

Development Permit Application Guide

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Definition: **What is a Development Permit?**

A Development Permit (DP) is formal approval from Council for the major aspects of a proposed new development. Development Permits address the siting, massing, form and character of buildings, environmental protection controls, landscaping plans, parking layout and requirements; and other items depending on the project. The Development Permit process ensures that new development is consistent with the Official Community Plan. A Development Permit is usually required for commercial, industrial, multi-family and intensive single-family developments. Once approved, a Development Permit becomes binding on the existing and future owners of the property.

A development permit is not a building permit. After a development permit is approved you need to apply for a building permit before you can actually build. The building permit must be based on, and be consistent with the DP. The materials, form, and character of a building CANNOT be altered after a DP has been issued without Council approval.

Council's

Role:

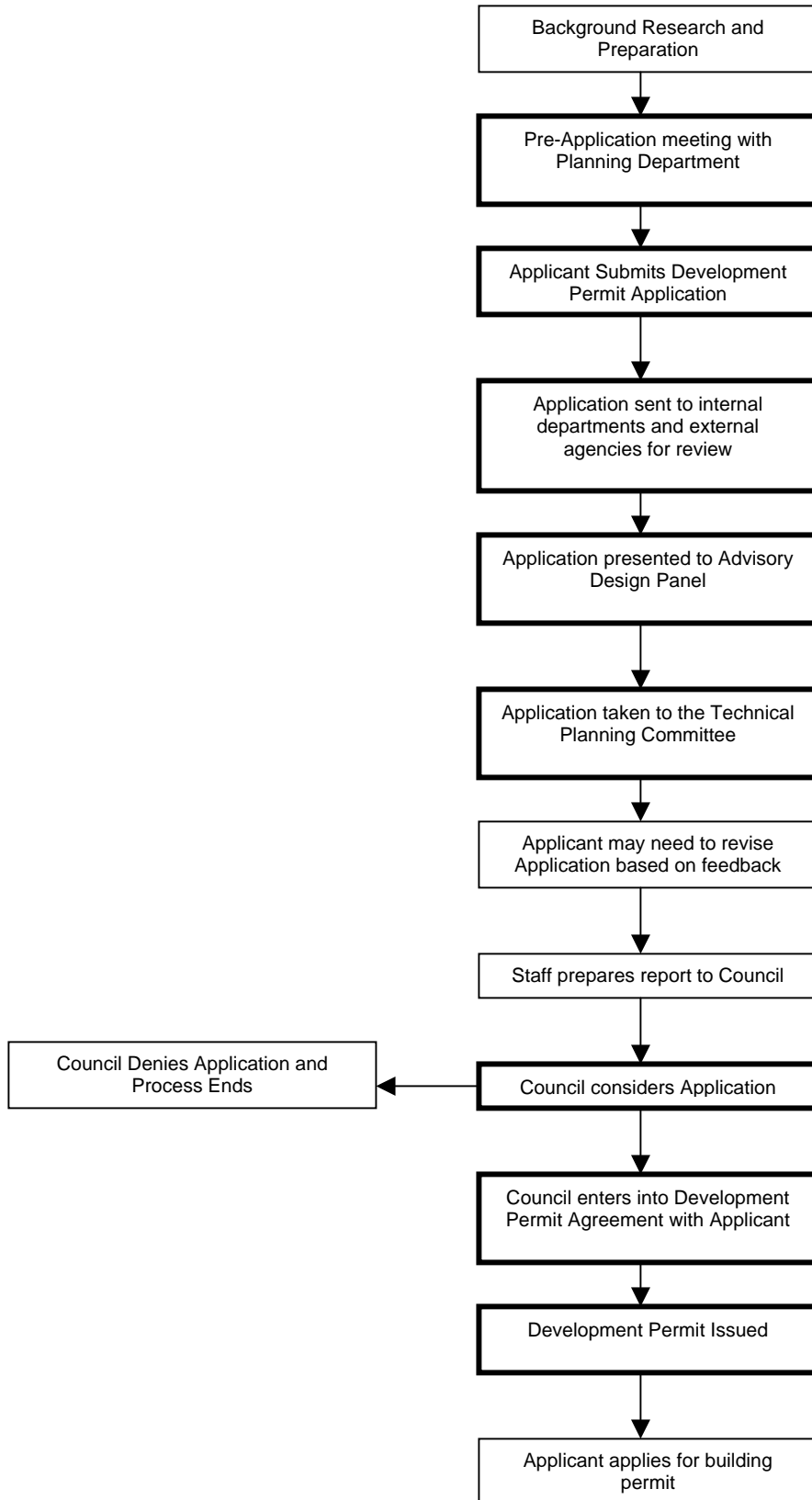
Council is comprised of elected representatives within the community. They determine if the proposed application benefits the community as much as the landowner, while staying consistent with the Official Community Plan. With the elected trust of the Squamish population, Council has the privilege and responsibility of balancing current growth pressures with a vision of the future.

Overview: **When Is a Development Permit Required?**

- When the property is within a development permit area designated in the Official Community Plan. A Development Permit is required before obtaining a Building Permit.
- A change to an existing Development Permit is required to suit your development proposal



Development Permit Application Process



Development Permit Application Process

1. Background Research & Preparation

The application process begins with background research and a thorough understanding of the development proposal. The following information makes up the basic components of the pre application meeting:

Information Available at the Planning Department:

- Zoning of the property and applicable Zoning regulations (permitted land uses, density, siting requirements etc.)
- Development Permit Area for siting, massing, form and character as outlined in the Official Community Plan (OCP)
- Other applicable development bylaws, Zoning, Subdivision & Development Control, Official Community Plan (OCP), and sign bylaw
- Natural Hazards designation/classification

Note: this information is also available online at www.squamish.ca

Information available from the Community Development Department:

- Subdivision & Development Control Bylaw
- Environmental Regulations

2. Pre-Application Meeting

When you have completed background research and preparation for the pre-application meeting, the next steps are:

- Applicant requests a pre-application meeting with the Planning Department submitting (i) preliminary drawings; (ii) brief summary; (iii) lot area showing dimensions / water courses and (iv) site plan.
- The Planning Department assigns a Planner to each application. The Planner will be the applicant's contact during the application processing.
- The purpose of the pre-application meetings is to ensure the Planner and other appropriate District staff, fully understand the applicant's development proposal and provide guidance on those application requirements specific to the proposal.

3. Applicant's Requirements

During the pre-application meeting, specific requirements will be identified:

- Signs (Required)
In order to inform area residents and property owners of the proposed development, applicants will be required to place a development sign on the subject property, clearly describing the proposed development. The Planning Department will provide applicants with detailed sign requirements. The sign is required to be in place at least ten (10) days prior to Council's consideration of the Development Permit application. The costs incurred are borne by the applicant.



- Landscaping Bond (Required)
A component of the Development Permit is a Landscape Plan. A cost estimate for all plant material and installation, and a landscaping bond (minimum \$1,000.00) will be required. The Planning Department requires receipt of the landscaping bond before the Development Permit is registered on the property title at the Land Title Office and before development can proceed. The property title then states that a Development Permit applies to the property.
- Rezoning (If Required)
If a Development Permit application also requires a rezoning, one application is submitted and the Development Permit and rezoning are processed simultaneously. Approval of the Development Permit can only be granted upon final approval of the rezoning.
- Development Variance Permit (If Required)
The Planning Department will advise if a Development Variance Permit is required.
- Official Community Plan (OCP) Amendment (If Required)
The Planning Department will advise if an OCP Amendment is required.

4. Application Submission

To ensure the most time effective and streamlined application process is provided, only complete applications will be accepted. Contact the Planning Department for an application form and any questions related to completion of application requirements. There is an application fee, payable on submission of a complete application.

The Development Permit Application Submission Checklist outlines application submission requirements. This checklist is located at the end of the Development Permit Application Form. All information detailed on the checklist must be provided unless otherwise noted during the Pre Application meeting.

5. Assessing Requirements

The application is assessed through the following process:

- External Review:
 - o Some Development Permits require comments and approval from outside agencies. Depending on the DP proposal and the location and characteristics of the property, outside agencies may also be involved in technical discussions. This includes the Squamish Nation, Fisheries and Oceans Canada, Ministry of Transportation, the Inspector of Dikes, BC Hydro, Telus, CN Rail and other similar agencies. The review considers the adequacy of design in relation to the Development Permit guidelines in the Official Community Plan, District policy requirements, and regulations.
 - o The Planner and the applicant will be required to make a presentation to the District's Advisory Design Panel. Applicants are provided with guidance in preparing for the meeting. Industrial buildings located in the Business Park are typically not required to proceed to the Advisory Design Panel.
- The Planner prepares a report for the Technical Planning Committee (TPC) for consideration. TPC membership is comprised of representatives from the Planning, Engineering, Parks, Operations, Bylaw, Administration, Fire Departments, and the RCMP, as required.
- Depending upon the complexity of the proposal, applicants are invited to speak to the TPC regarding their application.
- The outcome of TPC is the determination of the application's requirements.



6. Development Permit Application Approval

The Planner writes a report on the application to Council. Council then considers the application, and a decision is made by resolution to enter, or not to enter, into a Development Permit Agreement with the applicant. At this Council meeting, members of the public are permitted to state their views and concerns on the proposed development. The applicant is advised of the decision and the Development Permit is issued outlining applicable terms and conditions.

Once the DP has been issued the applicant can apply for a Building Permit. A standard Development Permit states that if construction does not substantially commence within 2 years of the issuance date, the permit will lapse, and a new application is required. Development Cost Charges, if applicable, are payable upon application for Building Permit, or subdivision approval, if required

General Information

Cost

The costs include:

- Application Fee
- Your consultant's fees, if necessary
- Development Sign costs
- Security for specified works and landscaping, if any
- Non-Municipal Costs: These include professional fees required for your development application, such as BC Land Survey fees, Architectural fees, legal fees, engineering fees, etc.

Note: *When a Development Permit and/or Development Variance Permit application is applied for in conjunction with a Zoning Amendment application, only the rezoning fee will be applied in addition to the specified advertising fee with respect to each application.*

Timing

Specific time limits for the processing of a Development Permit application are difficult to provide. The time required varies depending on the type, size and complexity of the requirements, the number of applications in progress, and the ability of the applicant to provide information when required. Generally speaking, applicants may save time by initially discussing the proposal with the Planning Department staff, employing consultants (planners, architects, engineers, landscape architects and surveyors, etc.) familiar with the Development Permit process (where appropriate), and providing in a timely manner, all the information required by the Municipality throughout the process. Experience indicates that the more information an applicant can initially provide in support of the application, the faster it can be processed. Similarly, processing time, confusion and uncertainty may be minimized if the applicant assigns one person with the specific responsibility of coordinating the development Permit process.



Things to Consider or Include When Submitting an Application:

- Be well prepared for Pre-Application meetings by ensuring all background research is completed.
- Submission of a complete, detailed application allows for a superior and timelier review process
- Depending on the complexity of the Development Permit application, applicants may or may not require the services of an Engineer, Planner, Architect, Landscape Architect, or Lawyer.
- Amenities are not part of the DP process unless provided voluntarily.
- Universally Accessible Units: District of Squamish Council supports this design consideration. Consider designing this into your proposal at the early stages.
- Green Building design- The District of Squamish has signed the Climate Action Charter: Squamish participates in the Community Action on Energy and Emissions (CAEE) Program. Green building design is endorsed and depending on what is proposed, green initiatives may allow for other development variances. Please check with your file Planner and visit the District of Squamish Green Building Toolkit online: www.squamish.ca
- Flood Construction Level: this impacts most parts of Squamish, start your engineering work and surveys as soon as possible
- Most areas of the District of Squamish have been designated in the Official Community Plan as "Development Permit Areas". Development Permits allow for a greater degree of flexibility when reviewing development proposals. They are required for areas where special conditions prevail, due to the physical environment, or where it has been recommended that special siting or design requirements should exist.

Natural Hazards in Squamish

The spectacular Squamish environment was created by volcanic activity, glaciers and the convergence of five rivers. While this has created many beautiful areas, some parcels of land face one or more serious geological constraints and may not be suitable for development or higher density. Check with the Planning Department for local and provincial policy legislation.

Additional Information That Could Be Required:

- Contour Plan
- Geotechnical Analysis
- Environmental Analysis
- Traffic Impact Analysis



For Further Information Contact:

District of Squamish Planning Department
37955 - 2nd Avenue
PO Box 310
Squamish, B.C. V8B 0A3

Office Hours:
Monday to Thursday
8:30 a.m. to 5:00 p.m.
Fridays 830 a.m. to 4:30 p.m.

Telephone: (604) 815-5002

Fax: (604) 892-1083

Website: www.squamish.ca

This brochure is meant for guidance only and should not be construed by anyone as a right to development approval if the steps indicated are followed. Please consult the Local Government Act and its regulations, the District of Squamish Subdivision and Development Control Bylaw and Zoning Bylaw and other bylaws for definitive requirements and procedures.

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