

# LAND USE

## GUIDE TO LAND DEVELOPMENT

LAN.41

POLICY

*Date Policy Implemented: February 7, 2000*  
*Date Policy Amended: December 17, 2001*  
*Date Policy Amended: February 17, 2003*  
*Date Policy Amended: February 7, 2005*  
*Date Policy Amended: November 21, 2005*  
*Date Policy Amended: May 5, 2008*  
*Date Policy Amended: January 1, 2009*  
*Date Policy Amended: May 4, 2009*  
*Date Policy Amended: August 4, 2009*  
*Date Policy Amended: January 1, 2010*  
*Date Policy Amended: January 18, 2010*  
*Date Policy Amended: April 29, 2010*  
*Date Policy Amended: May 5, 2010*  
*Date Policy Amended: January 1, 2011*  
*Date Policy Amended: February 7, 2011*  
*Date Policy Amended: December 13, 2011*

*Resolution Number: 00/113*  
*Council Resolution Number: 01/1241*  
*Council Resolution: RC2003/174*  
*Council Resolution: 05/073*  
*Council Resolution: 05/975*  
*CAO Approval*  
*Bylaw 3612-2003*  
*Council Resolution: RC09/243*  
*Council Resolution Number: RC09/514*  
*Bylaw 5070-2009*  
*RC10/032*  
*CAO Approval*  
*CAO Approval*  
*Bylaw 5070-2009/CAO Approval*  
*Council Resolution Number RC11/094*  
*Council Resolution Number: PH11/134*

- REZONING APPLICATION/  
APPROVAL PROCESS
- DEVELOPMENT PERMIT APPLICATION/  
APPROVAL PROCESS
- DEVELOPMENT VARIANCE PERMIT APPLICATION/  
➤ APPROVAL PROCESS
- SUBDIVISION APPLICATION/APPROVAL PROCESS

This guide has been prepared to provide applicants/developers with an overview of information related to the above listed types of development applications. For additional information, please contact the Planning Department at 604-820-3748 or visit the municipality's website at [www.mission.ca](http://www.mission.ca)

DISTRICT OF MISSION  
PLANNING DEPARTMENT  
8645 STAVE LAKE STREET, BOX 20, MISSION, BC V2V 4L9  
TELEPHONE: 604-820-3748 FAX: 604-826-7951 EMAIL: Planning @ mission.ca

**DEVELOPMENT APPLICATION**

**FILE NO:** \_\_\_\_\_

**APPLICATION TYPE** (check appropriate box(es))

- |   |  |
|---|--|
| <input type="checkbox"/> Development Permit           | <input type="checkbox"/> O.C.P. Amendment            |
| <input type="checkbox"/> Development Variance Permit  | <input type="checkbox"/> Subdivision                 |
| <input type="checkbox"/> Rezoning from _____ to _____ | <input type="checkbox"/> Zoning Bylaw Text Amendment |

**NAME OF APPLICANT:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_ **POSTAL CODE:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_ **FAX NO:** \_\_\_\_\_

**APPLICANT'S SIGNATURE:** \_\_\_\_\_

**NAME OF PROPERTY OWNER(S):** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_ **POSTAL CODE:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_ **FAX NO:** \_\_\_\_\_

**OWNER(S) SIGNATURE(S):** \_\_\_\_\_

**LEGAL DESCRIPTION OF PROPERTY:** \_\_\_\_\_

**PROPERTY ADDRESS:** \_\_\_\_\_

**SIZE OF PROPERTY:** \_\_\_\_\_

**PROPOSED USE:** \_\_\_\_\_

**FOR A DEVELOPMENT VARIANCE PERMIT APPLICATION OR A ZONING BYLAW TEXT AMENDMENT APPLICATION, DESCRIBE THE PROPOSED VARIANCE OR ZONING TEXT AMENDMENT**

\_\_\_\_\_

I/We have attached the required documentation, as noted on the Development Submission Checklist, along with the required application fee and hereby agree to submit further information deemed necessary for processing this application. Furthermore, I hereby acknowledge that any fees paid are non-refundable (except as noted on the fee schedule).	
_____	_____
Signature of Applicant	Date
<b>FOR OFFICE USE ONLY</b>	
<b>Application Fee:</b>	\$ _____
<b>Receipt No.:</b>	_____
<b>Received By:</b>	_____

## DEVELOPMENT SUBMISSION CHECKLIST

<u>APPLICATION TYPE</u>	<u>ATTACHMENTS REQUIRED</u>	<u>FEE</u>
Development Permit	A, B, D, E, F, G, H*, I, L	Refer to fee schedule
Development Variance Permit	A, B, D	Refer to fee schedule
Rezoning (single family)	A, B, C, J*, K*, L	Refer to fee schedule
Rezoning (all others)	A, B, D, E, F, G, H, I, J*, K*, L	Refer to fee schedule
Subdivision	A, B, C, L	Refer to fee schedule
Zoning Bylaw Text Amendment		Refer to fee schedule
Official Community Plan (OCP) Amendment		Refer to fee schedule
OCP Amendment (accompanied by a rezoning application)	A, B, D, E, F, G, H, I	Refer to fee schedule

\* **ATTACHMENT MAY BE REQUIRED**

### ATTACHMENTS REQUIRED

All development applications require a completed Municipal Site Information form and/or a Provincial Site Profile in accordance with the District of Mission's Contaminated Sites Procedure (LAN. 36).

- A. A copy of the **title**, issued not more than 30 days prior to the application date, for any parcel of land subject to the application and a copy of **all restrictive covenants and easements** registered on the subject property(s). A copy of the title, restrictive covenants and easements can be obtained directly from the Land Title Office at 604-660-8141 or a notary, lawyer or search company can obtain a copy for you. The Planning Department can also obtain these documents for you for a fee.
- B. Written consent of **all** property owners, with one or more owners appointing an applicant to act as agent for all purposes associated with the application.
- C. Draft Plan of the proposed subdivision (drawn to scale) showing all of the information outlined in the Draft Plan requirements handout.
- D. Professionally prepared Site Plans (drawn to scale) showing:
  - the civic address and full legal description of the property;
  - the location and dimensions of required road dedications;
  - existing or required rights-of-way or easements; the name and extent of streets and lanes adjacent to the property, showing the traveled portion of the streets and lanes scaled from the property line to the gutter line or back of the sidewalk, and where neither exist, from the edge of the pavement;
  - the location and width of existing or proposed access(es) to the property showing grade percentages and turning radius;
  - the location of any existing municipal services of sanitary sewer, water, storm drainage and rights-of-way on the site or adjacent to the site;
  - the locations of ditches, fire hydrants, fire department connections, gas lines, kiosks, hydro and telecommunication poles;
  - the name and location of watercourses on or adjacent to the property.
- E. Additional Information to be included with the set of plans referred to in "D." above:
  - existing or proposed refuse enclosures, refuse and recycling bins (as per the Waste Management Design Guidelines) that may be affected by the access(es);
  - the land contours **before** and **after** lot grading for the subject property and the adjacent properties;
  - the floor elevations for the proposed buildings on the site;
  - contours are to be shown to .5 metre contour intervals and finished grades are to be shown for every .5 metre elevation change; the size, location and number of on-site parking and loading spaces, refuse enclosures;
  - cross sections and views from adjacent properties may be required to determine view impacts;
  - geotechnical information may be required to verify the buildable area of specific proposals;

- site plans must include the following Zoning Bylaw compliance calculations as they apply to the proposal: lot area, floor area, lot coverage, number of units, density, recreation space, off-street parking (required & actual), off-street loading (required & actual).
- F. Professionally prepared elevation drawings for the four sides of the proposed development including specification of design, materials, finish and colour of buildings. Elevation drawings must be provided in both hardcopy and digital format. Each elevation drawing should specifically reference the lot(s) to which they apply.

Please note that drawings prepared by a registered architect may be required at building permit stage. Please contact the Senior Building Inspector in the Inspection Services Department at 604-820-3726 for additional information.

- G. A professionally prepared architectural rendering drawing which depicts the design, finish and colour of proposed buildings, landscaping detail and signage location. Architectural renderings must be provided in both hardcopy and digital (PDF) format. Each rendering drawing should specifically reference the lot(s) to which they apply.

The architectural rendering must depict actual site details (eg. existing vegetation, proposed landscaping, etc.). **Renderings must not be embellished with unrelated details such as vehicles, wildlife, mountains, etc.**

- H. For **commercial, industrial and institutional developments**, professionally prepared signage plans for free-standing and fascia, canopy or projecting signs that demonstrate compliance with the policies and objectives of the relevant Development Permit Area. Signage details must include the location, dimensions and total sign area for each sign; elevations that clearly depict the design of all sign structures and that demonstrate how proposed signage will integrate into the architectural design of the proposed buildings; specification of materials, finish and colour of all sign structures.
- I. Landscaping plans and a cost estimate prepared by a Landscape Architect or other persons approved by the Planning Department. Landscaping cost estimates, in addition to plant cost, shall include a detailed breakdown of site preparation, material and labour costs. Cost estimates shall provide an amount equal to 100% of plant cost to cover site preparation, material and labour costs.
- J. Financial Contributions for Community Amenities Policy LAN.40 - addresses the special burden which residential development imposes on demand for public facilities, services and amenities. Applicants for rezonings which include a residential component are requested to address the special burden by contributing to a fund for the construction of public facilities, services and amenities.
- K. A Tree Retention/Replanting Proposal must be submitted as part of your application package if there are significant trees on site (i.e. 20 cm caliper or greater as measured at a height of 1.5 metres above ground level). The submission must include an inventory of significant trees and a written tree retention/replanting proposal. If no significant trees exist, the applicant is asked to submit a written proposal for implementing the Tree Retention/Replanting Policy LAN.32.
- L. A completed Site Assessment (attached) must be submitted as part of your application package. The Site Assessment requires a professionally prepared Site Assessment Plan (drawn to scale) showing:
- Location of all water courses, with top of bank, 15 metre setback and 30 metre setback from the top of bank must be indicated;
  - Location of all significant trees on site (i.e. 20 cm caliper or greater as measured at a height of 1.5 metres above ground level);
  - Location of all vegetation clusters;
  - Location of all existing structures (both remaining and to be removed as part of the development);
  - The width, location and grade of existing motor vehicle access(es);
  - All elevation changes on the property (contour lines) with slope direction indicated;
  - Location of all existing septic disposal fields and water wells; and
  - Location of any other physical feature that may affect the development proposal (unofficial trails, localized depressions, foreign soils, etc.).

## District of Mission

### Rezoning Application / Approval Process

This booklet is a general guide to the rezoning process in the District of Mission. It is provided for your convenience only, is not intended to replace Bylaws or other legal documents, and should not be construed by anyone as a right to a development approval if the steps indicated are followed.

#### ***What is Zoning?***

Every property in the District of Mission has been assigned a zoning category. Zoning regulates the permitted uses, building setbacks, height and densities allowed on a given property. Generally speaking, the purpose of zoning is to ensure that certain types of land uses are located in appropriate areas. The different zones are generally grouped as residential, commercial, industrial, institutional and rural. The Zoning Bylaw specifies development regulations for each zoning category and is available online at [www.mission.ca](http://www.mission.ca).

#### ***When is Rezoning Necessary?***

Rezoning is the process of changing the zoning category of a property. Before any development takes place on a property, whether it be constructing new buildings or changing the types of activities that occur on the property, you should first check the existing zoning regulations for that property. If the proposed development is not permitted by the existing zoning, the property owner (or applicant of the property owner) will have to apply to the District of Mission for a change in the zoning category of that property; Council approval is required.

### **The Rezoning Application/Approval Process**

- 1. Pre-Application**  
*Initial Discussion with Staff*
- 2. Submission of Complete Application**  
*Fees, Site Profile, Plans, etc.*
- 3. Application Review**  
*Review and Analysis by Staff  
Development Review Meeting  
Referral to other Departments  
and External Agencies*
- 4. Report to Council**  
*Recommendation Submitted to Council  
Review and analysis  
Requirements  
First & Second Reading*
- 5. Public Hearing**  
*Residents Invited to Comment on Application*
- 6. Third Reading**  
*Outstanding Issues to be Resolved*
- 7. Adoption**  
*4th and Final Reading of Zone Amending Bylaw*

#### **1. Pre-Application**

The more information you are able to gather before submitting an application, the more smoothly the process is likely to run. Accordingly, you are strongly encouraged to discuss your proposal with staff to identify any plans, policies and regulations which may apply:

- **Official Community Plan (OCP) & Zoning Bylaw**

Check the OCP map for the designation of your property and the types of land uses identified for that designation. Check the Zoning Bylaw to find out the land use regulations for the existing and proposed zoning of your property (lot sizes, density, etc.).

- **Engineering Services**

Generally, all developments must be provided with adequate services for sanitary sewerage and stormwater disposal, water, roads, sidewalks and street lights at the developer's cost.

## 2. **Submission of Complete Application**

When you are ready to proceed, complete the application form. All rezoning applications must be accompanied by:

- ✓ the name(s), address(es) and signature(s) of the property owner(s);
- ✓ the civic address and legal description of the subject property;
- ✓ the current and proposed zoning for the property;
- ✓ a description of the proposed development;
- ✓ a current copy of the title;
- ✓ a completed site profile required by Provincial Contaminated Sites Regulation;
- ✓ a completed Financial Contributions for Community Amenities Policy LAN.40 (if residential rezoning component exists)
- ✓ drawings and other information (refer to the Development Submission Check List)

## 3. **Application Review**

A member of the Planning Department will coordinate the review of your application. It may be circulated to a number of municipal departments (eg. Engineering) and relevant outside agencies (eg. Ministry of Transportation). During this process, you may be asked for clarification, additional information or plan revisions.

## 4. **Development Review Meeting**

Your proposal will be considered by staff from various departments at a staff development meeting. These meetings are usually held twice a month.

## 5. **Report to Council**

The Planning Department will prepare a report, including an analysis of the application, a recommendation and an outline of the requirements which need to be satisfied.

This report is considered by Council during a Committee of the Whole Council meeting. These meetings are usually held the first and third Monday of every month (at 6:30 p.m.) and are open to the public. At this meeting, Council will decide whether to reject the application, to approve 1st reading or 1st and 2nd reading to the zone amending bylaw, or identify additional conditions or requirements to be met by the applicant. The applicant is encouraged to attend. If the applicant wishes to appear as a delegation at the Committee of the Whole meeting, a request must be received in writing by the Corporate Administration Department by 4:30 p.m. on the Monday prior to the Committee meeting.

## 6. **Development Notification Sign**

The applicant is responsible for having a development notification sign built to Municipal standards by a professional sign company. The information to be contained on the sign and the specifications of the sign will be sent to the applicant with a letter advising when and where the sign is to be erected on the site.

## 7. Public Hearing

All rezoning applications are subject to a Public Hearing held before Council. The owners and occupants of properties located within 152 metres of the subject property for urban proposals and 500 metres for rural properties are formally notified of the Public Hearing and notices are placed in the local paper. Any person who deems their interest may be affected by the development proposal has the opportunity to express their concerns to Council. You (or a representative) should attend the Public Hearing and be prepared to respond to any questions that Council may have regarding your proposal. The Public Hearing is open to the public. Public Hearings are usually held the fourth Monday of every month at 6:30 p.m.

The Public Hearing is the last opportunity for Council to receive input from the applicant or the public before making a decision on the application.

## 8. 3rd Reading

Following the Public Hearing, at a subsequent Regular Council meeting, Council will review the minutes from the public hearing and consider granting 3rd reading to the zone amending Bylaw. It should be noted that Council and staff make no representations that any reading, except final adoption, should be taken as an indication by the District that your application will be approved and able to proceed.

## 9. Adoption (4th Reading)

When all of the prerequisites, issues and deficiencies related to the proposal have been satisfied, the zone amending bylaw is submitted to Council for consideration of adoption (4th reading). If the majority of Council members are satisfied that the development proposal is beneficial to the community, and that all legal requirements and conditions have been met, Council may vote in favour of adoption for your application. You will be notified in writing of the outcome.

### **Costs Involved in Obtaining Adoption for a Rezoning**

The rezoning applicant is responsible to pay for the following costs (where applicable):

- ✓ application fee;
- ✓ off-site engineering costs;
- ✓ consultant fees (engineers/architects/ solicitors, etc. are typically hired for large projects);
- ✓ other fees such as the Community Amenity Contribution.

### **Timetable for the Rezoning Application/Approval Process**

The length of the rezoning application/approval process is dependent upon the complexity of the project and the preparedness of the applicant. Once all requirements have been met for each step in the process, the file manager will move your application forward to the next step.

### **Rezoning File Closure Policy**

Rezoning applications will be referred to Council with a staff recommendation to close the file six months after the date of application if all information required to complete the application (ie. letters of understanding to provide deficient servicing, plan modifications, engineering information, road closure request letters, etc.) has not been received. Rezoning applications will be closed one year following the date of 3rd Reading of the zone amending bylaw unless an extension is granted by Council.

A written request for an extension must be made **at least 60 days** before the rezoning closure deadline and must be accompanied by an **extension application fee** as set by the District of Mission Land Use Application Procedures and Fees Bylaw. The applicant must outline reasons why an extension is required and the length of extension being sought. A request for an extension may be denied if, in the opinion of the District of Mission, the rezoning could have been completed within 12 months of 3rd Reading.

### **Departments/Agencies Involved in the Rezoning Application/Approval Process**

There are a number of departments and external agencies which **may** be involved with a given rezoning application:

- ✓ Planning Department;
- ✓ Engineering Department;
- ✓ Inspection Services Department;
- ✓ Fire/Rescue Service Department;
- ✓ Parks, Recreation and Culture Department;
- ✓ Corporate Administration Department;
- ✓ School District No. 75;
- ✓ RCMP (CPTED);
- ✓ Ministry of Transportation;
- ✓ Ministry of Health;
- ✓ Ministry of Environment;
- ✓ Department of Fisheries and Oceans.

## District of Mission

### Development Permit Application / Approval Process

This booklet is a general guide to the Development Permit (DP) process in the District of Mission. It is provided for your convenience only, is not intended to replace Bylaws or other legal documents, and should not be construed by anyone as a right to a development approval if the steps indicated are followed.

#### What is a Development Permit?

A DP is a type of development approval given by Council. Specific areas of the District of Mission have been designated as DP Areas in the Official Community Plan. Each of these areas has a set of development guidelines which specify the District's development objectives for that area. DP's are permitted by the Local Government Act for the following purposes:

- to protect the natural environment;
- to prevent development from creating hazardous conditions;
- to achieve objectives for the form and character of commercial, industrial, intensive residential development or multi-family developments;
- to protect Provincial or Municipal heritage areas;
- to revitalize specific commercial areas.

The majority of DP's are used to evaluate the proposed design of new multi-unit residential & other intensive residential development, commercial and industrial developments and their related parking areas, landscaping and signage. DP's are in addition to normal zoning, servicing, building and fire code regulations. They may supercede Zoning Bylaw requirements by setting terms and conditions that differ from or supplement those in the Zoning Bylaw. However, a DP may not vary the permitted uses or densities of land use prescribed by existing zoning regulations.

A DP for a proposed project is approved and issued when Council is satisfied that the project meets all guidelines and conditions for the DP Area. A DP is not a Building Permit. DP approval must be obtained before a building permit can be obtained. You need to apply for a building permit before you can proceed to construction.

Please contact the Inspection Services Department (604-820-3726) to determine the information required at building permit stage. Typically, building permit plans require a higher level of detail than development permit plans and some buildings require drawings prepared by a registered architect.

#### When is it Necessary to Apply for a Development Permit?

You need to apply for a DP in the following cases:

- when the property is located within a designated DP Area. A map showing the location and boundaries or text describing the location of all DP Areas and the guidelines associated with each area is available at the Planning Department;
- when you want to significantly change an existing DP;
- when Council determines that your development proposal requires a DP.

## The Development Permit Application/Approval Process

### 1. Pre-Application

*Initial Discussion with Staff*

### 2. Submission of Complete Application

*Fees, Site Profile, Plans, etc.*

### 3. Application Review

*Review and Analysis by Staff  
Development Review Meeting*

### 4. Report to Committee of the Whole

*Review and analysis  
Recommendation to Council  
Requirements for Final Approval*

### 5. Council Meeting

*Residents Invited to Comment on Application*

### 6. Approval/Issuance

*DP approved (with subject conditions) Issued Notice of Permit filed with Land Title Office*

#### 1. Pre-Application

The more information you are able to gather before submitting an application, the more smoothly the process is likely to run. Accordingly, you are strongly encouraged to discuss your proposal with staff to identify any plans, policies and regulations which may apply.

Check the Zoning Bylaw and other applicable Municipal Bylaws to find out the regulations for your property.

#### 2. Submission of Complete Application

When you are ready to proceed, complete the application form. All DP applications must be accompanied by:

- ✓ the name(s), address(es) and signature(s) of the property owner(s);
- ✓ the civic address and legal description of the subject property;
- ✓ the current and proposed zoning for the property;
- ✓ 3 sets of drawings plus one set of 8.5" x 11" reductions;
- ✓ a current copy of the title; and
- ✓ a completed site profile required by Provincial Contaminated Sites Regulation.

#### 3. Application Review

A member of the Planning Department will coordinate the review of your application. It may be circulated to applicable municipal departments (eg. Engineering). During this process, you may be asked for clarification, additional information or plan revisions.

#### 4. Development Review Meeting

Your proposal will be evaluated by staff from various departments at a staff development review meeting. These meetings are usually held twice a month.

#### 5. Report to Council

The Planning Department will prepare a report, including an analysis of the application, a recommendation and an outline of the requirements which need to be satisfied.

This report is considered by Council during a Committee of the Whole Council meeting. These meetings are usually held the first and third Monday of every month (at 6:30 p.m.) and are open to the public. At this

meeting, Council will decide whether to reject the DP, forward the DP to a Regular Council meeting, or identify additional conditions or requirements to be met by the applicant. The applicant is encouraged to attend. If the applicant wishes to appear as a delegation at the Committee of the Whole meeting, a request must be received in writing by the Corporate Administration Department by 4:30 p.m. on the Monday prior to the Committee meeting.

## 6. Regular Council Meeting - Public Input Meeting

While not necessarily required by the Local Government Act, District of Mission Council Policy refers all DP's to a Public Input Meeting. The owners and occupants of all properties located within 152 metres of the subject property are formally notified of the Council Meeting. However, any person who deems their interest may be affected by the development proposal has the opportunity to express their concerns to Council. You (or a representative) should attend the Public Input Meeting and be prepared to respond to any questions that council may have regarding your proposal. The meetings are usually held the fourth Monday of every month at 6:30 p.m.

## 7. Approval/Issuance

At the Regular Council Meeting, Council will consider approving the DP (grant authority to the Director of Corporate Administration to issue the permit). In some cases, approval may be granted subject to the resolution of outstanding issues or the DP may be deferred if it is related to a rezoning application (ie. Rezoning and Development Permits are usually considered for approval at the same time). If there is no rezoning associated with the DP application and all DP requirements have been completed prior to the Public Input meeting, Council may consider approval of the DP at the Public Input meeting. The DP may be denied.

Once the DP has been issued by the Director of Corporate Administration (all DP's require the signature of the Mayor and Director of Corporate Administration), you will be notified in writing. The District will also file a Notice of Permit with the Land Title Office.

## Costs Involved in Obtaining Approval for a Development Permit

The DP applicant is responsible to pay for the following costs (where applicable):

- ✓ application fee;
- ✓ security in the form of an Irrevocable Letter of Credit to ensure that landscaping is carried out in accordance with approved plans shall be submitted prior to the building permit for the proposal being approved by municipal staff;
- ✓ consultant fees (engineers/architects/ solicitors, etc. are typically hired for large projects).

## Timetable for the Development Permit Application/Approval Process

The length of the DP application/approval process is dependent upon the complexity of the project and the preparedness of the applicant.

## Departments Involved in the Development Permit Application/Approval Process

There are a number of departments which may be involved with a given DP application:

- ✓ Planning Department;
- ✓ Engineering Department;
- ✓ Inspection Services Department;
- ✓ Fire/Rescue Service Department;
- ✓ Corporate Administration Department;
- ✓ School District No. 75;
- ✓ Ministry of Transportation;
- ✓ Ministry of Environment;
- ✓ RCMP (CPTED);
- ✓ Department of Fisheries and Oceans.

## District of Mission

### Development Variance Permit Application / Approval Process

This booklet is a general guide to the Development Variance Permit (DVP) process in the District of Mission. It is provided for your convenience only, is not intended to replace Bylaws or other legal documents, and should not be construed by anyone as a right to a development approval if the steps indicated are followed.

#### What is a Development Variance Permit?

A DVP is a type of development approval given by Council. A DVP is a permit **requested by an applicant** to vary a section of a District of Mission bylaw, as permitted by the Local Government Act. For example, a DVP may vary sections of Municipal Bylaws which address:

- dimensions and siting of buildings and structures on land;
- siting and design of off-street parking and loading facilities;
- landscaping or screening;
- signs;
- works and services;
- subdivision procedures.

A DVP may not vary the permitted uses or densities of land use prescribed by existing zoning regulations.

#### When is a Development Variance Permit Applied For?

You may apply for a DVP when an applicant wants to vary a particular section or requirement of a Municipal Bylaw.

#### The Development Variance Permit Application/Approval Process

- 1. Pre-Application**  
*Initial Discussion with Staff*
- 2. Submission of Complete Application**  
*Fees, Site Profile, Plans, etc.*
- 3. Application Review**  
*Review and Analysis by Staff*  
*Development Review Meeting*
- 4. Report to Committee of the Whole**  
*Review and analysis*  
*Recommendation to Council*  
*Requirements for Final Approval*
- 5. Council Meeting**  
*Residents Invited to Comment on Application*
- 6. Approval/Issuance**  
*DVP approved (with subject conditions) Issued*  
*Notice of Permit filed with Land Title Office*

#### 1. Pre-Application

The more information you are able to gather before submitting an application, the more smoothly the process is likely to run. Accordingly, you are strongly encouraged to discuss your proposal with staff to identify any plans, policies and regulations which may apply.

Check the Zoning Bylaw and other applicable Municipal Bylaws to find out the regulations for your property.

## **2. Submission of Complete Application**

When you are ready to proceed, complete the application form. All DVP applications must be accompanied by:

- ✓ the name(s), address(es) and signature(s) of the property owner(s);
- ✓ the civic address and legal description of the subject property;
- ✓ the current and proposed zoning for the property;
- ✓ 3 sets of drawings plus one set of 8.5" x 11" reductions;
- ✓ a current copy of the title; and
- ✓ a completed site profile required by Provincial Contaminated Sites Regulation.

## **3. Application Review**

A member of the Planning Department will coordinate the review of your application. It will be circulated to applicable municipal departments (eg. Engineering). During this process, you may be asked for clarification, additional information or plan revisions.

## **4. Development Review Meeting**

Your proposal will be evaluated by staff from various departments at a staff development meeting. These meetings are usually held twice a month.

## **5. Report to Council**

The Planning Department will prepare a report, including an analysis of the application, a recommendation and an outline of the requirements which need to be satisfied.

This report is considered by Council during a Committee of the Whole Council meeting. These meetings are usually held the first and third Monday of every month (at 6:30 p.m.) and are open to the public. At this meeting, Council will decide whether to reject the DVP, forward the DVP to a Regular Council meeting, or identify additional conditions or requirements to be met by the applicant. The applicant is encouraged to attend. If the applicant wishes to appear as a delegation at the Committee of the Whole meeting, a request must be received in writing by the Corporate Administration Department by 4:30 p.m. on the Monday prior to the Committee meeting.

## **6. Regular Council Meeting – Public Input Meeting**

While not necessarily required by the Local Government Act, District of Mission Council Policy refers all DVP's to a Regular Council Meeting as a public input meeting. The owners and occupants of all properties located within 152 metres of the subject property for urban proposals and 500 metres for rural properties are formally notified of the Council Meeting. However, any person who deems their interest may be affected by the development proposal has the opportunity to express their concerns to Council. You (or a representative) should attend the Regular Council Meeting and be prepared to respond to any questions. The meetings are usually held the fourth Monday of every month at 6:30 p.m.

## **7. Approval/Issuance**

At the Regular Council Meeting, Council will consider approving the DVP (grant authority to the Director of Corporate Administration to issue the permit). In some cases, approval may be granted subject to the resolution of outstanding issues or the DVP may be deferred if it is related to a rezoning application (ie. Rezoning and Development Variance Permits are usually considered for approval at the same time). The DVP may be denied.

If the DVP is issued by the Director of Corporate Administration (all DVP's require the signature of the Mayor and Director of Corporate Administration), you will be notified in writing. The District will also file a Notice of Permit with the Land Title Office.

### **Costs Involved in Obtaining Approval for a Development Variance Permit**

The DVP applicant is responsible to pay for the following costs (where applicable):

- ✓ application fee;
- ✓ consultant fees (engineers/architects/ solicitors, etc. are typically hired for large projects).

### **Timetable for the Development Variance Permit Application/Approval Process**

The length of the DVP application/approval process is dependent upon the complexity of the project and the preparedness of the applicant.

### **Departments Involved in the Development Variance Permit Application/Approval Process**

There are a number of departments which **may** be involved with a given DVP application:

- ✓ Planning Department;
- ✓ Engineering Department;
- ✓ Inspection Services Department;
- ✓ Fire/Rescue Service Department;
- ✓ Corporate Administration Department;
- ✓ RCMP (CPTED);
- ✓ Department of Fisheries and Oceans.

## District of Mission Subdivision Application / Approval Process

This booklet is a general guide to the subdivision process in the District of Mission. It is provided for your convenience only, is not intended to replace Bylaws or other legal documents, and should not be construed by anyone as a right to a development approval if the steps indicated are followed.

### What is Subdivision?

Subdivision is the process of altering legal property boundaries and creating new parcels of land.

There are several types of subdivision:

- **creating several lots** from one or more existing lots;
- adjusting or **realigning** an existing lot line(s);
- **converting** a fee simple title multi-unit residential building (ie. a rental apartment building with a single owner) into a strata title (multi-owner condominium) building;
- **bare land strata** subdivisions.

### Why you need to obtain the District's Approval for Subdivision

The Local Government Act, the Land Title Act of British Columbia and the District of Mission Subdivision Control Bylaw require that all subdivisions be approved by the Approving Officer (the Approving Officer is appointed by Council, under the Land Title Act, to make decisions and exercise discretionary powers with respect to the subdivision of land). Approval for subdivisions is necessary to ensure that all statutory and District Bylaw requirements are addressed including:

- size and shape of lots/buildable area;
- roads, lanes and emergency vehicles access;
- open space and walkways;
- preservation of natural features (ravines, streams, trees, etc.);
- compatibility of subdivision pattern with surrounding neighbourhood;
- sanitary sewer, water, drainage, street lights and other services;
- protection of opportunity for future development for lands adjacent to or beyond the lands being subdivided.

## The Subdivision Application/Approval Process

1. **Pre-Application**  
*Initial Discussion with Staff*
2. **Submission of Complete Application**  
*Fees, Site Profile, Plans, etc.*
3. **Application Review**  
*Review and Analysis by Staff*  
*Development Review Meeting*  
*Support in Principle letter issued*  
*Referral to other Departments*  
*and External Agencies*
4. **Preliminary Subdivision Consideration**  
*Valid for one year*  
*Outlines Requirements for Final Approval*  
*Completion of Engineering works*
5. **Final Approval**  
**Approving Officer Signs Plans**  
*Applicant Deposits Signed Plans for*  
*Registration at Land Title Office within 2 months*

### 1. Pre-Application/Development Inquiry Process

The more information you are able to gather before submitting an application, the more smoothly the process is likely to run. Accordingly, you are strongly encouraged to discuss your proposal with staff to identify any plans, policies and regulations which may apply:

- **Official Community Plan (OCP) & Zoning Bylaw**

Check the OCP map for the designation of your property and the types of land uses allowed within that **designation. Check the Zoning Bylaw to find out the regulations** for the existing and proposed zoning of your property (lot sizes, density, etc.) and the Subdivision Control Bylaw for servicing and access requirements. A sample subdivision layout indicating the type of information required on a proposed subdivision is available from the Planning Department.

- **Engineering Services**

Generally, all developments must be provided with adequate services for sanitary sewerage and stormwater disposal, water, roads, sidewalks and street lights at the developer's cost. Check with the Engineering Department to see if the required services are available or whether additional services are required.

### 2. Submission of Complete Application

When you are ready to proceed, complete an application form. All subdivision applications must be accompanied by:

- ✓ the name(s), address(es) and signature(s) of the property owner(s);
- ✓ the civic address and legal description of the subject property;
- ✓ a draft plan showing all the information outlined in the Draft Plan requirements handout;
- ✓ a current copy of the title;
- ✓ a completed site profile required by Provincial Contaminated Sites Regulation.

### 3. Application Review

A member of the Planning Department will coordinate the review of your application.

#### 4. Development Review Meeting

Your proposal will be considered by staff from various departments at a staff development meeting. These meetings are usually held twice a month.

#### 5. Support in Principle

Once staff has confirmed that the proposal complies with the District's subdivision policies and bylaw requirements, a Support in Principle letter will be issued.

#### 6. Referral to Agencies

The draft plan will be circulated to a number of municipal departments (eg. Engineering) and relevant outside agencies (eg. Department of Fisheries and Oceans). During this process, you may be asked for clarification, additional information or plan revisions.

The following is a list of recipients of the draft plans as applicable:

**Engineering Department** - The Engineering Department reviews all subdivision proposals for any servicing requirements (roads, sanitary sewer, water, drainage, utilities, etc.) and determines if any professional engineering drawings are necessary.

**Registered Practitioners or Professional Engineers** – Effective May 31, 2005 the requirements for approval of on-site sewage disposal systems are established in the Sewerage System Regulation BC Reg. 326/2004. Before a rezoning or subdivision, which creates lots not connected to the municipal sanitary sewer system, can be approved, the District of Mission will require documentation that a sewerage system design for each lot in the proposed development has been filed with the local health authority by either a registered practitioner or professional engineer with expertise in sewage disposal system design.

**Department of Fisheries and Oceans** – Where any type of watercourse, including creeks, ravines, rivers, lakes, ponds or swamps are present, or adjacent to the subject property, the Department of Fisheries and Oceans reviews the application from the viewpoint of impact on fish and fish habitat to ensure water quality and flow levels are maintained. Often, fences with signage must be constructed along the streamside protection and enhancement area boundaries to mark and protect fisheries habitat and environmental restrictive covenant registered on Title before a subdivision will be approved by the District.

**The District of Mission** has adopted the simple assessment component of the Riparian Areas Regulation for determining the extent of the streamside protection and enhancement area (see Section 108 of the Zoning Bylaw).

**Ministry of Transportation** -The Ministry of Transportation reviews all subdivision applications where the subject land is within 800 meters of a provincial highway (ie. the Lougheed Highway).

**Other Departments and Agencies** - Depending on the circumstances, other departments and agencies may also be asked to advise the Approving Officer. These include the District of Mission Fire/Rescue Service Department, RCMP (CPTED), Inspection Services and Finance Departments, Fisheries and Oceans Canada, School District No. 75, B.C. Hydro, Terasen Gas, Telus, Canada Post and others.

#### 7. Preliminary Subdivision Consideration

A Preliminary Subdivision Consideration (PSC) is a letter stating that your proposed layout is acceptable to the Approving Officer subject to requirements being met. It is valid for 1 year (6 month extensions may be considered upon payment of an extension fee).

The PSC outlines the conditions which must be met prior to final approval of the subdivision. Typical requirements and conditions include:

- ✓ submission of required legal agreements/ documents and plans, including legal survey plans, statutory rights-of-ways, easements and restrictive covenants;
- ✓ compliance with provisions of the District of Mission's Zoning Bylaw, including permitted land use and building setbacks to property lines;
- ✓ provision of a site survey or a Surveyor's Certificate of non-encroachment, showing the location of existing buildings and site services being retained, including wells, septic fields and utility lines;
- ✓ compliance with tree retention and tree planting schemes as approved by Council;

- ✓ payment of applicable development cost charges, sanitary sewer, storm sewer and water connection fees, administration/ inspection fees, warranty charges, taxes and other charges;
- ✓ payment of outstanding taxes;
- ✓ prepayment of the following year's taxes (when final approval is given before property taxes are due - usually July 2nd);
- ✓ submission and acceptance of design drawings for all required engineering works along with servicing rights-of-ways and easements;
- ✓ entering into an agreement with the District for servicing a development;
- ✓ submission of a letter of credit of an amount sufficient to cover the cost of the proposed engineering works, and/or warranty deposit, and appropriate public liability insurance policy, if applicable;
- ✓ provision of proof of potable water supply for rural properties (hydrologist's report);
- ✓ provisions of geotechnical engineer's report regarding soil stability and conditions for construction;
- ✓ provisions of proof of accepted sewerage system filed with Fraser Health Authority;
- ✓ compliance with the specific requirements of other authorities including the Department of Fisheries and Oceans;
- ✓ compliance with other applicable conditions depending on the particular characteristics of the proposed subdivision.

## 8. **Approval**

Once all of the requirements outlined in the PSC have been satisfied (including payment of all applicable fees and security deposits), you may have the Legal Subdivision Plan prepared by a registered land surveyor and submit it to the Approving Officer for approval.

The plans are now ready to be registered at the Land Title Office (by you or your solicitor) along with other documents which may have been required (restrictive covenants, right-of-ways, etc.). The plans must be registered within 2 months of signing by the Approving Officer.

Building Permits will not be issued on the newly created lots until new legal plan numbers have been received by the District and the Engineering services have been completed and inspected.

### **Costs Involved in Obtaining Approval for a Subdivision**

The subdivision applicant is responsible to pay for the following costs (where applicable):

- ✓ application fee;
- ✓ on-site and off-site servicing costs;
- ✓ Development Cost Charges (DCC's);
- ✓ current assessed taxes;
- ✓ BC Land Surveyor fees;
- ✓ consultant fees (engineers/architects/ solicitors, etc. are typically hired for large projects);
- ✓ any fees required by other utility companies or agencies; and
- ✓ plan registration by a solicitor or notary public;
- ✓ cash in lieu of parkland dedication (if applicable);
- ✓ other fees as determined through the subdivision process.

### **Timetable for the Subdivision Application/ Approval Process**

The length of the subdivision application/approval process is dependent upon a number of factors including the complexity of the project and the preparedness of the applicant.

### **Subdivision File Closure Policy LAN.25 as amended on 2005/11/25**

Subdivision files will be closed under the following time frame and criteria:

- within 60 days of the date of the application is received if the required information is not supplied by the applicant;
- within 90 days of the date of the Support in Principle if the required information is not submitted;
- within 1 year of the date that the Preliminary Subdivision Consideration (PSC) letter is issued.

Written notification will be sent to the applicant approximately 60 days prior to file closure. Once a file has been closed, a new application, including the applicable fee, is required for any further consideration of the development proposal.

Extensions may be granted, in accordance with the following criteria, upon receipt of a written request and an applicable extension fee from the applicant. Only one extension will be considered, unless otherwise noted:

- a 60-day extension may be granted for the submission of required information;
- a 90-day extension may be granted for the submission of draft plans;
- a 6-month extension may be granted from the PSC letter expiry date (multiple 6-month extensions may be considered).

### **Departments/Agencies Involved in the Application/Approval Process**

There are a number of departments and external agencies which **may** be involved with a given subdivision application:

- ✓ Planning Department;
- ✓ Engineering Department;
- ✓ Inspection Services Department;
- ✓ Fire/Rescue Service Department;
- ✓ Parks, Recreation and Culture Department;
- ✓ Corporate Administration Department;
- ✓ School District No. 75;
- ✓ Ministry of Transportation;
- ✓ Ministry of Environment;
- ✓ RCMP (CPTED);
- ✓ Agricultural Land Commission;
- ✓ BC Hydro and Power Authority;
- ✓ Telus;
- ✓ Terasen Gas;
- ✓ Shaw Cable;
- ✓ Canada Post; and
- ✓ Department of Fisheries and Oceans.

### **Recommended Handouts**

The following additional handouts are available and provide specific information about subdivision related issues:

- ✓ Terms of Reference for Geotechnical Reports;
- ✓ draft plan requirements;
- ✓ rural road construction standard;
- ✓ Engineering Companies - Re: Hydrology;
- ✓ panhandle driveway standards;
- ✓ Potable Water Supply (wells) - Rural Subdivisions;

- ✓ Tree Retention and Replanting Policy LAN.32;
- ✓ Financial Contributions for Community Amenities Policy LAN.40;
- ✓ On-Site Sewage Disposal Requirements; and
- ✓ Provincial Contaminated Sites Regulation Guide.

### **For further information**

This booklet is intended to serve only as a general guide to the subdivision process. Please consult the Local Government Act, Land Title Act and the District of Mission Subdivision Control Bylaw and Zoning Bylaws for definitive requirements and procedures. For more specific information please contact us at:

District of Mission  
Planning Department  
8645 Stave Lake Street, Box 20  
Mission, BC V2V 4L9  
Phone: (604) 820-3748  
Website: [www.mission.ca](http://www.mission.ca)



# SITE ASSESSMENT

## For Rezoning, Development Permit and Subdivision Applications

### INTRODUCTION

The purpose of this Site Assessment is to identify and evaluate attributes of a property prior to development activities. The District of Mission uses the Site Assessment to determine the potential land use impacts of your proposal by recognizing physical opportunities and constraints. The Site Assessment consolidates information early in the development process and will assist the applicant by clearly identifying the magnitude of development potential prior to creating a development plan.

As part of this Site Assessment, you are required to submit a Site Assessment Plan (SAP) prepared by a British Columbia Land Surveyor that details the property in its current state prior to any proposed development activity. Please refer to the example provided at the end of this handout to better understand the SAP requirements.

### BACKGROUND

Name of Applicant(s): \_\_\_\_\_

Name of Property Owner(s): \_\_\_\_\_

Name of Agent(s) (if applicable): \_\_\_\_\_

Civic Address of Development Property(s): \_\_\_\_\_

Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

#### **Planning staff to complete**

*Date Site Assessment Submitted:* \_\_\_\_\_

*Legal Description of Development Property:* \_\_\_\_\_

*Parcel Identifier:* \_\_\_\_\_

*File Number:* \_\_\_\_\_

## TOPOGRAPHICAL AND SOIL CONDITION ELEMENTS

1a. General topography description of the site (Check multiple boxes if site is complex):

- Flat
  - Sloping less than 15%
  - Sloping greater than 15%
  - Sloping greater than 30%
  - Other: \_\_\_\_\_
- 

1b. What general types of soils are found on the site?

- Clay
  - Sand
  - Peaty/Organic
  - Bedrock (within 1 metre of surface)
  - Other: \_\_\_\_\_
- 

1c. Are there surface indications of erosion or slippage anywhere on the site?

- Yes
  - No
- If yes, describe and identify slippage areas on SAP: \_\_\_\_\_
- 

## WATER

### (I) WATERCOURSES

2a. Is there any surface water body on or in the immediate vicinity of the site (including year-round and seasonal streams, ditches, depressions, ponds and/or wetlands)?

- Yes
  - No
- If yes, describe and indicate 'top of bank' of all watercourses on SAP: \_\_\_\_\_
- 

2b. Will development of the property require any work over, in or adjacent to (within 100 feet) of the described waters?

- Yes (If yes, specify locations of the SAP)
- No

2c. Does the property lie within a 200-year flood plain? (*Ask planning staff*).

- Yes (If yes, indicate on the SAP)
- No

### (II) GROUNDWATER RECHARGE AND AQUIFERS

2d. Is there any existing or decommissioned water well(s) on the property?

- Yes (If yes, specify location of well site(s) on SAP)
- No

**2e.** Is there any existing or decommissioned septic disposal system(s) on the property?

- Yes (If yes, specify location of septic disposal systems(s) on SAP)
- No

**2f.** Is there any man made ditching or ponds present on the site?

- Yes (If yes, specify location of ditching on SAP)
- No

## VEGETATION

**3a.** Are there any significant trees on the subject property (greater than 20cm in diameter)?

- Yes (If yes, specify location of significant trees on SAP)
- No

**3b.** Are there any tree or vegetation clusters that can be maintained as part of the development proposal?

- Yes (if yes, specify location of trees and vegetation clusters to remain on SAP)
- No

**3c.** Are there any tree or vegetation clusters slated for removal as part of the development proposal?

- Yes (if yes, specify location of trees and vegetation clusters slated for removal on SAP)
- No

## ANIMALS

**4a.** If applicable, have any nests, dens, burrows or shelters been located on or near the property or have animals been observed to frequent the subject property? (Check multiple boxes if applicable and if any boxes are checked, specify location on SAP)

- Birds: hawk, heron, eagle, songbird, other;
- Mammals: deer, bear, beaver, raccoon, other;
- Amphibians: frogs, salamanders, tadpoles, other;
- Fish: salmon, trout, other
- Other

## LAND USE

**5a.** Please describe the current use of the site and adjacent properties.

**5b.** Will any structures remain as part of the development proposal?

- Yes (if yes, specify location or remaining structures on SAP)
- No

**5c.** Will any structures be demolished as part of the development proposal?

- Yes (if yes, specify location of structures slated for demolition on SAP)
- No

**5d.** Will the views of any adjacent property(s) likely be affected, whether positively or negatively, by your development proposal?

- Yes (If yes, indicate affected view corridors on SAP)
- No

## **RECREATION**

**6a.** Are there any designated or informal recreational opportunities in the immediate vicinity? (i.e. local walking or mountain bike trails etc.)

- Yes (If yes, indicate location on SAP)
- No

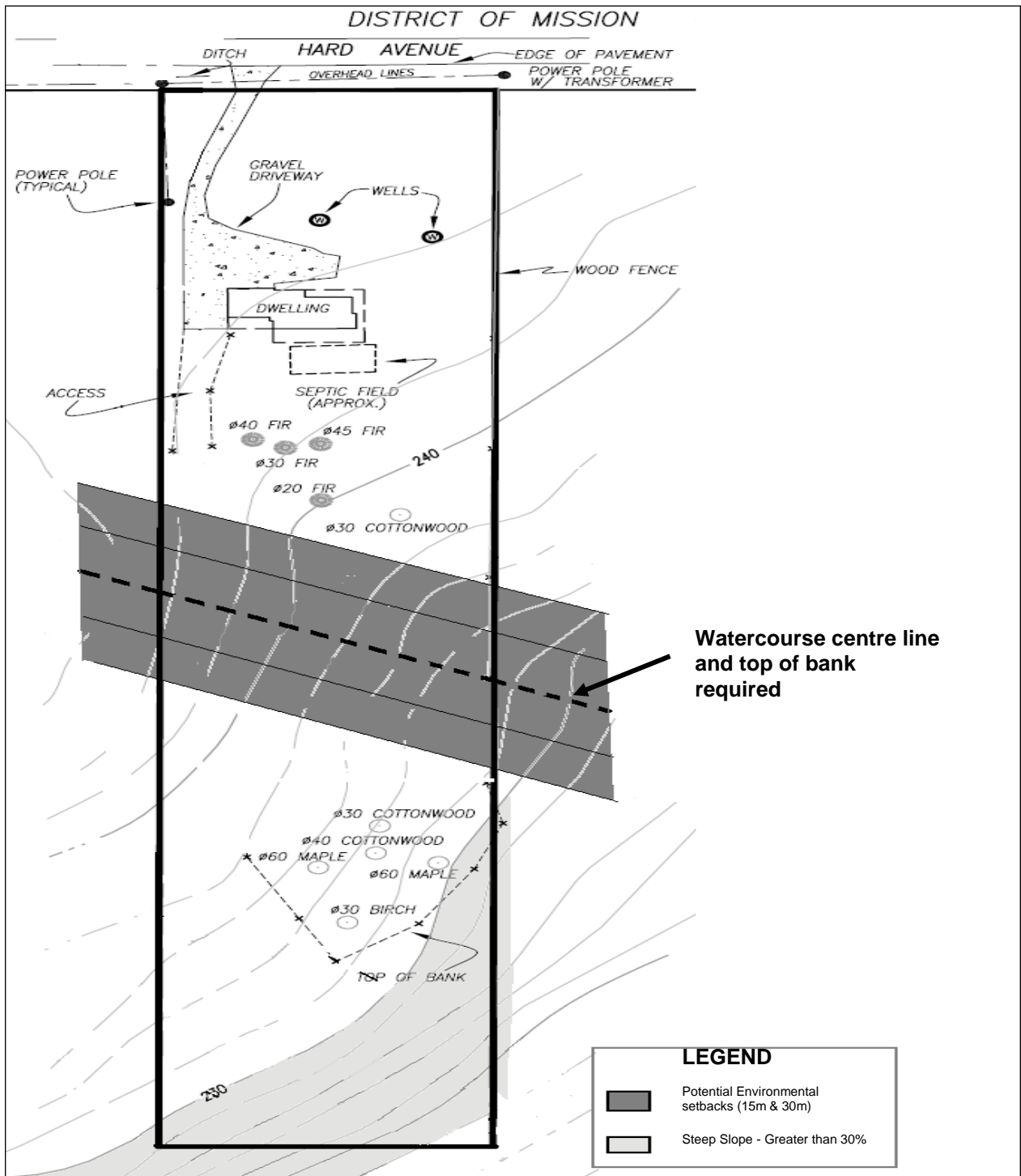
## **HISTORIC AND CULTURAL PRESERVATION**

**7a.** If applicable, generally describe any landmarks or evidence of historic, archaeological, or cultural importance known to be on or next to the property.

**End of Site Assessment Questions - See Next Page for Site Assessment Plan (SAP)  
Requirements**

# Site Assessment Plan (SAP) (SAMPLE)

**\*\*** To be completed by a B.C. Land Surveyor; All watercourses, significant trees, vegetation clusters, existing structures, access, trails, slope changes, slope direction, localized depressions, right-of-ways and significant physical features shall be indicated on the site description plan. Please attach the SAP as part of your development proposal.



**PLANNING DEPARTMENT DEVELOPMENT APPLICATION FEES**

			<b><u>TOTAL</u></b>
<b>REZONING</b>			
Multi-Family Residential	\$ 4,581.00		
Single Family / Two Family Residential	\$ 3,436.00		
Commercial, Industrial, Institutional Uses	\$ 4,522.00		
Commercial and Residential Mixed Use	\$ 5,125.00		
Secondary Dwelling	\$ 905.00		
All others ( <i>including text change</i> )	\$ 3,436.00		
Comprehensive Development	\$ 5,123.00		
Rezoning Extension	\$ 2,412.00		
 <b>OFFICIAL COMMUNITY PLAN AMENDMENT</b>			
Official Community Plan amendment only	\$ 2,412.00		
Official Community Plan amendment with rezoning	\$ 1,163.00		
Agricultural Land Reserve Application fee			
• Non-refundable portion	\$ 300.00		
• Portion forwarded to the Province, or refunded to registered owner if application is not supported by Council	\$ 300.00		
 <b>PERMITS</b>			
Development Permit – Industrial	\$ 2,290.00	+ \$75 LTO Reg.	\$ 2,365.00
Development Permit - Commercial	\$ 2,290.00	+ \$75 LTO Reg.	\$ 2,365.00
Development Permit – Downtown Façade Review – LAN.42	\$ 483.00		
Development Permit – Multi-Family Residential	\$ 3,014.00	+ \$75 LTO Reg.	\$ 3,089.00
Development Permit - Commercial & Residential Mixed Use	\$ 3,558.00	+ \$75 LTO Reg.	\$ 3,633.00
Development Permit – Intensive Residential			
• Neighbourhood Form & Character	\$ 2,200.00	+ \$75 LTO Reg.	\$ 2,275.00
• Intensive Residential Design Review ( <i>review design of a proposed home for conformance with previously issued Neighbourhood Form &amp; Character DP</i> )	\$ 250.00		
Development Permit – Infill Residential	\$ 1,100.00	+ \$75 LTO Reg.	\$ 1,175.00
Development Permit – Hazardous Lands / Environmental	\$ 750.00	+ \$75 LTO Reg.	\$ 825.00
Development Permit - Other	\$ 2,290.00	+ \$75 LTO Reg.	\$ 2,365.00
Development Permit – Minor Amendment (new)	\$ 241.00		
Development Variance Permit)			
• Basic ( <i>Zoning Bylaw</i> )	\$ 1,809.00	+ \$75 LTO Reg.	\$ 1,884.00
• Plus per 2 <sup>nd</sup> and subsequent requests	\$ 241.00		
Temporary Commercial, Industrial, Institutional Use Permits	\$ 4,522.00	+ \$75 LTO Reg.	\$ 4,597.00
Temporary Use Permit Extension and Renewal	\$ 2,261.00		
 <b>REQUESTS FOR COUNCIL RESOLUTION</b>			
Bylaw Variance Request	\$ 1,809.00		
Site Specific Exemption from Floodplain Management Bylaw	\$ 1,756.00	+ \$75 LTO Reg. (if applicable)	\$ 1,831.00
 <b>SUBDIVISION*/CONSOLIDATION**/BOUNDARY CHANGE**</b>			
Conventional and Bare Land Strata:			
• Up to and including 5 lots	\$ 1,446.50	+ \$90.50 per lot	
• Greater than 5 lots	\$ 1,808.50	+ \$90.50 per lot	
Engineering Administration Fee	\$2,362.75	+ HST	\$ 2,646.28
Major revisions to subdivisions - review fee	50% of applicable application fee		

**12 MONTH SUBDIVISION EXTENSION**

• Up to and including 5 lots	\$ 1,446.50	+ \$90.50 per lot	
• Greater than 5 lots	\$ 1,808.50	+ \$90.50 per lot	
Engineering Administration Fee			
• Up to and including 4 lots	\$ 558.50	+ HST	\$ 659.12
• Greater than 4 lots	\$ 1,176.25	+ HST	\$ 1,317.40

\* For **subdivisions**, the fee is based on the number of **proposed lots**.

\*\* For **consolidations** and **boundary changes**, the fee is based on the number of **original lots**.

**FINAL PLAN APPROVAL FEE** - Fee to be paid prior to registration of plan      \$    91.00

**STRATA TITLE CONVERSION/PHASED STRATA DEVELOPMENT**      \$ 1,448.00 + \$91.00 per unit

**CONTAMINATED SITE PROFILE**      \$    100.00 per property

**REFUNDS**

1. For **REZONING** applications:

- a) withdrawn in writing by the applicant within 30 days of submission, a refund of 50% of the application fee;
- b) withdrawn in writing by the applicant 30 or more days after submission but prior to the Public Hearing Notice being prepared or advertised, 20% of the application fee shall be refunded to the applicant;
- c) withdrawn in writing by the applicant after preparation or advertising of the Public Hearing Notice, no refund.

2. For **ALL OTHER** development applications:

- a) withdrawn in writing by the applicant within 30 days of submission, a refund of 50% of the application fee;
- b) withdrawn in writing by the applicant 30 or more days after submission but prior to consideration by Council, 20% of the application fee shall be refunded to the applicant;
- c) withdrawn in writing by the applicant after consideration by Council, no refund.



## DEVELOPMENT COST CHARGE SUMMARY (SHEET 2)

### A. SCHOOL SITE ACQUISITION CHARGE (ALL AREAS)

A School Site Acquisition Charge is a requirement of School District No. 75 that applies to new residential subdivision and buildings.

The charges applicable to the categories of eligible development as prescribed by BC Regulation 17/00 for the School District are set in the table below:

Prescribed Category if Eligible Development (BC Reg 17/00)	School Site Acquisition Charge (per unit)
Low Density Residential (<21 units/ha)	1000.00
Medium Density Residential (21-50 units/ha)	900.00
Medium Density Residential (51-125 units/ha)	800.00
Medium High Density Residential (126-200 units/ha)	700.00
High Density Residential (>200 units/ha)	600.00

Applies to all subdivisions and to building permits for 4 or more units. Building permits for less than four units are exempt.