



The City of White Rock's Guide to the DEVELOPMENT PERMIT Process

This brochure is provided as a general guide to the Development Permit process in the City of White Rock. It is designed as a guide for convenience only and is not intended to replace By-laws or other legal documents. This brochure should not be construed by anyone as a right to development approval if the steps indicated are followed.

What is a Development Permit?

A development permit is a tool used by municipalities to exercise development and design control over certain types of development. Development Permit Areas are established for the following purposes:

- To protect the natural environment, its ecosystems and biological diversity;
- To protect development from hazardous conditions; and
- To establish objectives for the form and character of residential, multi-family residential and commercial development.

The City of White Rock is divided into eight (8) Development Permit Areas. A map showing these areas and the guidelines for each area are contained in the City's Official Community Plan.

When a Development Permit Required?

An application for a Development Permit is necessary if you are intending to construct or make an addition or alteration to any commercial or multi family development.

What is involved in the Development Permit application process?

The following is a summary of the steps involved in the Development Permit application process.

(1) Pre-Application Meeting

(2) Public Information Meeting

(3) Submission of Application

(4) Application Review

(5) Advisory Design Panel

(6) Report to Land Use & Planning Committee

(7) Report to Council

(8) Public Meeting

(9) Final Approval / Issuance

(1) Pre-Application Meeting

Prior to submitting any application, it is recommended that arrangements be made for a preliminary meeting with the Development Services Department to discuss your proposal. In preparing your project you should be aware of the following:

- The designation of your property and the types of land uses permitted;
- The zoning of your property and the development requirements for that zone.;
- Whether services are available to your site. All developments must meet specific requirements for sanitary sewer, storm water disposal, water supply, roads, sidewalks, and street lighting at your expense;
- The Development Permit Area your property is in and the guidelines of that area.

Many development applications can be applied for jointly and can go through the application process concurrently. Please contact the Development Services Department for more information.

(2) Public Information Meeting

Pursuant to the recommendations of the Economic Development Committee as approved by Council, the Development Services Department strongly recommends that applicants conduct public information meetings prior to submitting a Development Permit application. This meeting will afford you the opportunity to present your proposal to area residents and obtain feedback so that issues and concerns can be identified.

(3) Submitting an Application

When you are ready to proceed, a Development application form must be completed. The application form can be obtained online or from the Development Services Department and must include the following information:

- The name(s) and address(es) of the property owner(s). If the applicant is applying on behalf of the property owner(s), a letter of authorization must be signed by the property owner(s) and submitted with the application;
- A description of the proposed development;
- The civic address and the legal description of the property;
- State of title certificate;
- The current zoning and if applicable the proposed re-zoning for the subject property;
- Application will not be considered complete without plans. One (1) set of drawings, plus one (1) digital copy;
- Payment of the Application Fee

Beyond these requirements, other supporting documentation may be required. It is recommended that you contact the Development Services Department for further information.

(4) Application Review

Your application will be reviewed by the Development Services Department, other City departments and external agencies as required. Development Services staff may ask for clarification, further information, or plan revisions if your proposal does not meet the required standards. The Development Services Department will also send a preliminary notification of the proposal to all properties within 100m of the subject site.

(5) Advisory Design Panel (ADP)

Once planning staff are satisfied that the initial proposal is viable, the project will be referred to the Advisory Design Panel (ADP). You or your representative will be expected to attend the meeting to make a brief presentation and answer questions. The purpose of the ADP is to review proposals in order to:

- Ensure that all new development is of high standard;
- Ensure that new buildings and structures harmonize with neighbouring development;
- Promote high quality building design;
- Ensure that buildings are designed with all due regard for public safety and accessibility.

Any recommendations from the ADP will be submitted to the Land Use & Planning Committee along with the proposal for consideration (Council is not obligated to follow the ADP's recommendations).

(6) Report to the Land Use & Planning Committee

The Development Services Department will prepare a report for the Land Use & Planning Committee, including an analysis of the application, a recommendation and an outline of the requirements to be satisfied. The Land Use & Planning Committee will review the application and make recommendations.

(7) Report to Council

The Land Use & Planning Committee recommendation is then considered by Council at a regular Council meeting. At this meeting, Council will decide whether to proceed with, amend or reject the recommendations. If approved to proceed the application will be sent to a Public Meeting.

Note: A Development Proposal Sign is required to be installed on the subject property should Council refer the application to a Public Meeting. It must be erected at least ten (10) days prior to the Public Meeting date. Development Services staff will co-ordinate the required signage.

You are then responsible for contacting the Development Services Department to discuss any of the further conditions or requirements to be met, and/or to confirm whether or not you wish to proceed.

(8) Public Meeting

All Development Permit applications are subject to a Public Meeting held by City Council. The owners and occupants of all properties located within 100m of the subject property are formally notified of the Public Meeting. The purpose of the Public Meeting is to give the public an opportunity to express their opinions to Council regarding the form, character and design of the proposal. The public may also express their opinions through written comments. These comments should be submitted to the City Clerk prior to the agenda deadline. The Public Meeting is the last opportunity for Council to receive input from you and the public before reaching a final decision on the application.

(9) Approval/Issuance

Following the Public Meeting, at a subsequent Council meeting, Council will consider approving the Development Permit (granting the Mayor and the City Clerk authority to issue the permit).

In some cases, approval may be granted subject to conditions. All conditions must be met, including the submission of any required letter of Credit, before a Building Permit is issued.

The City will file a notice of permit with the Land Titles Office, which will appear on the title of the property, stating that a Development Permit applies to the property.

All Development Permits state that if construction does not substantially commence within two (2) years of the issue date, the Development Permit will lapse. Subject to conditions of the Permit, a one-time extension of two (2) years may be made in the six (6) month period prior to the expiration of the original approval date. A Development Permit extension application will have to be submitted and the approval process must be repeated.

For More Information

The following documents are available from the Development Services Department at City Hall or on the City's website at www.city.whiterock.bc.ca:

- *White Rock Zoning By-law, 1999, No 1591 as amended*
- *White Rock Zoning & Development Procedures By-law, 2002, No. 1678, as amended*
- *Official Community Plan*

For more information please contact the Development Services Department at:

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