

## 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 (either in writing or by telephone) 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.