMIT PROCEDURES is amended as follows:

- 2.2.1 Subsection 6.6 is renumbered to 6.7.
- 2.2.2 The following subsection is added after subsection 6.5:

6.6 Delegation of Council Powers

6.6.1 Delegation

Pursuant to s. 154(1)(b) of the *Community Charter* and s. 498.1 of the *Local Government Act*, Council delegates to the General Manager Planning and Development, the powers of Council under s. 498 of the

File #: 09-3900-20/5352/1 Doc #: 5025365.v2



Local Government Act to issue or amend minor development variance permits.

6.6.2 Conditions of Delegation

6.6.2.1 As a restriction on s. 6.6.1., the General Manager Planning and Development may only issue minor development variance permits for variances of the following:

- (a) Zoning Bylaw provisions respecting siting, size and dimensions of buildings, structures and permitted uses;
- (b) Zoning Bylaw provisions respecting off-street parking and loading space requirements; and
- (c) Sign Bylaw provisions respecting the size, location and number of signs.

6.6.2.2 For the purposes of s. 6.6.1, a development variance permit is deemed to be a minor development variance permit if the requested variance falls within 20% of the value prescribed in the relevant bylaw, and the application is not associated with a development permit that must be approved and issued by Council.

6.6.3 Guidelines for Evaluation

In deciding whether to issue a minor development variance permit, the General Manager Planning and Development must consider the guidelines and assessment criteria set out in the City's Development Variance Assessment Criteria Policy and Procedure, as amended by Council from time to time.

6.6.4 General Exceptions

The provisions of sections 6.3.3 (Development Variance Permit Report), 6.4 (Notification) and 6.5 (Council Consideration) of this bylaw do not apply to minor development variance permits.

6.6.5 Council Reconsideration

6.6.5.1 The owner of land whose minor development variance permit Application is subject to this section may, within 10 business days of being notified in writing of the General Manager Planning and Development's decision on their Application, request Council to reconsider the General Manager Planning and Development's decision by giving notice in writing to the City Clerk setting out the



grounds on which the owner considers the decision to be inappropriate, including the specific decision being challenged.

6.6.5.2 The City Clerk will place each request for reconsideration on the agenda of a meeting of Council to be held as soon as reasonably possible but not more than ten (10) weeks from the date on which the request for reconsideration was delivered.

The City Clerk will notify the applicant of the date of the meeting at which reconsideration will occur.

The City Clerk will notify the General Manager Planning and Development of each request for reconsideration and the General Manager Planning and Development will, prior to the date of the meeting at which the reconsideration will occur, provide a written report to Council setting out, at the level of detail the General Manager Planning and Development considers appropriate, the rationale for the General Manager Planning and Development's decision.

6.6.5.3 Council will either confirm the decision of the General Manager Planning and Development, or substitute its own decision.

2.3 PART SEVEN: TEMPORARY USE PERMITS, is amended as follows:

2.3.1 Subsection 7.6 is renumbered to 7.7.

2.3.2 The following subsection is added after subsection 7.5:

7.6 Delegation of Council Powers

7.6.1 Delegation

Pursuant to s. 154(1)(b) of the *Community Charter*, Council delegates to the General Manager Planning and Development, the powers of Council under ss. 497 of the *Local Government Act* to renew temporary use permits including the powers of Council to require that the applicant provide security for the purposes of ss. 496 and 502 of the *Local Government Act*.

7.6.2 Council Reconsideration

7.6.2.1 The owner of land whose temporary use permit renewal Application is subject to this section may, within 10 business days of being



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notified in writing of the General Manager Planning and Development's decision on their Application, request Council to reconsider the General Manager Planning and Development's decision by giving notice in writing to the City Clerk setting out the grounds on which the owner considers the decision to be inappropriate, including the specific decision being challenged.

7.6.2.2 The City Clerk will place each request for reconsideration on the agenda of a meeting of Council to be held as soon as reasonably possible but not more than ten (10) weeks from the date on which the request for reconsideration was delivered.

The City Clerk will notify the applicant of the date of the meeting at which reconsideration will occur.

The City Clerk will notify the General Manager Planning and Development of each request for reconsideration and the General Manager Planning and Development will, prior to the date of the meeting at which the reconsideration will occur, provide a written report to Council setting out, at the level of detail the General Manager Planning and Development considers appropriate, the rationale for the General Manager Planning and Development's decision.

7.6.2.3 Council will either confirm the decision of the General Manager Planning and Development, or substitute its own decision.

2.4 PART TEN: INACTIVE APPLICATIONS is renamed PART ELEVEN: INACTIVE APPLICATIONS, PART ELEVEN: OTHER PROVISIONS is renamed PART TWELVE: OTHER PROVISIONS and the subsections of both parts are renumbered accordingly.

2.5 The following is inserted after PART NINE: *AGRICULTURAL LAND COMMISSION ACT* APPLICATIONS:

PART TEN: LIQUOR LICENCE COMMENTS AND RECOMMENDATIONS

10.1 Delegation of Council Powers

10.1.1 Delegation

Pursuant to s. 154(1)(b) of the *Community Charter* and s. 40 of the *Liquor Control and Licensing Act*, Council delegates to the General Manager Planning

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and Development, the powers of Council under s. 38 of the *Liquor Control and Licensing Act*.

10.1.2 Conditions of Delegation

As a restriction on s. 10.1.1, the General Manager Planning and Development may only provide comments and recommendations to the Liquor and Cannabis Regulation Branch for the following application types:

- a) Food-Primary Licence;
- b) Liquor-Primary Licence, or Liquor Manufacturing Licence holder with Lounge Endorsement located in core areas as shown on *Schedule O* of the *Zoning Bylaw*;
- c) Amendment to an existing licence for a capacity increase of less than 20%; and
- d) Amendment to an existing licence for a change of operating hours that falls within the operating hours prescribed in the City's Liquor Licensing Application Referral/Review Policy, as amended from time to time.

10.1.3 Council Reconsideration

10.1.3.1 An applicant whose Liquor Licence Application or Liquor Licence Amendment Application is subject to this section may, within 10 business days of being notified in writing of the General Manager Planning and Development's comments and recommendations on their application, request Council to reconsider the General Manager Planning and Development's comments and recommendations by giving notice in writing to the City Clerk setting out the grounds on which the owner considers the comments and recommendations to be inappropriate, including the specific comment or recommendation being challenged.

10.1.3.2 The City Clerk will place each request for reconsideration on the agenda of a meeting of Council to be held as soon as reasonably possible but not more than ten (10) weeks from the date on which the request for reconsideration was delivered.

The City Clerk will notify the applicant of the date of the meeting at which reconsideration will occur.

The City Clerk will notify the General Manager Planning and Development of each request for reconsideration and the General



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Manager Planning and Development will, prior to the date of the meeting at which the reconsideration will occur, provide a written report to Council setting out, at the level of detail the General Manager Planning and Development considers appropriate, the rationale for the General Manager Planning and Development's comments and recommendations.

10.1.3.3 Council will either confirm the comments and recommendations of the General Manager Planning and Development, or substitute its own comments and recommendations.

3. Consequential Amendments

The Development Procedures Bylaw is further amended by making any consequential changes required to give effect to the amendments enumerated in this Bylaw, including any necessary corrections to the format, grammar, punctuation, and numbering, and to any Tables of Contents.

4. Severability

If any section, subsection, clause or phrase of this Bylaw is, for any reason, held to be invalid by a court of competent jurisdiction, it will be deemed to be severed and the remainder of the Bylaw will remain valid and enforceable in accordance with its terms.

Readings

READ A FIRST TIME this [day] day of [month] , [year] .

READ A SECOND TIME this [day] day of [month] , [year] .

READ A THIRD TIME this [day] day of [month] , [year] .

GIVEN FINAL ADOPTION and the Seal of the Corporation affixed this [day] day of [month] , [year] .

MAYOR

CLERK

File #: 09-3900-20/5352/1 Doc #: 5025365.v2



CITY OF COQUITLAM Policy & Procedure Manual



Development Variance Assessment Criteria Planning and Development Department

Approval Date: February 8, 2021

Purpose

This policy sets out assessment criteria to be used when evaluating development variance requests to the Zoning Bylaw. The purpose is to provide clarity and consistency in the administration of development variance requests, and to assist applicants in understanding how variance requests are considered.

Policy

1.0 INTENT

Development proposals that require variances, except use or density, to the Zoning Bylaw will be evaluated using the Assessment Criteria in Section 3.0 of this policy, in addition to existing policies in the *Official Community Plan* (OCP). Staff will continue to work with applicants to achieve compliance with the Zoning Bylaw.

2.0 VARIANCE OPTIONS AND APPLICABILITY

Variances to the regulations of the Zoning Bylaw, except use or density, can be applied for and considered through the following mechanisms:

- a) A variance associated with a Rezoning and Development Permit application;
- b) A Development Variance Permit (DVP);
- c) A Minor Development Variance Permit (MDVP); and
- d) An application to the Board of Variance.

An application for a DVP is required when there is no associated Development Permit application.

An MDVP is applicable for the following variances under the following conditions:

- a) *Zoning Bylaw* provisions respecting siting, size and dimensions of buildings, structures and permitted uses;
- b) *Zoning Bylaw* provisions respecting off-street parking and loading space requirements;
- c) *Sign Bylaw* provisions respecting the size, location and number of signs or their elements;
- d) the requested variance must fall within 20% of the value prescribed in the relevant bylaw; and
- e) the variance application is not associated with a non-delegated development permit.

An application may be made to the Board of Variance provided the application does not deal with those matters listed under Section 542(2) of the *Local Government Act*. Where an application deals with one or more of those matters, the application for a variance must be made through a) or b). The Assessment



Criteria in Section 3.0 applies only to a) and b), it does not apply to applications to the Board of Variance.

3.0 ASSESSMENT CRITERIA

The following assessment criteria will be used by staff to evaluate variance requests. The criteria are a two-part test to assess if the variance is justified and, if so, appropriate.

Where Part 1 – Justification of Variance has been demonstrated, Part 2 – Appropriateness of Variance shall then be evaluated based upon the impact(s) (positive or negative) of the variance. An unacceptable impact, as evaluated by planning staff, is grounds for staff to recommend that the application be denied. An applicant should demonstrate that a reasonable effort has been made to minimize any and all potential negative impacts associated with a variance. If such efforts are not made this would be grounds for staff to recommend that the application be denied.

The following criteria are not intended to be an exhaustive or definitive list of potential considerations. Staff are to use their reasonable judgment in identifying and evaluating all potential impacts associated with the specific circumstances involved in each application.

Part 1 – Justification of Variance

3.1 Demonstrated Land Use Justification

- a) The applicant must demonstrate that the proposed variance is necessary and is supported by an acceptable land use justification; such as:
 - i. The ability to use or develop the property is unreasonably constrained or hindered by having to comply with the bylaw requirement;
 - ii. There is a net benefit to the community or immediate area that would be achieved through the variance approval; or
 - iii. The proposed variance would allow for more efficient and effective use and development of the subject property.
- b) If an acceptable land use justification is identified, the applicant must demonstrate that a reasonable effort has been made to avoid the need for, or reduce the extent of, the requested variance. If such efforts are not made this may be grounds for staff to recommend that the variance request be denied.

3.2 Demonstrated Unique Condition Justification

- The applicant must demonstrate that there are special conditions of the property that distinguish it from other properties in the area and because of these special conditions, requiring compliance with Bylaw would cause undue hardship and not advance the purposes of the OCP in any fair and substantial way.
- What is unique about this property? Look directly at the lot and determine if things such as shape, size, location, etc. distinguish this property from others in the area.



- It is not enough to demonstrate that the property would be difficult to use for the proposed use. Even if those facts are present, an applicant still must demonstrate that the property is different, in a meaningful way, from other properties in the area.
- Note that where a property has known constraints that limit its development potential, yet still possesses an economically viable, albeit restricted, development capacity – this alone will not constitute a unique condition.

PART 2 – Appropriateness of Variance

3.3 Spirit of the Zoning Bylaw

- a) Does the requested variance violate the explicit or implicit spirit and intent of the bylaw?
- b) Does the request unduly violate the basic objectives of the Zoning Bylaw?

3.4 The Public Interest

- a) How does the requested variance impact the public interest?
- b) Would the variance injure or negatively impact the public or private rights of others?
- c) Does granting the variance impact public health or safety?

3.5 Appropriate Long Term Development

- a) Does the requested variance assist or facilitate the appropriate long-term development of the area?
- b) Is the area undergoing redevelopment and does the proposed development and variance request fit with that vision?
- c) Is the area intended for a future planning exercise that may change the vision for the area? How does the proposed development fit with the future vision? Will the variance request impact the future vision?

3.6 Land Use Compatibility and Design

- a) Does the variance provide for compatibility with adjacent land uses existing and/or proposed in the OCP?
- b) What measures are proposed to mitigate the adverse impacts?
- c) Does the proposed development demonstrate a high degree of innovation, creativity and sensitivity in its overall design?

3.7 Neighbourhood

- a) Would the variance have an undue adverse impact on the surrounding and broader neighbourhood, including but not limited to utilities and traffic?
- b) What has the applicant proposed to reduce any adverse impacts?
- c) Does the proposed development and variance request assist or further the goals of other City plans and strategies?
- d) Are there additional community amenities that will be provided as part of this proposal to offset any adverse impacts?



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Development Variance Assessment Criteria

3.8 Environmental

- a) Does this proposal help further the City's goals outlined in the Environmental Sustainability Plan?
- b) What is the impact of the proposed variance on the long term sustainability of the natural environment?
- c) Does the variance cause a direct impact on a specific feature of the natural environment?

3.9 Housing

- a) Does this proposal help further the City's housing affordability goals?
- b) Does the development achieve a unique housing product that was not anticipated in the preparation of the plan that provides more opportunity for affordable housing options?

3.10 Community Consultation

- a) What feedback has the proponent received through their public consultation regarding this project?
- b) How is the proponent addressing public concerns?
- c) Would the variance have a significant adverse impact on an individual neighbour?

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Applications for a delegated development permits will be substantially processed as follows.

Please note, this guide should be used in conjunction with the District of West Vancouver Development Procedures Bylaw No. 4940, 2017.

Refer to Fees and Charges Bylaw No. 5251, 2023 for applicable application costs.

For application submission requirements, refer to the Planning Submission Checklist and Development Application Form.

About Delegated Development Permits

Delegated Development Permits are used to ensure that a development is designed and constructed in accordance with a set of guidelines to respond to the streetscape, neighbourhood, and the unique characteristics of a site such as environmental conditions, the topography, or existing landscape. For each Development Permit Area, objectives and guidelines are provided for new development, additions, and renovations in the Guidelines Section of the Official Community Plan (OCP). Delegated Development Permits are assessed based on how well the development complies with the specific guidelines as outlined in the OCP.

Delegated Development Permits

Section 19.2 of the Development Procedures Bylaw enables delegated approval authority for certain types of Development Permits to the Director of Planning & Development Services, provided that the application complies with certain conditions set out in section 19.8-19.21. Examples of delegated development permit applications include those for:

- detached secondary suites (coach house)
- duplexes
- sites with difficult terrain (steep slope) involving the creation of 3 or fewer lots
- watercourse protection
- Rogers Creek
- wildfire hazard
- Neighbourhood Designated areas within the Horseshoe Bay Local Area Plan
- foreshore

Exemptions

Exemptions are to be confirmed with Planning Department staff. Development Permit exemption criteria differ for each type of development permit. Review the development permit exemption criteria for each type of development permit in the Area Specific Policies and Guidelines section of the OCP.

An application fee applies.

5698356v1 PLANNING & DEVELOPMENT SERVICES: 750 17th Street West Vancouver BC V7V 3T3
t: 604-925-7055 | e: planning@westvancouver.ca | westvancouver.ca



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Processing Steps for Delegated Development Permits

1. **Initial inquiry:** Applicant makes an inquiry to the Planning Department regarding their development proposal. Prior to preparing detailed plans or submitting a Development Permit Application, applicants are advised to discuss the proposal with Planning Department staff. Staff provide an overview of the process and application requirements.
2. **Formal application submission:** Applicant submits a formal application. District staff will review the application for completeness and accuracy and request any missing submission requirements before taking in the application for processing. Once a complete submission is received, staff will open the application file and generate the invoice.
3. **Referral process:** Staff prepare internal referrals by distributing an information and referral memo to all applicable District departments.
4. **Post-referral review:** Applicant receives feedback from the review process, outlines additional information requirements, and/or possible revisions. It is the responsibility of the applicant to respond to the feedback from the review process and resolve any conditions/requirements identified and submit any necessary reports or studies.
5. **Application notification:** The District issues neighbourhood notification to property owners and residents within 50 to 100 metres from site from the subject property. Information is posted on the District's webpage describing the proposal.
6. **Director Development Permit consideration:** The application and planning report is referred to the Director for consideration.

The Director may:

- a. authorize the issuance of the Development Permit or authorize the issuance of the Development Permit with conditions;
- b. refer it back to staff for further information;
- c. reject the application; or
- d. refer the application directly to Council.

If neighbourhood comments and public input cannot be resolved, the Director will refer the application to Council. However, the Director can, at his discretion, refer applications directly to Council.

Council may:

- a. approve the Development Permit; or
- b. refer the proposal back to staff for modifications or request further information; or
- c. reject the application.

7. **Notice on title:** If the Development Permit is granted, a Notice of Development Permit will be registered on the title of the property at the Land Titles Office.



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Issuance of Development Permit: Once development permit conditions are met, the District issues the development permit to the applicant.

8. **Building Permit application:** Once a Development Permit is approved, the applicant will need to apply for a Building Permit.



Appendix F City of Victoria's Land Use Procedures Bylaw





LAND USE PROCEDURES BYLAW

BYLAW NO. 16-028

This consolidation is a copy of a bylaw consolidated under the authority of section 139 of the *Community Charter*.
(Consolidated on July 25, 2024 up to Bylaw No. 24-045)

This bylaw is printed under and by authority of the Corporate Administrator of the Corporation of the City of Victoria.



NO. 16-028

LAND USE PROCEDURES BYLAW

A BYLAW OF THE CITY OF VICTORIA

(Consolidated to include Bylaws No.16-059, No.17-006, No.17-012, No.17-023, No.17-054, No.17-107, No. 18-018, No.18-090, No.19-037, No.19-067, No.20-076, 21-055, 22-014, 22-021, 22-072, 22-057, 22-026, 23-066, 23-085, 24-021, 24-045)

A Bylaw to define procedures under which an owner of land may apply for an amendment to the Official Community Plan, Zoning Bylaw 2018, or the Zoning Regulation Bylaw, for the issuance of a permit, to impose application fees, to specify notification distances, and to delegate Council's authority to make decisions in certain circumstances.

WHEREAS:

A local government that has adopted an official community plan bylaw or a zoning bylaw must, by bylaw, define procedures under which an owner of land may apply for an amendment to the plan or bylaw or for a permit under Part 14 of the *Local Government Act*; and

The Council of the City of Victoria has adopted an official community plan and a zoning bylaw; and

24-021 A local government may, by bylaw, impose application fees for an application to initiate changes to an official community plan or zoning bylaw, the issuance of a permit under Part 14 or Section 617 of the *Local Government Act*, or a heritage revitalization agreement; and

A local government may by bylaw specify a distance from affected land for the purpose of notifying owners and tenants in occupation of proposed bylaw amendments and permits; and

The Council may, by bylaw, delegate its powers, duties and functions to an officer or employee of the municipality;

NOW THEREFORE, the Council of the City of Victoria, in open meeting assembled, enacts as follows:

PART 1 – INTRODUCTORY PROVISIONS

1. Title
2. Repeal
3. Severability
4. Definitions
5. Applications Subject to this Bylaw

PART 2 – APPLICATIONS



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Appendix F City of Victoria's Land Use Procedures Bylaw

6. Pre-Application Community Meeting Requirements
7. Notification Distance
8. Waiving a Community Meeting
9. Applications Forms
10. Application Requirements
11. Evidence of Participation in a Community Meeting
12. Receipt of Applications
13. Incomplete applications
14. Notification of incomplete applications
15. Application referral
16. Application review summary
17. Council referral
18. Application Fee
19. – 20. Affordable Housing application fee
21. Refund
22. Refund of administration fee
23. Landscape Security
24. Cancellation of Applications
25. Reapplication – cancelled file
26. Application Sign Posting Requirements – permits
27. – 28. Application Sign Posting Requirements – other applications
29. Public hearing
30. Right to waive a public hearing
- 24-021 31. Notice of public hearing, zoning bylaw amendment or permits
32. Reapplications

PART 3 – DELEGATION AND RECONSIDERATION

33. Types of Permits
34. Referral
35. Referral consideration



- 36. Landscape security delegation
- 37. Council reconsideration
- 38. Time limit for reconsideration
- 39. Notice of reconsideration
- 40. Representation to Council
- 41. Council's authority

PART 4 – ENCROACHMENTS IN DELEGATED APPROVALS

- 24-045 42. – 46. Encroachments for decorative features
- 47. – 50. Encroachments for anchor rods
- 51. General

SCHEDULES

- Schedule A Application Fees
- Schedule B Procedures for Sign Posting– Permits
- Schedule C Procedures for Sign Posting – Other Applications
- Schedule C-1 Procedures for Sign Posting – Pre-Application Input
- Schedule D Delegated Approvals
- Schedule D-1 Criteria for Minor Variances
- 23-085 Schedule D-2 Guidelines for Development Variance Permits
- Schedule E Landscape Security
- Schedule F Encroachment for Decorative Features
- Schedule G Encroachment for Anchor Rods

PART 1 – INTRODUCTORY PROVISIONS

Title

- 1. This Bylaw may be cited as the "LAND USE PROCEDURES BYLAW, 2016".

Repeal

- 2. Bylaw No. 09-048, the "Land Use Procedures Bylaw" is repealed.

Severability



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Appendix F City of Victoria's Land Use Procedures Bylaw

3. If any Section, subsection, sentence clause or phrase forming part of this Bylaw is for any reason held to be invalid by the decision of any Court of competent jurisdiction, the invalid portion shall be severed from the Bylaw without affecting the validity of the Bylaw or any remaining portion of the Bylaw.

Definitions

4. In this bylaw,

"affordable housing" means

any housing unit which is:

- (a) part of a development wholly owned and operated by a registered non-profit residential housing society or government agency, or operated by a registered non-profit residential housing society or government agency pursuant to a legally binding arrangement with the property owner; and
- (b) subject to a housing agreement with the City, or a covenant in favour of the City, securing its use as a below-market housing unit in perpetuity",

"ADP" means

the City's Advisory Design Panel

"anchor rod" means

any steel or other rod, pipe or thing an intended purpose of which is to shore or support an excavation face or to prevent subsidence

"CALUC" means

Community Association Land Use Committee

"Committee" means

a select or standing committee of Council

"Community Meeting" means

a public meeting held in association with a Community Association Land Use Committee operating under the Community Association Land Use Committee Procedures for Processing Rezoning and Variance Applications as approved by a resolution of Council

"development permit" or "DP" means

a permit authorized by Section 490 of the *Local Government Act*

"development variance permit" or "DVP" means

a permit authorized by Section 489 of the *Local Government Act*

"Director" means



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Appendix F City of Victoria's Land Use Procedures Bylaw

the City's Director of Sustainable Planning and Community Development
Department

"Engineer" means

the City's Director of Engineering and Public Works or a person acting
under his authority

"HAPL" means

the City's Heritage Advisory Panel;

"heritage alteration permit" means

a permit authorized by Section 617 of the *Local Government Act*

"heritage conservation area" or "HCA" means

an area designated pursuant to section 614(1) of the *Local Government
Act*

"heritage registered property" means

property listed on the community heritage register under section 598 of the
Local Government Act

"heritage revitalization agreement" means

an agreement authorized by Section 610 of the *Local Government Act*

"Official Community Plan" or "OCP" means

the City's Official Community Plan Bylaw, 2012

"public comment" means

members of the public addressing Council, other than at a public hearing,
regarding the subject matter of a decision Council proposes to make

"public hearing" means

a public hearing that is required to be held under the *Local Government Act*
before Council adopts a bylaw

"temporary use permit" or "TUP" means

a permit authorized by Section 493 of the *Local Government Act*

"TRG" means

the Technical Review Group composed of City of Victoria staff

"zoning bylaw" means

the City's Zoning Regulation Bylaw and Zoning Bylaw 2018

Applications subject to this bylaw



24-021

5. This bylaw establishes fees and procedures in relation to applications for:
- (a) an amendment to the zoning bylaw;
 - (b) an amendment to the OCP;
 - (c) a temporary use permit;
 - (d) a heritage revitalization agreement;
 - (e) a development variance permit;
 - (f) a development permit;
 - (g) a heritage alteration permit.

PART 2 - APPLICATIONS

Pre-application requirements

6. Before submitting an application to initiate changes to the OCP or zoning bylaw, the applicant must:
- (a) pay to the City the pre-application notification fee as calculated in accordance with Schedule A of this Bylaw;
 - (b) arrange and participate in a Community Meeting not more than six months in advance of the application submission date;
 - (c) submit plans for the proposed development to the City to post online for public comment not less than 30 days and not more than six months in advance of the application submission date; and
 - (d) post signage in accordance with Schedule C-1 of this Bylaw.
- 6A. The pre-application notification fee under section 6(a) does not apply where the requirements of section 6(b), (c) and (d) have all been waived pursuant to section 8.
- 6B. The Director may require the applicant to repeat the requirements in section 6 if the plans for the proposed development has had the following revisions:
- (a) additional uses added;
 - (b) increase in height or density; or
 - (c) decrease in setbacks or increase in site coverage equal to or greater than 20%.
- 6C. In the event section 6B is triggered and the requirements under 6(b), (c) and (d) have not been waived pursuant to section 8, the applicant



must pay the pre-application notification fee as calculated in accordance with Schedule A.

Notification Distance

- 24-021
- 7. The City will provide owners and occupiers within the areas specified in Section 7A with notification of the date of the processes under section 6(b) and (c), if applicable.
 - 7A. The notification under section 7 will be provided to the owners and occupiers of properties located within 100 metres of the subject property of an application listed in Section 27 of this Bylaw, except if the application includes an OCP amendment, the notification distance is 200 metres.

Waiving Pre-application Requirements

- 8. The requirement under section 6(b) may be solely waived or the requirements under sections 6(b), (c) and (d) may be waived altogether, by:
 - (a) Council;
 - (b) in writing by the CALUC in the area in which the proposed development is located; or
 - (c) by the Director, if, in the Director's opinion:
 - i. the applicant has made reasonable attempts to hold a Community Meeting; or
 - ii. extraordinary circumstances exist that make it unsafe or impractical to hold a Community Meeting.

Application Forms

- 9. The Director is authorized to establish and revise the application form for any application to be used from time to time pursuant to this Bylaw.

Application requirements

- 10. All applications must be submitted to the Director on the form provided by the City for the purpose of the application, and must be accompanied by:
 - (a) all of the information and supporting documents specified in the application form;
 - (b) the fees set out in Schedule A to this Bylaw.

Evidence of participation in a Community Meeting



11. If a Community Meeting was required in relation to an application, the applicant must submit evidence that the applicant has participated in the Community Meeting.

Receipt of applications

12. If a person submits a complete application to the Director, the Director must process the application.

Incomplete applications

13. If a person submits an incomplete application to the Director, the Director may:
 - (a) process the application; or
 - (b) refuse to process the application.

Notification of incomplete applications

14. If the Director refuses to process an incomplete application, the Director must inform the applicant, either verbally or in writing, why the application is incomplete.

Application Referral

15. When processing an application, the Director may refer the application to other agencies or associations, the TRG, Advisory Committees or other staff members.

Application Review Summary

16. When processing an application the Director may provide an applicant with a summary of any feedback the Director receives following the referrals contemplated in Section 15.

Council Referral

17. Council or a Committee of Council may refer a development permit application or a heritage alteration permit to ADP or HAPL or a joint meeting of ADP and HAPL for its recommendations concerning the design of the application or other matters within the ADP's or HAPL's terms of reference.

Application fee

18. The application fee for an application under this Bylaw is the sum of the following amounts, each of which is set out in, or must be calculated in accordance with, Schedule A:
 - (a) the pre-application fee for giving notice;
 - (b) the base application fee;
 - (c) the administration fee; and
 - (d) the resubmission fee.



Affordable Housing application fee

19. Notwithstanding Section 18, for an application under this Bylaw where all of the dwelling units proposed in the development are affordable housing dwelling units, no base application fee or variance fee is required.
20. Notwithstanding Section 18, for an application under this Bylaw where a portion of the dwelling units proposed in the development are affordable housing dwelling units, the base application fee and variance fee are reduced based on the floor area of affordable housing units as a percentage of the total floor area of the building. Fees are not reduced for floor areas associated with common areas, parking or amenity space.

Refund

21. An applicant who has paid the base application fee is entitled to:
 - (a) a 90% refund if the application is withdrawn or cancelled within 15 business days from the date of submission; or
 - (b) a 75% refund if the application is withdrawn or cancelled within 16 to 40 business days from the date of submission.
- 24-021
- 21A. An applicant who has paid the base application fee pertaining to a proposed development in Development Permit Area 15F and complied with the applicable provisions of the City's Tenant Assistance Policy and a Tenant Assistance Plan consistent with such Policy is entitled to a refund of \$5000 or the application fee, whichever is less, after the City has issued an occupancy permit for the development.
- 22-057
24-021

Refund of administration fee

22. An applicant who has paid the administration fee in relation to an application is entitled to a refund of that fee if the application is cancelled, withdrawn or abandoned, and the applicant requests a refund, before the City has incurred any expenses in relation to the giving notice of a public hearing or the waiver of a public hearing in relation to the application.
- 24-021

Landscape security

23. The City may require the applicant to provide landscape security calculated in accordance with Schedule E of this Bylaw, and if landscape security is required, it must be provided to the City before issuance of a building permit.

Cancellation of Applications

24. (a) If an application has been accepted by the Director for processing and further information from the applicant is requested after review by the Director, TRG Committee or Council, the applicant is required to provide the requested information within 6 months. If the applicant does not provide the requested information within 6 months of the request, the City



will provide a final written notification to the applicant and if the requested information is not provided within 3 months of the final written notification, the file will be closed.

- (b) If an application is declined by Council resolution, the file will be closed.

Reapplication - cancelled file

25. (a) An applicant wishing to reopen a cancelled file under Section 24(a) must submit a new application and pay the applicable fee prescribed in Schedule A of this Bylaw, but the one year waiting period for reapplications under Section 32 of this Bylaw does not apply.
- 24-021 (b) An applicant wishing to reopen a closed file under Section 24(b) must submit a new application in accordance with the timeline under Section 32 and pay the application fee prescribed in Schedule A of this Bylaw.

Application Sign Posting Requirements - Permits

- 23-085 26. The applicant must post signage in compliance with Schedule B of this Bylaw for the following types of permits:
- 24-021
- (a) development variance permit;
 - (b) development permit with variances;
 - (c) heritage alteration permit with variances;
 - (d) a temporary use permit.

Application Sign Posting Requirements – Other applications

27. A person who submits an application for any of the following must post signage in compliance with Schedule C of this Bylaw:
- (a) A zoning bylaw amendment;
 - 24-021 (b) an *Official Community Plan Bylaw* amendment;
 - (c) a heritage revitalization agreement bylaw if the agreement or an amendment would permit a change to the use or density of use that is not otherwise authorized by the applicable zoning.
28. Section 27 does not apply to:
- 24-021 (a) City-initiated amendments that involve ten or more parcels; or
 - (b) where, in the opinion of the Director, the posting of signage is not practical because the owner of the affected site does not consent and there is no suitable public property for the signage in sufficiently close proximity to the affected site.



Public hearing

- 24-021 29. In accordance with the *Local Government Act*, a public hearing is required before Council adopts a bylaw to:
- (a) amend the zoning bylaw, subject to section 29A and 29B;
 - (b) amend the OCP;
 - (c) enter into or amend a heritage revitalization agreement, if the agreement or amendment would permit a change to the use or density of use that is not otherwise authorized by the applicable zoning or alter the zoning bylaw in relation to residential rental tenure;
 - (d) heritage designate a property.
- 24-021 29A. A public hearing on a proposed zoning amendment bylaw is not permitted if:
- 1.
 - (a) the bylaw is consistent with the OCP;
 - (b) the sole purpose of the bylaw is to permit a development that is, in whole or in part, a residential development; and
 - (c) the residential component of the development accounts for at least half of the gross floor area of all buildings and other structures as part of the development; or
 - 2. the sole purpose of the bylaw is to comply with section 481.3 of the *Local Government Act*.
- 24-021 29B. A public hearing is not required on a proposed zoning amendment bylaw if the bylaw is consistent with the OCP.

Right to waive a public hearing

- 24-021 30. Council may waive the holding of a public hearing in relation to a zoning amendment bylaw if the proposed amendment is consistent with the OCP and does not meet the criteria in section 29A.
- 24-021 <section repealed>

Notice of public hearing, zoning bylaw amendment or permits

- 24-021 31. The distance specified for the purpose of notification of the following processes is:

<u>Process</u>	<u>Distance</u>
Notification of public hearing for:	
Amendment to the OCP	200 metres



Development Document Revitalization

Appendix F City of Victoria's Land Use Procedures Bylaw

Amendment to the zoning bylaw	100 metres
Heritage revitalization agreement bylaw or heritage designation bylaw	100 metres
Notification of zoning amendment bylaw where public hearing not permitted or has been waived	100 metres
Notice of Council resolution to issue development permit with variances, heritage alteration permit with variances, development variance permit or temporary use permit	All parcels that are the subject of, or that are adjacent to the parcels that are the subject of the permit in relation to which Council proposes to make a decision.

Reapplications

32. If the Council does not approve an application submitted in accordance with this bylaw, a person must not submit the same application within one year of the date of Council's decision to not approve the application. However, Council may, by an affirmative vote of at least 2/3 of its members that are eligible to vote on the reapplication, allow a person to reapply within the one year period.

PART 3 – DELEGATION AND RECONSIDERATION

Types of permits

33. Council delegates to the Director the authority to issue the types of permits listed in column A of the table attached as Schedule D to this Bylaw, in the areas listed in column B, accordance with the conditions set out in column C.

Referral

34. Before exercising the delegated authority to make a decision under this Bylaw, the Director may refer an application to other agencies or associations, ADP, HAPL, the TRG, or other staff as required.



Referral consideration

- 24-021 35. If the Director refers an application as contemplated in Section 34 above, the Director must consider but is not bound to accept any recommendations or comments of the body or bodies to which the Director has referred the application.

Landscape security delegation

36. Council delegates to the Director the authority to require landscape security in accordance with Section 23, which amount shall be calculated in accordance with Schedule E of this Bylaw.

Council reconsideration

37. If an application is refused, or if the applicant objects to a proposed provision of the permit or approval, the applicant may request that Council reconsider the decision of the Director in accordance with the provisions for reconsideration set out in this Part.

Time limit for reconsideration

38. Within 10 days of being notified in writing of a decision of the Director the applicant may apply to the City's Corporate Administrator to have Council reconsider a decision of the Director.

Notice of reconsideration

39. The City's Corporate Administrator must give the applicant at least 10 days' notice of the time and place of Council's reconsideration, and of the applicant's right to appear before Council to make representations concerning the application.

Representation to Council

40. A person exercising the right of reconsideration may make oral or written submission to Council and may appoint a representative to make representation.

Council's authority

41. Council may either confirm the decision made by the Director or substitute its own decision, including conditions of a permit or additional conditions of the permit.

24-021

24-045

READ A FIRST TIME on the **10th** day of **March** 2016.

READ A SECOND TIME on the **10th** day of **March** 2016.

READ A THIRD TIME on the **24th** day of **March** 2016.



Development Document Revitalization
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ADOPTED on the **24th** day of **March** 2016.

"CHRIS COATES"

CORPORATE ADMINISTRATOR

"LISA HELPS"

MAYOR



City of Victoria
Bylaw No. 16-028
Schedule A
APPLICATION FEES

1. Pre-application fee

The pre-application fee for giving notice, is:

- (1) \$800 if notice must be given to owners and occupiers of properties within 100 metres of the subject property; or,
- (2) \$2400 if notice must be given to owners and occupiers of properties within 200 metres of the subject property.

2. Base application fee

- (1) The base application fee for an application to amend the Official Community Plan is \$2500.
- (2) The base application fee described in paragraph (3) applies to the following applications:

24-021

- (a) a zoning bylaw amendment;
 - (b) a heritage revitalization agreement bylaw if the agreement or an amendment would permit a change to the use or density of use that is not otherwise authorized by the applicable zoning;
 - (c) a temporary use permit.
- (3) The base application fee for the applications listed in paragraph (2) is calculated as follows, plus \$250 for each variance that is requested or proposed in the application:
 - (a) For an application in which the proposed development is exclusively residential use:
 - (i) Proposal for one duplex: \$3000;
 - (ii) Proposal for one triplex: \$4000;
 - (iii) Proposal for one, two or three dwelling units that are not captured by paragraph (3)(a)(i) or (ii): \$2000 per dwelling unit proposed;



- (iv) Proposal pertaining to more than three dwelling units (regardless of dwelling unit type): \$6000 plus \$0.50 per square metre of floor area.
 - (b) For an application in which the proposed development is non-residential use or mixed use:
 - (i) Proposal equal to or under 500 square metres: \$3000 plus \$0.50 per square metre of floor area;
 - (ii) Proposal over 500 square metres: \$6000 plus \$0.50 per square metre of floor area.
 - (c) For an application in which the proposed development is not captured by paragraph (3)(a) or (b): \$2000.
 - (d) For an application described in paragraph (3)(a), (b), or (c), in which any accessory dwelling units are proposed, the accessory dwelling units are not counted as dwelling units for the purposes of calculating the base application fee.
 - (e) Notwithstanding paragraph (3)(d), an application in which only accessory dwelling unit(s) are proposed shall have a base application fee of \$2000.
- (4) The base application fee described in paragraph (5) applies to the following applications:
- (a) a development permit;
 - (b) a heritage alteration permit.
- (5) The base application fee for the applications listed in paragraph (4) is calculated as follows, plus \$250 for each variance that is requested or proposed in the application:
- (a) For an application in which the proposed development is exclusively residential use:
 - (i) Proposal for one duplex: \$3000;
 - (ii) Proposal for one triplex: \$4000;
 - (iii) Proposal for one, two or three dwelling units that are not captured by paragraph (5)(a)(i) or (ii): \$2000 per dwelling unit proposed;
 - (iv) Proposal pertaining to more than three dwelling units (regardless of dwelling unit type): \$6000 plus \$2.50 per square metre of floor area;



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- 22-057 (v) Notwithstanding the previous subparagraphs (i) – (iv), the following fees apply for proposed developments in Development Permit Area 15F:
- 24-021 (A) one dwelling unit: \$2,000,
(B) two dwelling units: \$3,000,
(C) three to six dwelling units: \$12,000,
(D) more than six dwelling units: \$15,000.
- 24-021 (vi) Notwithstanding the previous subparagraphs, a proposal for a garden suite in Development Permit Area 15E is \$2,500.
- (b) For an application in which the proposed development is non-residential use or mixed use:
- (i) Proposal equal to or under 500 square metres: \$3000 plus \$2.50 per square metre of floor area;
(ii) Proposal over 500 square metres: \$6000 plus \$2.50 per square metre of floor area.
- (c) For an application in which the proposed development is not captured by paragraph (5)(a) or (b): \$2000.
- 22-057 (d) With the exception of applications described in paragraph (5)(a)(v), for an application described in paragraphs (5)(a), (b), or (c), in which any accessory dwelling units are proposed, the accessory dwelling units are not counted as dwelling units for the purposes of calculating the base application fee.
- (e) Notwithstanding paragraph (5)(d), an application in which only accessory dwelling unit(s) are proposed shall have a base application fee of \$2000.
- (f) If a development permit or heritage alteration permit application is submitted under paragraph 5(a)(i), (ii) or (iii) in conjunction with an application under paragraph 2 for the same project:
- (i) only one base application fee is payable, calculated in accordance with paragraph (3); and
(ii) only one variance fee is payable for each proposed variance, calculated in accordance with paragraph (3).
- (6) The base application fee for a development variance permit is \$750 (includes one variance), plus \$250 for each additional variance that is requested or proposed in the application beyond the first.

Schedule A – Page #3



- (7) The base application fee for a development permit for subdivision only is \$250 for each new lot that is proposed to be created in the application.
- 22-057 (8) Notwithstanding paragraphs (4) and (6), the base application fee for a permit which the Director is authorized to issue is as follows:
 - 23-085 (a) the base application fee for a development permit in
 - (i) Development Permit Area 16 for buildings over 100 m2 is 50% of the development permit fee as provided in paragraph (5);
 - (ii) Development Permit Area 15E for a garden suite is \$2,000;
 - (iii) Development Permit Area 15F for a proposal for:
 - 24-021 (A) one dwelling unit: \$2,000,
 - (B) two dwelling units: \$3,000,
 - (C) three to six dwelling units: \$10,000;
 - (D) more than six dwelling units: \$13,000;
 - (b) the base application fee for a heritage alteration permit for a single family dwelling or duplex is \$0; and
 - (c) the base application fee for a permit not addressed in subparagraph (a) or (b) is \$200.
- 23-085 (9) Notwithstanding paragraph (4), the base application fee is \$500 for an application:
 - (a) proposing only emergency preparedness container(s) and equipment that are collectively under 100 m2 in floor area; and
 - (b) that does not fall within paragraph (8).
- (10) Notwithstanding paragraph (4), no base application fee is payable for a heritage alteration permit for a single family dwelling or duplex; however, where a variance is proposed, a fee of \$250 for each variance applies.
- (11) Notwithstanding paragraph (2), the base application fee to allow any "storefront cannabis retailer" use is the greater of \$7500 and the application fee calculated in accordance with paragraph (3).

3. Administration Fee

- (1) The administration fee for an application that requires a public hearing, payable when the Council forwards the bylaw to a public hearing, is as follows:

Schedule A – Page #4



- (a) For an application for heritage designation: No fee;
- (b) For all other applications: \$1800.

24-021

4. Resubmission fee

- (1) If the plans submitted in support of the application require revisions as set out in an Application Review Summary as provided by the TRG, revised plans will be reviewed by City staff and no additional fees will be charged.
- (2) If plans are revised as a result of changes proposed by the applicant, and not requested by staff, Committee, Council, ADP or HAPL, then an additional fee of \$500 shall be required for each new submission.
- (3) There is no resubmission fee when an applicant resubmits revised plans in response to comments arising from City staff, Committee, Council, ADP or HAPL.

5. Amendments to existing legal agreements

The fee to have an existing legal agreement with the City amended is \$500 plus the City's legal costs to complete the amendment.

6. Request Council authorization

The fee to request staff to prepare and present a report to Council in order to request Council authorization is \$1000.

7. Site profile for contaminated sites

If a site profile for contaminated sites is required in conjunction with an application, the fee is \$100.



City of Victoria

Bylaw No. 16-028

Schedule B

PROCEDURES FOR SIGN POSTING – PERMITS

- 23-085
1. Where a notice or sign is required pursuant to section 26 of this Bylaw, a sign or signs shall be posted on the property or properties subject to the application in compliance with this Schedule.
 2. The City shall determine the specifications, format, and information content of the sign or signs.
 3. The applicant shall:
 - (a) obtain the sign or signs from the City or obtain the specifications for the sign from the City;
 - (b) post the sign or signs on the subject property for a minimum of 10 days prior to the date of the Council's meeting concerning the application;
 - (c) post additional meeting notices and additional signs if required;
 - (d) maintain the sign or signs on the subject property for the required time period.
 4. The applicant shall post the sign or signs in a prominent location, clearly visible from the street, and on the site that is subject to the application. The City shall determine the required number and location of the sign or signs, taking into account the configuration of the site and visibility to the public.



City of Victoria

Bylaw No. 16-028

Schedule C

PROCEDURES FOR SIGN POSTING – OTHER APPLICATIONS

- 23-085
1. Where a notice or sign is required pursuant to section 27 of this Bylaw, a sign or signs shall be posted on the property or properties subject to the application in compliance with this Schedule.
 2. The City shall determine the specifications, format, and content of the sign or signs, and provide the specifications to the applicant or the applicant's agent.
 3. The applicant shall, at its sole expense:
 - (a) prepare the sign or signs in accordance with the specifications provided by the City;
 - (b) post the sign or signs on the subject property for a minimum of 10 days prior to the initial Committee meeting;
 - (c) post additional meeting notices and additional signs if required by the City;
 - (d) maintain the sign or signs on the subject property until the Public Hearing for the application has been held.
 4. The applicant shall post the sign or signs in a prominent location, clearly visible from the street, and on the site that is subject to the application. The City shall determine the required number and location of the sign or signs, taking into account the configuration of the site and visibility to the public.



City of Victoria

Bylaw No. 16-028

Schedule C-1

PROCEDURES FOR SIGN POSTING – PRE-APPLICATION PUBLIC INPUT

1. The City shall determine the specifications, format, and content of the sign or signs, and provide the specifications to the applicant or the applicant's agent.
2. The applicant shall, at its sole expense:
 - (a) prepare the sign or signs in accordance with the specifications provided by the City;
 - (b) post the sign or signs on the subject property for 30 consecutive days and no longer than 35 days, with such period of time to be calculated starting from the same day the plans are posted online by the City for public input;
 - (c) post additional signs if required by the City;
 - (d) maintain the sign or signs on the subject property for the duration of the notice period under section 1.
3. The applicant shall post the sign or signs in a prominent location, clearly visible from the street, and on the site that is subject to the application. The City shall determine the required number and location of the sign or signs, taking into account the configuration of the site and visibility to the public.



City of Victoria

Bylaw No. 16-028

Schedule D

DELEGATED APPROVALS

The Director is authorized to issue the types of permits listed in Column A, in the areas set out in Column B, subject to the conditions specified in Column C of the following table.

Row #	A. Permit Types	B. DPAs and HCAs	C. Conditions
1	DP for new buildings, building additions, structures and equipment	DPA 10A: Rock Bay DPA 10B (HC): Rock Bay Heritage DPA 16: General Form and Character	Permit valid for two years from the date of issuance.
2	HAP without variances for a single family dwelling or duplex	All DP Areas and all HCAs	The Director is satisfied that the application is consistent with any applicable guidelines in the OCP. Permit valid for two years from the date of issuance.
3 23-085	DP , HAP, or DVP authorizing minor amendments to plans attached to or referenced in an existing approved permit	All DP Areas and all HCAs	The Director is satisfied that the proposed amendments are substantially in accord with the terms and conditions of the original approved permit, including variances and are consistent with the guidelines under the OCP. The expiry date of the original permit applies.
4 23-085	DP or HAP for the renewal of an existing valid DP or HAP	All DP Areas and all HCAs	The permit being renewed must be: - o unexpired at the time of application; - o unchanged from the original application, unless the changes are for consistency with new policies or regulations. Permit valid for two years from the date of issuance.



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Row #	A. Permit Types	B. DPAs and HCAs	C. Conditions
5	DP for new buildings, building additions, structures and equipment	DPA 8: Victoria Arm - Gorge Waterway	The guidelines set out in the OCP must be satisfied. Permit is valid for two years from the date of issuance.
6	DP for new buildings, building additions, structures and equipment that are less than 100 m ² in floor area	DPA 2 (HC): Core Business DPA 3 (HC): Core Mixed-Use Residential DPA 4: Town Centres DPA 5: Large Urban Villages DPA 6A: Small Urban Villages DPA 6B (HC): Small Urban Villages Heritage DPA 7A: Corridors DPA 7B (HC): Corridors Heritage DPA 10A: Rock Bay DPA 10B (HC): Rock Bay Heritage DPA 11: James Bay and Outer Harbour DPA 12 (HC): Legislative Precinct DPA 13: Core Songhees DPA 14: Cathedral Hill Precinct	Permit is valid for two years from the date of issuance.
22-057 7	DP for an accessory building or buildings	DPA 15A: Intensive Residential - Small Lot DPA 15B: Intensive Residential - Panhandle DPA 15D: Intensive Residential – Duplex DPA 15E: Intensive Residential – Garden Suites	Permit is valid for two years from the date of issuance.
8	DP for floating buildings, floating building additions or floating structures of any size	Fisherman's Wharf Marine District Zone within DPA 11: James Bay and Outer Harbour	Permit is valid for two years from the date of issuance.
9	DP for floating buildings, floating building additions and	All DP Areas and all HCAs	Permit is valid for two years from the date of issuance.

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Row #	A. Permit Types	B. DPAs and HCAs	C. Conditions
	floating structures that do not exceed 100 m ² in floor area		
10	DP or HAP for the replacement of exterior materials on existing buildings	All DP Areas and all HCAs	Permit is valid for two years from the date of issuance.
22-057 22-026 23-085	11 DP or HAP for landscaping changes where there is an approved DP or HAP where no occupancy permit has been issued	All DP Areas and all HCAs, except: DPA 16A: General Urban Design, DPA 17 (HC): North Park Village Area, and HCA 2: Robert Street Heritage Conservation Area	The proposed landscaping must comply with applicable design guidelines or be in accordance with a landscape plan that is attached to and forms part of an approved permit.
22-026	12 DP or HAP for landscaping changes where there is an approved DP or HAP after the occupancy permit has been issued	DPA 1 (HC): Core Historic DPA 2 (HC): Core Business DPA 3 (HC): Core Mixed Use-Residential DPA 4: Town Centres DPA 5: Large Urban Village DPA 6A: Small Urban Village DPA 6B (HC): Small Urban Village Heritage DPA 7A: Corridors DPA 7B (HC): Corridors Heritage DPA 8: Victoria Arm-Gorge Waterway DPA 9 (HC): Inner Harbour DPA 10A: Rock Bay DPA 10B (HC): Rock Bay Heritage DPA 11: James Bay and Outer Harbour DPA 12 (HC): Legislative Precinct DPA 13: Core Songhees DPA 14: Cathedral Hill Precinct HCA 1: Traditional Residential	The proposed landscaping must comply with applicable design guidelines or be in accordance with a landscape plan that is attached to and forms part of an approved permit



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Row #	A. Permit Types	B. DPAs and HCAs	C. Conditions
		HCA 2: Robert Street	
22-026 23-085	13 DP or HAP for landscaping changes without an approved Development Permit or Heritage Alteration Permit	DPA 1 (HC): Core Historic DPA 2 (HC): Core Business DPA 3 (HC): Core Mixed Use-Residential DPA 4: Town Centres DPA 6B (HC): Small Urban Villages Heritage DPA 7B (HC): Corridors Heritage DPA 8: Victoria Arm - Gorge Waterway DPA 9 (HC): Inner Harbour DPA 10B (HC): Rock Bay Heritage DPA 12 (HC): Legislative Precinct HCA 1: Traditional Residential HCA 2: Robert Street	The proposed landscaping must comply with applicable guidelines. Permit is valid for two years from the date of issuance.
23-085	14 DP or HAP for temporary buildings and structures that do not exceed 100 m ² in floor area	All DP Areas and all HCAs	Temporary buildings and structures located on private property. Covenant in place to ensure removal of temporary buildings or structures within two years from the date of issuance of the Development Permit for the temporary building or structure.
22-085	15 DP or HAP for temporary construction trailers and temporary residential unit sales trailers	All DP Areas and all HCAs	Temporary construction trailers and temporary residential unit sales trailers located on private property. Covenant is in place to ensure removal of temporary construction trailers and temporary residential unit sales trailers subject to the following time frame:

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Row #	A. Permit Types	B. DPAs and HCAs	C. Conditions
			○ Six months after the date the City issues an Occupancy Permit for the principal building or structure on the property; or ○ Six months after the date that the principal building or structure on the property is no longer the subject of a valid and subsisting Building Permit; or ○ If neither a Building Permit or Occupancy Permit is required or will be issued for the principal building on the property, then two years from the date of issuance of the Development Permit for the temporary construction trailers and temporary residential unit sales trailer.
16	DP for new buildings and building additions that are less than 150m ² in floor area.	CD-9 Zone, Dockside District within DPA 13: Core Songhees	The proposed building and building addition must comply with applicable guidelines Permit is valid for two years from the date of issuance.
17	DP for changes to landscaping previously approved under a Development Permit or Heritage Alteration Permit	CD-9 Zone, Dockside District within DPA 13: Core Songhees	The proposed landscaping must comply with applicable guidelines or be in accordance with a landscape plan that is attached to and form part of an approved permit. Permit is valid for two years from the date of issuance.
23-085 18	A DP or HAP with a parking variance, where: i) the DP or HAP is delegated elsewhere in this table; and ii) the change of use is permitted in the zoning bylaw; and iii) the variance does not exceed 20 motor vehicle parking stalls; and iv) the total variance of long-term and/or short-	All DP Areas and all HCAs	The Director is satisfied that the proposal associated with the proposed parking variance does not adversely impact the neighbourhood by unduly contributing to curb or on-street parking issues and that suitable Transportation Demand Management measures are

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Row #	A. Permit Types	B. DPAs and HCAs	C. Conditions
	term bicycle parking stalls does not exceed 6 stalls.		secured by legal agreement as required. Permit is valid for two years from the date of issuance.
22-085	19 A DP or HAP with a parking variance, where: i) the DP or HAP is delegated elsewhere in this table; and ii) the change of use is permitted in the zoning bylaw; and iii) the existing number of parking stalls is lawfully non-conforming pursuant to section 525 and 529 of the <i>Local Government Act</i> ; and iv) the proposed new use requires no more than 20 additional motor vehicle parking stalls, even if the total variance for the building exceeds 20 motor vehicle parking stalls; and v) the proposed new use requires no more than 6 additional bicycle parking stalls, even if the total variance for the building exceeds 6 bicycle parking stalls.	All DP Areas and all HCAs	The Director is satisfied that the proposal associated with the proposed parking variance does not adversely impact the neighbourhood by unduly contributing to curb or on-street parking issues and that suitable Transportation Demand Management measures are secured by legal agreement as required. Permit is valid for two years from the date of issuance.
23-085	20 A DVP for a minor parking variance, where the criteria to determine if a variance is minor is as follows: i) the change of use is permitted in the zoning bylaw; and ii) the variance does not exceed 20 motor vehicle parking stalls; and iii) the total variance of long-term and/or short-term bicycle parking stalls does not exceed 6 stalls.	N/A	The Director is satisfied that the proposed variance is in accordance with the following guidelines: i) the proposed parking variance does not adversely impact the neighbourhood by unduly contributing to curb or on-street parking issues, and ii) suitable Transportation Demand Management



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Row #	A. Permit Types	B. DPAs and HCAs	C. Conditions
			measures are secured by legal agreement as required. Permit is valid for two years from the date of issuance.
21	A DVP for a minor parking variance, where the criteria to determine if a variance is minor is as follows: i) the change of use is permitted in the zoning bylaw; and ii) the existing number of parking stalls is lawfully non-conforming pursuant to section 525 and 529 of the <i>Local Government Act</i>; and iii) the proposed new use requires no more than 20 additional motor vehicle parking stalls, even if the total variance for the building exceeds 20 motor vehicle parking stalls; and iv) the proposed new use requires no more than 6 additional bicycle parking stalls, even if the total variance for the building exceeds 6 bicycle parking stalls.	N/A	The Director is satisfied that the proposed variance is in accordance with the following guidelines: i) the proposed parking variance does not adversely impact the neighbourhood by unduly contributing to curb or on-street parking issues, and ii) suitable Transportation Demand Management measures are secured by legal agreement as required. Permit is valid for two years from the date of issuance.
22	DP, with or without variances, for new buildings, building additions, structures and equipment for residential developments with secured affordability	All DP Areas	The proposed development complies with the applicable guidelines. The proposed development is: 1. subject to a legal agreement securing affordability and rental tenure for a minimum period of 60 years, and is either: a. wholly owned and operated by a public housing body, as prescribed in the <i>Residential Tenancy Act</i>, or

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Row #	A. Permit Types	B. DPAs and HCAs	C. Conditions
			b. operated by a public housing body, as prescribed in the <i>Residential Tenancy Act</i>, pursuant to a legally binding arrangement with the property owner; or 2. subject to a legal agreement securing affordability for a minimum period of 60 years and is either wholly owned and operated by a housing cooperative meeting the below requirements, or operated by a housing cooperative that meets the below requirements and operates the development pursuant to a legally binding arrangement with the property owner: a. the housing cooperative must i. be a housing cooperative pursuant to the <i>Cooperative Association Act</i>, ii. have purposes including the provision of affordable housing to low- or moderate-income households, and iii. have constating documents preventing the remuneration of directors and providing for the disposition of assets on dissolution or wind-up to an organization with similar purposes and restrictions. Permit is valid for two years from the date of issuance.



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Appendix F City of Victoria's Land Use Procedures Bylaw

Row #	A. Permit Types	B. DPAs and HCAs	C. Conditions
22-072 23-085	23 A Development Variance Permit, a DP with a variance or a HAP with a variance where the variance relates to: i) the number of accessible parking spaces or van accessible parking spaces ii) the design specifications of spaces described in i) above iii) the number of motor vehicle parking stalls resulting from a requirement to install accessible parking spaces or van accessible parking spaces	All DP Areas	The proposed development complies with the applicable guidelines The applicant has provided evidence to the satisfaction of the Director that demonstrates that site conditions prevent: i) the number of required accessible or van accessible parking spaces from being installed; ii) full compliance with the design specifications; and that all reasonable efforts have been made to maximize the provision of accessible or van accessible parking spaces and/or to comply with the design specifications. Where the provision of accessible parking results in a variance relating to motor vehicle parking stalls, including visitor stalls, the Director is satisfied that this variance does not adversely impact the neighbourhood by unduly contributing to on-street parking issues. Permit is valid for two years from the date of issuance.
22-057 23-085	24 DPs for new buildings, building additions, structures, landscaping and equipment	DPA 15F: Missing Middle Housing	The proposed development complies with the applicable guidelines. Permit is valid for two

Schedule D – Page #9



Development Document Revitalization
Appendix F City of Victoria's Land Use Procedures Bylaw

Row #	A. Permit Types	B. DPAs and HCAs	C. Conditions
			years from the date is issuance.
23-085 25	DPs or HAPs, with or without variances, for new buildings, building additions, structures and equipment for child care facilities	All DP Areas	The proposed development complies with the applicable guidelines Permit is valid for two years from the date of issuance.
23-085 26	A DP or HAP with minor variance(s) related to size, siting, or dimensions of a building, structure or use that is permitted on the land, where: i) the DP or HAP is delegated elsewhere in this table; and ii) the criteria to determine if a proposed variance is minor is in Schedule D-1.	All DP Areas and all HCAs	The proposed development complies with the applicable guidelines. Permit is valid for two years from the date of issuance.
27	A DVP for minor variance(s) related to size, siting, or dimensions of a building, structure or use that is permitted on the land, where the criteria to determine if a proposed variance is minor is in Schedule D-1.	N/A	The Director is satisfied that the proposed variance is in accordance with the guidelines in Schedule D-2. Permit is valid for two years from the date of issuance.
28	A DP or HAP with minor variance(s) related to design standards of parking, where: i) the DP or HAP is delegated elsewhere in this table; and ii) the criteria to determine if a proposed variance is minor is when the variance is related to any of the following: • Sections 2-3 of Schedule C of the Zoning Regulation Bylaw; or • Sections 5.1.2-5.1.5 of Zoning Bylaw 2018.	All DP Areas and all HCAs	The Director is satisfied that the proposed variance would not result in any safety or accessibility concerns or operational issues. Permit is valid for two years from the date of issuance.

Schedule D – Page #10



Development Document Revitalization
Appendix F City of Victoria's Land Use Procedures Bylaw

	Row #	A. Permit Types	B. DPAs and HCAs	C. Conditions
	29	A DVP for minor variance(s) related to design standards of parking, where the criteria to determine if a proposed variance is minor is when the variance is related to any of the following: - Sections 2-3 of Schedule C of the Zoning Regulation Bylaw; or - Sections 5.1.2-5.1.5 of Zoning Bylaw 2018.	N/A	The Director is satisfied that the proposed variance is in accordance with the following guidelines: the proposed variance would not result in any safety or accessibility concerns or operational issues. Permit is valid for two years from the date of issuance.
24-021	30	A DP or HAP, with or without variances, for new buildings and building additions for small-scale multi-unit housing in a restricted zone.	All DP Areas	The proposed development complies with the applicable guidelines. Permit is valid for two years from the date of issuance.
24-021	31	A DP or HAP, with or without variances, for new residential or mixed-use buildings or additions, up to 2.5:1 FSR and six storeys, where at least 50% of the total floor area is comprised of residential use.	All DP Areas and all HCAs	The proposed development complies with the applicable guidelines. Permit is valid for two years from the date of issuance.



City of Victoria

Bylaw No. 16-028

Schedule D-1

CRITERIA FOR MINOR VARIANCES

23-085

A permit for or with minor variances related to size, siting, or dimensions of a building, structure or use that is permitted on the land, may be considered by the Director if the variance is minor pursuant to the following criteria.

A variance is minor if:

1. the applicant has demonstrated to the satisfaction of the Director that:
 - a. they have explored all reasonable alternative solutions to the variance and none are available; and
 - b. any possible mitigations to issues related to the variance have been incorporated into the proposal; and
2. the Director is satisfied based on evidence provided by the applicant and the particular circumstances of the application, that the variance would:
 - a. be unnoticeable by a typical user of the site, and nearby private and public property; or,
 - b. not have a substantial negative impact on the livability and functionality of any of the subject site, nearby private property, or nearby public property, including impacts on:
 - i. Shadowing
 - ii. Privacy
 - iii. Usable outdoor space
 - iv. Natural features and vegetation
 - v. Access, connectivity or function for any pedestrians or vehicles (motorized and non-motorized)
 - vi. Access to or operations of underground infrastructure
 - vii. Street Vitality



City of Victoria

Bylaw No. 16-028

Schedule D-2

GUIDELINES FOR DEVELOPMENT VARIANCE PERMITS

23-085

These guidelines are intended to provide a framework for the Director when reviewing a development variance permit for minor variances related to siting, size, and dimensions of a building, structure, or use permitted on the land, in conjunction with the specific circumstances of the proposal including the site conditions, constraints, and context.

The Director shall consider the following guidelines when deciding whether to issue any development variance permit application for minor variances:

- a. For applications within the *Downtown Core Area Plan* (2011) boundaries:
 - i. Downtown Core Area Plan (2011) – with special attention to the following sections:
 - 1. Appendix 1: Public Outward View Guidelines
 - 2. Appendix 2: Public External View Guidelines
 - 3. Appendix 3: Sidewalk Width Guidelines
 - 4. Appendix 4: Building Design Guidelines
- b. For applications located outside of the *Downtown Core Area Plan* (2011) boundaries related to:
 - i. mixed-uses, uses other than residential, or residential with seven or more dwelling units:
 - 1. General Urban Design Guidelines (2022).
 - ii. residential uses with less than seven dwelling units:
 - 1. Missing Middle Design Guidelines (2022).



City of Victoria

Bylaw No. 16-028

Schedule E

LANDSCAPE SECURITY

1 Landscape security amount

The landscape security shall be calculated at 120% of the total landscaping cost, based on an estimate of the landscaping costs that the applicant provides to the Director, with a minimum landscape security of \$2000.

2 Landscaping costs

- (a) The landscaping costs that must be included within the estimate provided to the Director include but are not limited to the following:
- (1) Tree protection measures;
 - (2) Landscape grading;
 - (3) Landscape retaining walls;
 - (4) Landscape paving including structural bases;
 - (5) Landscape structures, such as fences, screen walls, living walls, built-in planters, and shade structures;
 - (6) Landscape furnishings, such as benches and seating, bicycle parking facilities, waste and recycling containers, recreational equipment, and play equipment;
 - (7) Plant materials, such as trees, shrubs, perennials, grasses or other ground cover;
 - (8) Green roofs;
 - (9) Sod and seeding;
 - (10) Growing medium;
 - (11) Structural soil cells;
 - (12) Water features;
 - (13) Site lighting;
 - (14) Labour;



Development Document Revitalization

Appendix F City of Victoria's Land Use Procedures Bylaw

- (15) Irrigation; and
 - (16) Other landscape materials.
- (b) All estimated costs provided under subsection (a) must include applicable taxes.



24-045

Schedule F
[Repealed]

Schedule F – Page #1



24-045

Schedule G
[Repealed]

Schedule G – Page #1



Appendix G City of Kelowna's Neighbour Notification & Information for Development Applications Policy





POLICY 367

Council Policy

Neighbour Notification & Information For Development Applications

ESTABLISHED February 18, 2013

Contact Department: Development Planning

Guiding Principle

Development can have an effect on the community and notification will be provided through an approach that is consistent and appropriate for each type and scale of application while adhering to City bylaws and Provincial regulations.

Purpose

To establish standards and procedures for applicant neighbour notification responsibilities regarding development applications.

Application

This policy applies to a development application for an Official Community Plan (OCP) amendment, a Zoning Bylaw amendment, an OCP or Zoning Bylaw Text Amendment (TA), a Development Permit (DP), a Development Variance Permit (DVP), a Temporary Use Permit (TUP), a Heritage Alteration Permit (HAP), a Heritage Revitalization Agreement (HRA), a Heritage Designation (HD), an Agricultural Land Reserve (ALR) Exclusion application, or Temporary Farm Worker Housing (TFWH).

Policy Statements

1. Responsibility:

- All costs associated with the notification required under this policy are the sole responsibility of the applicant.
- Fulfilling the requirements of this policy does not relieve the applicant of the responsibility to comply with applicable regulations and bylaws of the City, and any other requirements from other agencies having jurisdiction over the land.
- Failure to undertake the forms of notification in this policy will result in postponement of consideration of the application. Any costs associated with re-advertising a meeting of Council is the responsibility of the applicant.

2. Requirements:

An applicant who submits a development application must undertake the forms of neighbour notification identified in **Table 1 – Forms of Neighbour Notification** on Page 2 of this policy, and in accordance with the [Development Application and Heritage Procedures Bylaw No. 12310](#).



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Appendix G City of Kelowna's Neighbour Notification & Information for Development Applications Policy

CITY OF KELOWNA

COUNCIL POLICY NO.367

Page 2 of 4

Table 1 - Forms of Neighbour Notification

Application Type	Applicant Public Information Session	Applicant Neighbour Notification	Development Notice Sign
OCP Amendment	✓	✓	✓
Zoning Inconsistent with OCP	✓	✓	✓
Zoning Non-Residential & consistent with OCP	✗	✓	✓
Zoning Residential & consistent with OCP	✗	✓	✓
Development Permit - Council	✗	✗	✗
Development Permit - Direct Delegated	✗	✗	✗
DVP - Council	✗	✓	✓
DVP - Delegated Minor	✗	✓	✗
Temporary Use Permit	✗	✓	✓
Text Amendment Non-Residential	✗	✓	✓
Text Amendment Residential	✗	✓	✓
Heritage Alteration Permit (no variances)	✗	✗	✗
Heritage Alteration Permit (with variances)	✗	✓	✗
HRA (change in use/density)	✗	✓	✓
HRA (no change in use/density)	✗	✓	✓
Heritage Designation	✗	✓	✓
ALR Exclusion	✗	✓	✓
Temporary Farm Worker Housing - Council (more than 8 workers)	✗	✗	✗
✓ = required. ✗ = not required.			

3. Public Information Session:

For Official Community Plan (OCP) amendments to the OCP Future Land Use Designations [Map 3.1](#), and/or Zoning Bylaw amendment applications that are inconsistent with the OCP ([Council Policy No. 365 Official Community Plan Consistency](#)) a Public Information Session is required.

When an applicant is planning their Public Information Session, the [Bulletin: Public Information Session Guidelines](#) may be used to help plan a successful Session.

Date, Time, Duration, Location:

- The Session must occur a minimum of 45 days prior to Council initial consideration. The date must be reviewed by Staff prior to advertising.
- Details including the date, time, duration, and location may be determined by the applicant using the guidelines found in Bulletin: Public Information Session Guidelines. The details must be reviewed by Staff prior to advertising.

Advertising:

- The Session must be advertised by mail out to properties within a minimum 100 m buffer, which may be increased at the discretion of Department Manager, Development Planning based on scale and complexity of the application. An increase in the buffer could include providing notification to a block end rather than stopping mid-block, or capturing nearby high-density residential areas that could be impacted.
- The Session must be advertised by mail out to properties at least 14 days in advance of the session. Additional promotional efforts such as newspaper advertisements or development websites are recommended, but not required.



- c) The Session requires a City of Kelowna Development Sign to be installed on the site at least 14 days prior to the session.
- d) The mail outs must be reviewed by Staff prior to advertising and must include the following:
 - i. Location of the development site
 - ii. Detailed description of the proposal including specific changes proposed
 - iii. Visual rendering or site plan of the proposal (if available)
 - iv. Website for the proposal (if available)
 - v. Contact information for the applicant
 - vi. Contact information for Staff

Summary Report:

A Public Information Session summary report must be submitted to Staff within 10 days following the session. The summary report will be included in the Council report and must not contain any personal details of attendees such as first and last names, addresses, phone numbers, etc. The summary report must include the following information in the following order:

- i. Date, time, duration, and location of the Public Information Session.
- ii. Methods of notification, timing, and copies of any mail outs.
- iii. Names of applicant in attendance.
- iv. Number of attendees.
- v. Details of types of information that was provided (drawings, display boards, power point, etc.)
- vi. Identify key themes raised by the public.
- vii. Outline how the input from the public was addressed in the project, and any changes to the project resulting from public input.

The requirement for a Public Information Session may be waived by the Department Manager, Development Planning for minor OCP amendments or Zoning Bylaw amendments such as mapping boundary adjustments or environmental and parkland dedication.

4. Applicant Neighbour Notification:

The requirement for applicant initiated neighbour notification is outlined in **Table 1 – Forms of Neighbour Notification** on Page 2 of this Policy. Any mail outs or advertising must be reviewed by Staff prior to being sent out.

Notification Buffer Area:

For all development sites within the Permanent Growth Boundary as indicated on [OCP Map 3.1](#), properties within 50 m must be notified. For all development sites outside of the Permanent Growth Boundary as indicated on [OCP Map 3.1](#), all properties within 300 m must be notified. Staff will generate a buffer map and list of properties for the applicant. Mail outs are required, and where possible, direct face-to-face conversations with immediate neighbours are encouraged.

Neighbour Notification Content:

The Neighbour Notification will clearly state that this notification is from the applicant, and not from the City. The following items must be included in the mail out or face-to-face notification:

- a) Location of the development site
- b) Detailed description of the proposal including specific changes proposed
- c) Visual rendering or site plan of the proposal (if available)
- d) Website for the proposal (if available)
- e) Contact information for the applicant
- f) Contact information for Staff
- g) For Development Variance Permits – Delegated Minor, the neighbour notification must include details on how to provide feedback to Staff by a deadline that is at least 14 days after the notification is sent out.

Summary of Neighbour Notification:

A summary of neighbour notification efforts, feedback, and responses must be provided to Staff before the application can be scheduled for Council consideration. The summary report will be included in the Council report and must not contain any personal details of attendees such as first and last names, addresses, phone numbers, etc. The summary must include the following information in the following order:

- a) Date the mail outs or face-to-face notification was completed



- b) Methods of notification (mail out, face-to-face, website, etc.)
- c) List of all addresses notified
- d) Details of the types of information provided
- e) Any feedback or key issues received from the neighbours
- f) Outline any changes to the project resulting from neighbour notification

5. Development Notice Signage:

Where an application type requires a Development Notice Sign (Table 1 above) the sign must be sited, installed, and timed as per the Development Application and Heritage Procedures Bylaw No. 12310. Staff will coordinate with the applicant to order signs in a timely fashion to meet the requirements of Bylaw No. 12310, any costs associated with the production and installation of signage is the responsibility of the applicant and/or owner.

For sites with more than one frontage, a sign is required on each frontage. A sign is required for each 150 m of frontage, provided no more than three signs are required on any one site. Photographic evidence of the installation of the signs is required to be provided to Staff prior to Council consideration.

Large Format Development Notice Signs (8' x 4')

Large Format Development Notice Signs are required for Public Information Sessions, OCP Amendments, Zonings that are inconsistent with the OCP, and for projects with greater than 100 units of residential or 4,500 m² of industrial, commercial, or institutional. The following information must be included:

- a) Detailed description of proposal including address and file number
- b) Visual rendering and/or site plan illustrating the proposal
- c) Contact information for the applicant
- d) Project website (if any)
- e) Contact information for Staff

Medium Format Development Notice Signs (4' x 4')

Medium Format Development Notice Signs are required for all medium sized proposals that have project images, and as determined by Staff. The following information must be included:

- a) Detailed description of proposal including address and file number
- b) Visual rendering and/or site plan illustrating the proposal
- c) Contact information for the applicant
- d) Contact information for Staff

Regular Format Development Notice Signs (4' x 2')

Regular Format Development Notice Signs are required for small sized proposals that do not have project images or complex project details.

- a) Detailed description of proposal including address and file number
- b) Contact information for the applicant
- c) Contact information for Staff

Amendments

Last Revised: 24/04/15

Replacing: 23/05/08, R090/13/02/18, R102/14/02/17 – changes reflect development sign upgrades, R0711/22/09/26



Appendix H City of Coquitlam's and City of Surrey's Development Application Forms



Development Document Revitalization

Appendix H City of Coquitlam's and City of Surrey's Development Application Forms



City of Coquitlam Development Application

Office Use Only

Project #: _____ Fee: \$ _____

Receipt #: _____ Received by: _____

Assoc. PROJ #: _____

Planning and Development Department
3000 Guildford Way, Coquitlam BC V3B 7N2
Tel: 604-927-3430 Fax: 604-927-3405
e-mail: devinfo@coquitlam.ca
www.coquitlam.ca/development

Application Type

- | | | |
|--|---|--|
| ☐ Master Development Plan | ☐ Development Variance Permit | ☐ Pre-Application |
| ☐ Official Community Plan Amendment | ☐ Subdivision | ☐ Road/Lane Cancellation |
| ☐ Zoning Map Amendment | ☐ Conventional/ Fee-Simple | ☐ Temporary Use Permit |
| ☐ Zoning Text Amendment | ☐ Conventional/ Site Configuration | ☐ Heritage Revitalization Agreement |
| ☐ Development Permit (DP) | ☐ Air Space Parcel | ☐ Heritage Alteration Permit |
| ☐ Form & Character Delegated | ☐ Lot Line Adjustment | ☐ Agricultural Land Reserve |
| ☐ Form & Character Non-Delegated | ☐ Bare Land Strata | Amendment Bylaw |
| ☐ Watercourse | ☐ PLA Extension | ☐ Sign Bylaw |
| ☐ Wildfire Interface | Strata | ☐ Subdivision and Development |
| ☐ Major Amendment | ☐ Strata Title Conversion | ☐ Servicing Bylaw |
| ☐ Minor Amendment | ☐ Phased Strata | ☐ Building Bylaw |

All applicable sections must be completed. Only complete applications (including the completed application form) will be accepted

For explanations of the fields below, see the [Development Application Information Guide](#).

Applicant

Date: _____

Business Name: _____

Contact Name: _____

Address: _____ City: _____ Postal Code: _____

Phone: _____ E-mail: _____

Owner(s) of Property

Owner	Owner's Address and Postal Code	Phone	E-mail
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Existing Site Details

Property Address(es): _____

Existing Number of Lots: _____ Total site area (m²): _____

Existing Official Community Plan Land Use Designation: _____

Existing Zoning: _____

Has the subject site ever (currently or historically) been used for commercial or industrial purposes?: ☐ Y ☐ N

If "yes," you will be required to submit a [Site Disclosure Statement](#) pursuant to the Environmental Management Act and the Contaminated Sites Regulation (Ministry of Environment & Climate Change Strategy).



Development Document Revitalization

Appendix H City of Coquitlam's and City of Surrey's Development Application Forms

Proposed Site Details

Proposed Number of Lots: _____

Proposed Official Community Plan Land Use Designation: _____

Proposed Zoning: _____

If you're proposing a CD zone, what zone is it based on?: _____

Proposed Project

Summary of Proposed Project: _____

Total Number of Phases in Proposed Project: _____ Current Phase Number: _____

Number of Residential Units in All Phases: _____ Number of Residential Units in the Current Phase: _____

Total Residential Gross Floor Area (m²): _____ Total Non-residential Gross Floor Area (m²): _____

Estimated Cost of Construction: _____ Proposed Road/Lane Cancellation: ☐ Y ☐ N

Proposed Variances: ☐ Y ☐ N Number of Properties Affected by Variance: _____

Rationale of variance may be submitted on separate document with application submission.

Child Care:

Total Proposed Gross Floor Area for Child Care (m²): _____

Number of Proposed Child Care Spaces: _____

Application Submission Requirements:

Please refer to the checklists below for a summary of the documentation required to be submitted with your application. Note that your application will not be considered complete until all of the required documentation has been provided and applicable application fees have been paid.

Pre-Application Checklist: <https://www.coquitlam.ca/DocumentCenter/View/9748/Pre-Application-Submission-Requirement-Checklist-PDF?bidId=>

Formal (Full) Application Checklist: <https://www.coquitlam.ca/DocumentCenter/View/10206/Full-Development-Application-Submission-Checklist-PDF>

Drawing Details List: <https://www.coquitlam.ca/DocumentCenter/View/310/Development-Application---Drawing-Details-List-PDF>

Applicant Signature

Applicant or Authorized Representative Name (Print)

Signature

Date



Development Document Revitalization

Appendix H City of Coquitlam's and City of Surrey's Development Application Forms



Land Development Application

Planning and Development Department, 13450 104 Avenue, Surrey, BC V3T 1V8
Development Planning Information Line: 604-591-4448

Prior to submitting your application package, review the [minimum application submission requirements checklist](#) based on your application type. Fill out this application completely including the properties included in the application and the letter of authorization pages, if applicable.

If you have any questions about your submission, contact the Development Planning Information Line at 604-591-4448.

Application Type			
Select all application types that apply:			
Bylaw & Resolution	Land Use Permit	Subdivision	Other
☐ Official Community Plan (OCP) Amendment o Current designation: _____ o Proposed designation: _____	☐ Development Permit (DP) ☐ Form & Character ☐ Hazard Lands ☐ Sensitive Ecosystems ☐ Farm Protection	☐ Subdivision o Existing no. of lots: _____ o Proposed no. of lots: _____ ☐ Air Space Parcel	☐ Heritage ☐ Liquor, Gaming, Cannabis ☐ Agricultural Land Reserve
☐ Secondary Land Use Plan Amendment o Current designation: _____ o Proposed designation: _____	☐ Development Variance Permit (DVP) ☐ Restrictive Covenant/Development Permit Amendment ☐ Temporary Use Permit		
☐ Rezoning o Current zone(s): _____ o Proposed zone(s): _____			

Minimum Application Submission Requirements Attestation

I, the authorized agent, reviewed the [minimum application submission requirements checklist](#) and included all required items in my application submission. By signing this attestation, I acknowledge that if I do not meet the minimum submission requirements, my application may be rejected.

Name (print): _____ Signature: _____ Date: _____

Proposal location:

Provide the proposal location, including the property address(es) and any applicable unit numbers.

Provide a description of your proposed project:

Office Use Only	
Application in date:	File no.:
Proposed no. of dwelling units:	Proposed floor areas (com./ind./inst.):
Previous files/PAR:	
Heritage:	Violations:



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Appendix H City of Coquitlam's and City of Surrey's Development Application Forms



Properties Included in Application

Planning and Development Department, 13450 104 Avenue, Surrey, BC V3T 1V8
Development Planning Information Line: 604-591-4448

Each property included in the application must be listed separately. If more than six (6) properties are involved, please use additional sheets.

Subject Property #1
Civic Address:
Legal Description:
Parcel Identifier:
Name of Owner(s) or Company Name:

Subject Property #2
Civic Address:
Legal Description:
Parcel Identifier:
Name of Owner(s) or Company Name:

Subject Property #3
Civic Address:
Legal Description:
Parcel Identifier:
Name of Owner(s) or Company Name:

Subject Property #4
Civic Address:
Legal Description:
Parcel Identifier:
Name of Owner(s) or Company Name:

Subject Property #5
Civic Address:
Legal Description:
Parcel Identifier:
Name of Owner(s) or Company Name:

Subject Property #6
Civic Address:
Legal Description:
Parcel Identifier:
Name of Owner(s) or Company Name:



Development Document Revitalization

Appendix H City of Coquitlam's and City of Surrey's Development Application Forms



Letter of Authorization

Planning and Development Department, 13450 104 Avenue, Surrey, BC V3T 1V8
Development Planning Information Line: 604-591-4448

As the registered owner(s) of the following property/properties: _____
we reviewed, authorize, and acknowledge the following:

- I/We hereby submit this application for the development of the property/properties;
- Should there be a change of registered owner(s), authorized agents, legal description, or development proposal while the application is pending, I/we will notify the Planning & Development Department in writing, immediately, to avoid any unnecessary delay in processing the application.
- I/We agree to the irrevocable assignment and transfer of all the rights and obligations, including without limitation, plans reports, documentation, correspondence, and fees and levies for this application to any subsequent registered owner(s) of the subject property/properties.
- I/We further understand that all application fees are payable in accordance with Surrey Land Use and Development Application Fees Bylaw, 2016, No. 18641 and are non-refundable.
- All consultants are responsible for meeting their professional requirements and designations.
- Pursuant to the Freedom of Information Act, details of this application may be reviewed by and released to the general public.
- If there are more than four registered owners, provide as many copies of this sheet as needed.
- One letter of authorization must be provided for each property. If the property is owned by different people all registered owners of a property must be listed on the letter of authorization.

Registered Owner #1		
Name (If company, include company name and contact person):		
Address:		
City:	Postal Code:	Phone:
Email:	Signature:	
Registered Owner #2		
Name (If company, include company name and contact person):		
Address:		
City:	Postal Code:	Phone:
Email:	Signature:	
Registered Owner #3		
Name (If company, include company name and contact person):		
Address:		
City:	Postal Code:	Phone:
Email:	Signature:	
Registered Owner #4		
Name (If company, include company name and contact person):		
Address:		
City:	Postal Code:	Phone:
Email:	Signature:	
Authorized Agent		
I/We hereby authorize the following person to act as an authorized agent on my/our behalf on all matters pertaining to the application for the above-noted property/properties and therefore the sole person of contact.		
☐ Owner is the authorized agent (If yes, provide contact details below)		
Contact Person Name:		
Company Name:		
Address:		
City:	Postal Code:	Phone:
Phone (other):	Email:	
Office Use Only		
Received date:		File no.:
Reason for form change:		



Appendix I City of Prince George's A Guide Through the Process – Development Permits





A Guide through the Process: Development Permits

What is a Development Permit?

A Development Permit (DP) is issued based on a set of development guidelines pertaining to a specific area or type of Development. DPs are in addition to zoning, servicing, building code, and fire code regulations. DP Guidelines are different from regulations in that they allow some flexibility for the Authorized Person to fairly exercise discretion in granting or refusing a permit on a case by case basis, while providing objective guidelines and conditions for the applicant to follow.

DPs serve the following purposes:

- guide the aesthetic form and character of residential, commercial, downtown and industrial development;
- preserve, protect, restore or enhance riparian habitat and fish life;
- protect development from wildfire and flood hazards; and,
- reduce the risk of potable groundwater contamination.

When do I need a Development Permit?

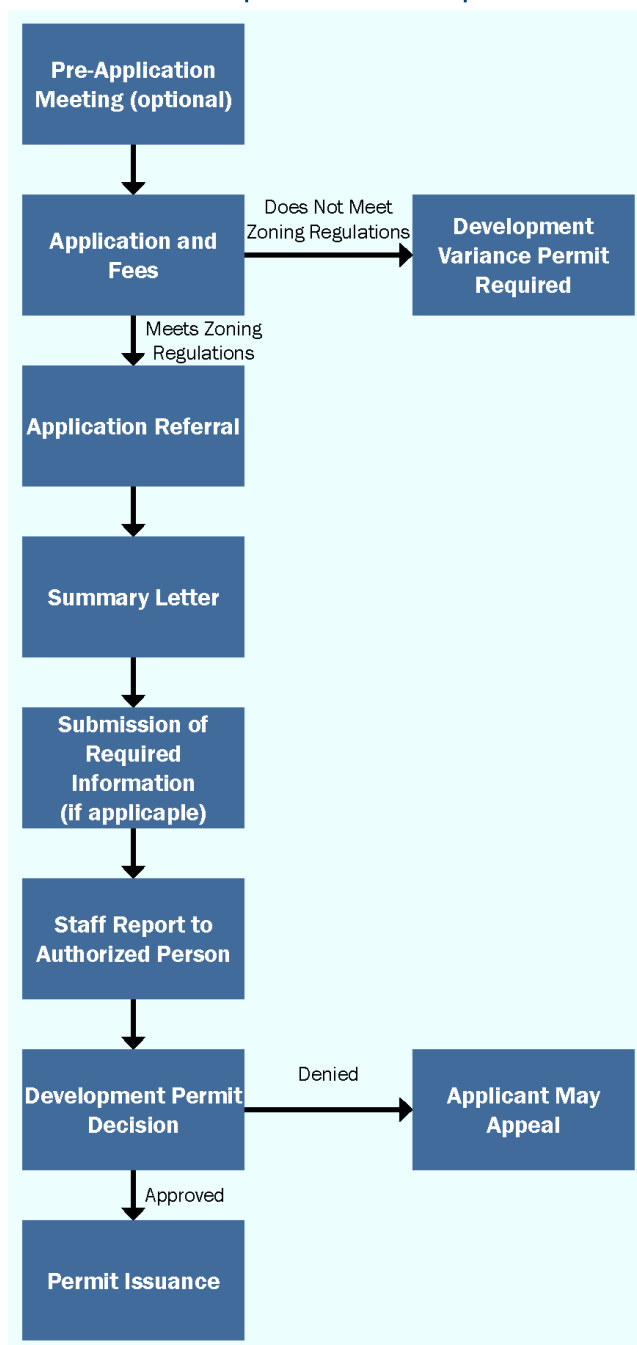
Any land alteration, subdivision or construction within a DP area may trigger the requirement for a DP to be issued. DP areas are specified in the City's Official Community Plan (OCP), and the City's online mapping system, PGMap. Development Permits in the City of Prince George are used for Form and Character, Environmental Areas and Hazard Areas. The DP use is dependant on the type of area, as shown and summarized below.

Form and Character	Environmental	Hazard
• Commercial • Downtown • Multiple Residential • Intensive Residential • Industrial	• Riparian Protection • Groundwater Protection	• Flood Hazard • Wildfire Hazard

Development Permit	Area(s) Where Required
Commercial	Areas designated for commercial use on Schedule B-6 in the OCP, and commercially zoned properties
Downtown	Areas designated as Downtown on Schedule B-6 in the OCP
Multiple Residential	Areas zoned for multi-family housing, projects proposing three or more duplexes, and strata developments
Intensive Residential	Areas designated on Schedule D-5 in the OCP on lots less than or equal to 11 m in width and secondary dwellings
Industrial	The Carter Industrial Area, the Queensway East Industrial Area, the Airport Light Industrial area and any area designated or zoned for industrial use that is within 50 metres of a major road as shown on Schedule B-10 in the OCP
Riparian Protection	Areas within 50 m of a fish bearing watercourse as shown on Schedule D-2 in the OCP
Groundwater Protection	Aquifer capture zones as designated on Schedule D-1 in the OCP
Flood Hazard	Areas identified as "flood hazard area" on Schedule D-4 in the OCP
Wildfire Hazard	Areas with a wildfire hazard as designated on Schedule D-3 in the OCP



What are the steps in the Development Permit process?



Applicant Steps

Pre-Application Meeting (optional)

Meet with a Planner to discuss the proposed development and receive advice and direction. To best prepare for your pre-application meeting, please come with: an idea of your development timelines, the parcel you would like to develop, your proposal, and any preliminary drawings.

Application and Fees

Work with a Planner to submit a completed Development Permit application, including fees and required documentation. Refer to the Development Permit Application Checklist. If it is determined the application does not meet Zoning bylaw regulations, a Development Variance Permit will be required.

City Steps

Application Referral

The application is referred to relevant internal departments and external agencies for review.

Summary Letter

A Planner will provide the applicant with a summary of the referral comments and any items to address.

Staff Report

The Staff Report recommends if the DP should be approved or denied, and what conditions the applicant has agreed to. The Authorized Person either issues or denies the permit. If permit is denied, the applicant may appeal the application at one of City Council's regular meetings.

Development Permit Decision

If the permit is approved by the Authorized Person, the permit is issued and registered on the legal title of the property.

Permit Issuance

A copy of the DP is sent to the applicant and the Permit is registered on the property at the Land Title Office. If the building permit that required the DP is not applied for within two years of the date the DP was issued, then the DP will lapse.



Development Document Revitalization

Appendix I City of Prince George's A Guide Through the Process – Development Permits

How much does it cost?

Processing Fee (non-refundable)	\$150
Downtown, Commercial, Industrial or Multiple-Residential (façade improvement only)	\$1,000
Downtown, Commercial, Industrial or Multiple-Residential (subdivision, construction, or addition to/alteration of a building or structure)	\$1,400 + \$50/100 m ² of additional or altered gross floor area
Intensive Residential (infill and secondary dwellings)	\$250
Environmental or Hazardous Condition	\$1,000
Minor Amendment (to an issued Development Permit)	\$100

How long does it take?

Depending on the complexity of the application and other legislative requirements, a Development Permit may take 2-3 months.

What do I need to submit?

All Development Permits	Form and Character Development Permits	Riparian Protection Development Permits	Permits As Required
☐ Application Fee(s) ☐ Development Permit Application Form ☐ Development Plans (1 reduced 11" X 17" digital copy) ☐ Site Disclosure Statement ☐ Title Search and a copy of all charges on title	☐ Coloured Building Elevations for new construction ☐ Coloured Renderings for Façade improvements *may be requested for new construction ☐ Design Rationale ☐ Development Data *may be required for Façade improvement ☐ Landscape Plan	☐ Riparian Area Assessment ☐ Survey Plan	☐ Appointment of Agent ☐ Corporate Search ☐ Cross Sections ☐ BCLS Height Survey ☐ Digital Massing Model ☐ Geotechnical Report ☐ Groundwater Protection Plan ☐ Hazard Assessment ☐ Shadow Study ☐ Site Grading Plan ☐ Slope Analysis ☐ Snow Management Plan ☐ Storm Water Management Plan ☐ Streetscape Context ☐ Traffic Study ☐ Tree Management Plan

Descriptions of requirements can be found on the following pages

Please note incomplete applications will be returned to the applicant. Relevant documents and plans must be sealed by a professional in the applicable field.



Submission Requirement Descriptions

All Development Permits
- Development Plans (1 reduced 11" x 17" digital copy): - Legal data (survey) showing: - existing and proposed property lines, right-of-ways and easements; - location and dimensions of City and private utilities, on-site services and lighting; - location and dimension of vehicular, pedestrian and cycling access and egress, travel lanes in adjacent road right of ways, and numbering and dimension of off-street parking and loading areas; - setbacks and dimensions of existing and proposed buildings; - elevations of proposed buildings and structures including the buildings external mechanical equipment; - where applicable, wetlands, top of banks, leave strips or Agricultural Land Reserve (ALR) boundaries; - north arrow, legend, metric scale, date of plan and the name, address and seal or signature of the qualified professional who has reviewed the plan. - Site Disclosure Statement (1 copy): - Forms and information available at the City website. - Title Search (1 copy): - Title Search for subject land(s) and a copy of all relevant legal charges, no older than 30 days at the time of application.
Form and Character Development Permits
- Coloured Building Elevations: - See above "Development Plans", bullet #5. Coloured Building Elevations are required for all Multiple Residential or Industrial, Commercial, Intensive and Downtown Development Permits. - Coloured Rendering (1 copy): - Graphic representation, in colour, showing project conformity to relevant guidelines (to be provided upon staff's request). - Design Rationale (1 copy): - Description of project and written explanation of how project meets Development Permit Guidelines and relevant policies. - Development Data (to be provided on Development Plan): - A table that summarizes features of the proposed development: parking requirements, site area, site coverage, number of units, total floor area (gross and net), height of building, natural or finished grade, floor area ratio, open space locations and amenity areas provided. - Landscape Plan (1 reduced 11" x 17" digital copy): - Including, but not limited to, written landscape rationale, existing trees and plant material, proposed plant material including typical plant details, mitigation plans to maintain trees, required perimeter landscape buffers, understory and significant site features, surface materials, fabrics or liners, grading information for retaining walls, berms and swales, kiosks, landscape structures, fencing, garbage enclosures, lighting and treatment of the edges and adjacent road right of ways.
Riparian Protection Development Permits
- Riparian Area Assessment (1 copy): - This assessment must be completed for projects proposing development within the riparian leave strip. The assessment must be completed by a Qualified Environmental Professional. - Survey Plan: - The survey plan must show the top of bank and natural boundary of watercourse.
Additional Information - as Required
- Corporate Search: - A corporate search is required if the owner(s) listed on title are named or numbered companies. - Corporate searches can be completed at BC Registries and Online Services. - Cross Sections: - May be required for existing and proposed grade, buildings, and structures. - BCLS Height Survey (1 copy): - The B.C. Land Surveyor (BCLS) survey must include the natural and finished grade for all outer points of a building or the natural grade for any fence or retaining wall variance.

(continues on next page)



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Additional Information - as Required (continued from previous page)	
	• Digital Massing Model (1 copy): ▫ Simplified computer generated rendering of the form of a development including the general shape, dimensions and footprint of buildings. • Geotechnical Report (1 copy): ▫ Assessment of site suitability if land stability problems are present. • Groundwater Protection Plan (1 copy): ▫ A report identifying impacts on an aquifer and methods to preserve, protect, restore, or enhance the viability of the aquifer. • Hazard Assessment: ▫ Information related to applicable hazardous area (i.e. Flood Plain Bylaw, Wildfire Interface, etc.). • Site Grading Plan (1 copy): ▫ A report showing the final grade of the property with proposed drainage works such as swales, gutters, catch basins, sub-drains, curbs, ponds or other drainage works (1 metre contour interval). • Slope Analysis (1 copy): ▫ Assessment of slope sensitivity to sliding or collapsing and methods to mitigate risk. • Snow Management Plan (1 copy): ▫ To include, but not limited to, snow storage locations and procedures for snow clearing and removal off-site. • Storm Water Management Plan (1 copy): ▫ A report identifying how stormwater is dealt with. For greenfield development, the objective is to restore the dispersal of snowmelt and rainfall to near predevelopment levels. • Streetscape Context (1 copy): ▫ A drawing or photograph showing how the proposed development fits in with the street. • Traffic Study (1 copy): ▫ To include, but not limited to, impact to area traffic patterns, additional loads on local and major intersections, proposed improvements to area street systems, and a rational for vehicle access points.

Further Questions? Looking to Schedule a Pre-Application Meeting?

For any further questions, or to schedule a pre-application meeting, contact a planner in the Development Services Division at 250.561.7611 or devserv@princegeorge.ca

This guide has been prepared to provide information only. It is neither a bylaw nor a legal document. If any contradiction between this guide and the relevant Municipal Bylaws or applicable codes is found, such bylaws or codes shall be the legal authority.

1100 Patricia Blvd., V2L 3V9 | p: 250.561.7900 or 311 | www.princegeorge.ca | [@cityofpg](https://www.instagram.com/cityofpg) [/cityofpg](https://www.facebook.com/cityofpg) [@cityofpg](https://twitter.com/cityofpg)
Planning and Development Services | p: 250.561.7611



Appendix J City of Nanaimo's Development Variance Permit Process



Development Variance Permit Process



Prior to Submitting an Application

Determine Application Requirements:

- (1) See the Development Variance Permit Application (DVP) Checklist or the City of Nanaimo's website (www.nanaimo.ca) for base requirements.
- (2) Book a pre-application meeting with Staff to discuss the proposed variance and to determine application requirements.



Additional Information

Once approved, a Development Variance Permit is valid for two years. If the project has not been substantially started within two years and an extension is required, a new application must be submitted, along with an application fee and a written rationale indicating the reasons for the extension.

If the project has been substantially started and the building process requires no amendments, the original Development Variance Permit is in effect until the project is completed.



Appendix K Jurisdictional Development Application Fees Comparison

Jurisdiction	OCP	Rezoning	DPs	DVPs	TUPs	Subdivision
District of Fort St. James	• \$400 • \$750 when combined with rezoning	• \$400 • \$750 when combined with rezoning	• \$200 to \$400 depending on value	• \$350	• \$400	• \$200 • \$50 for each additional lot
City of Castlegar	• \$1,000 • \$1,500 when combined with rezoning	• \$1,000 • \$1,500 when combined with OCP	• \$1,000 • \$1,500 when includes a variance	• \$500	• \$500	• \$115 plus \$35 per lot for less than 2 parcels • \$600 plus \$35 per lot when between 3 and 9 parcels • \$1,400 plus \$35 per lot when more than 10 parcels.
City of Fort St. John	• \$1,000 • \$1,500 when combined with rezoning	• \$1,000 • \$1,500 when combined with rezoning	• \$1,500 new construction • \$750 Renovations/Amendments • \$250 Façade Only	• \$1,500	• \$1,500	• \$500 plus \$100 per lot when less than 4 lots. • \$500 plus \$200 per lot when 4 or more lots.
City of Prince George	• \$1,400 + \$4 per 100 m2 of site area (maximum \$800) + notification costs • \$2,000 + \$5 per 100 m2 of site area (maximum \$2,000) + notification costs when combined with rezoning	• \$800 + notification costs when creating 3 or fewer residential lots. • \$1,400 + \$4 per 100 m2 of site area (maximum \$2,000) + notification costs when creating 4 or more residential lots or commercial industrial lots • Text amendment \$1,400 + notification costs	• \$800 + \$20 per 100 m2 of additional or altered gross floor area (maximum of \$2,000) + notification for Downtown, Commercial, industrial or multiple-residential development permit area: subdivision, construction or addition to or alteration of a building or structure • \$150 + notification for Intensive residential development permit area: new construction of a residential dwelling	• \$500 - \$ 900 + notification for Zoning bylaw variances • \$1000 + notification for Subdivision and Development Servicing Bylaw Variances • \$800 + notification costs for Sign Bylaw Regulation Variance	• \$800 + notification • \$600 for extension	• \$1,150 plus \$100 per new lot



Development Document Revitalization

Appendix K Jurisdictional Development Application Fees Comparison

Jurisdiction	OCP	Rezoning	DPs	DVPs	TUPs	Subdivision
City of Prince Rupert	• \$1,100 • \$1,400 when combined with rezoning	• \$1,100 • \$1,400 when combined with OCP	• Work over \$10,000 = \$225 • Work under \$10,000 = \$60	•\$330	•\$630	• \$500 plus \$100 per new lot
City of Terrace	• \$1,200 • \$2,000 when combined with rezoning	• \$1,200 • \$2,000 when combined with OCP	• \$250 for project less than \$10,000 and goes up based on project value	•\$250	•\$1,000	• \$500 plus \$100 per new lot
City of Williams Lake	• \$850 + sign deposit fee of \$400 + notification costs	• \$850 + sign deposit fee of \$400 + notification costs	• \$500	• \$500	• \$550	• \$100 for the first 2 new lots. \$50 for each additional parcel over 2 lots to a maximum of \$1,200
District of Houston	•\$1,500 •\$2,000 when combined with rezoning	•\$1,500 •\$2,000 when combined with OCP	• \$1,000 for the first \$50,000 value and goes up based on project value thereafter	•\$750	•\$750	• \$1,000
District of Lillooet	• \$1,200 • \$1,500 when combined with rezoning	• \$1,000 • \$1,500 when combined with rezoning	• \$500 Environmental • \$200 Watercourse • \$450 Form and Character	•\$500 •\$100 for signs	•\$750	• \$1,000 • \$100 per lot
District of Vanderhoof	• \$600 • \$750 when combined with rezoning	• \$600 • \$750 when combined with OCP	• N/A	•\$250	•Unavailable	• \$25 • \$10 per lot
Regional District of Bulkley Nechako	• \$1,000 • \$1,500 when combined with rezoning	• \$1,000 • \$1,500 when combined with rezoning	• \$200	•\$500 •\$100 Sign Fee	•\$700 •\$100 Sign Fee	• N/A





Stantec is a global leader in sustainable engineering, architecture, and environmental consulting. The diverse perspectives of our partners and interested parties drive us to think beyond what's previously been done on critical issues like climate change, digital transformation, and future-proofing our cities and infrastructure. We innovate at the intersection of community, creativity, and client relationships to advance communities everywhere, so that together we can redefine what's possible.

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