



Development Permit Application Procedure

District of North Vancouver
Planning Department

355 West Queens Rd, North Vancouver, BC V7N 4N5

Questions about this form: Phone: 604-990-2387 or Email: planning@dnv.org
Form submission: In person, appointment required

The Local Government Act authorizes municipalities to designate specific lands as Development Permit (DP) Areas. The District of North Vancouver has designated various lands as Development Permit Areas in various Official Community Plans. **Where land is designated as a Development Permit Area, it may not be subdivided and building permits may not be issued until Council approves a Development Permit.** Development Permits are required for the following purposes:

- **Protection of the Natural Environment, its ecosystems and biological diversity including Streamside Protection.** - The site has some special environmental characteristics such as tree stands, watercourses, slopes, etc., which should be protected from development. In these areas, land may not be altered without a Development Permit;
- **Protection of development from Hazardous Conditions** - Development requires protection from potential land slippage, flooding or other similar problems. In these areas, land may not be altered without a Development Permit;
- **Revitalization of commercial areas** – Where special guidelines are in place to guide the revitalization of the commercial district.
- **Form and Character of commercial, industrial, multi-family or intensive residential development.** – Guidelines related to the form and character of commercial, industrial, multi-family and other forms of intensive residential development are intended to ensure that new development achieves community objectives and design compatibility.

The criteria for Development Permit Areas are outlined in the Official Community Plans. Through the Development Permit process, Council may also apply special conditions, which vary or supplement the requirements in a Zoning or other Bylaw for properties in designated Development Permit Areas.

Prior to submitting a formal development permit application, you are advised to discuss the proposal with a development planner in the community planning department.

Preliminary Application Review

Development Permit applications are preceded by a Preliminary Application review. The purpose of the preliminary application process is to provide the applicants with initial comments from the District of North Vancouver and relevant referral agencies, including the local Community Association and adjacent neighbours. The initial review will provide the applicant with early direction and comments on the proposal, and assist in determining whether the application is feasible. Applicants can then decide whether to proceed with the more detailed application. The Community Planning Department can provide further information on this preliminary process.

Submission Requirements

The application form indicates the submission requirements for the Development Permit process. In general, detailed and comprehensive plans are required for the Development Permit application, based on the input received from the preliminary review of the proposal. Typical submission requirements are listed below but as they will vary depending on the type of development permit applications, always refer to the specific requirements itemized in the summary letter provided through the Preliminary Application process. **Incomplete applications will not be accepted.**

- Application fee and completed application form;
- Signature(s) of the registered land owner(s) of the subject property or written authorization for an agent to act on their behalf;
- Copy of title search dated not more than fourteen days prior to the date of application;
- Written summary providing a description of the present and intended use of the site and a rationale for the development including community impact/benefit;
- Ten complete sets of fully dimensioned plans (1/8 inch or 1:100 metric scale) including:
 - a site plan with the location of the building and parking layout;
 - a site plan which indicates the natural site features, including any existing trees, watercourses or areas of steep slope or change in contours.
 - floor plans indicating uses and area calculations;
 - all building elevations;
 - a landscape concept plan;
- A site servicing plan indicating all existing and proposed utility services for the development is required. The servicing plan can be combined with the landscape plan for smaller projects of 3 or less units, where advised by the planner. The site servicing plan must also indicate how the on-site storm drainage will be managed
- Photographs of the site and adjoining properties;
- A detailed Arborist report and tree survey may be required where existing trees are located on the site. The Arborist report should be used as the basis of the site planning and landscape design, with tree retention as a primary focus;
- Traffic Impact Assessment;
- The planner will also advise whether specific studies such as geotechnical reports, soil reports or other specialized information is required related to environmentally sensitive or hazardous lands;
- Before final issuance of the development permit, it is a requirement that a detailed landscape plan, prepared by a landscape architect registered in British Columbia, be submitted and recommended for approval by both the ADP and the Parks Department.
- You will be required to provide 15 sets (11 x 17) for your project to be scheduled for review by the Advisory Design Panel.
- You will be required to provide reduced plans (8½ x 11) to be included in the staff report and neighbourhood notification. All plans must be readable at the reduced size.
- Electronic submission in PDF format is encouraged (by means of CD or USB). This does not eliminate the need for paper copies listed above.

Staff or other agencies may request additional information on specific details of a proposal during the processing of an application.

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Application Fees

For a development permit application refer to the Fees & Charges Bylaw.

Title Search

All Development Applications must be accompanied by a title search dated no more than fourteen days prior to the date of the application except where a change of ownership or title information has occurred more recently, in which case the new title search is required. The purpose of this requirement is to ensure that the legal description used for permits and bylaws is accurate and to confirm property ownership. Title searches may be obtained in person (for a fee) from The Land Title Office, 88 - 6th Street, New Westminster, BC V3L 5B3 (Search and Information Counter). Alternatively, title searches may be obtained from the District of North Vancouver Planning Department as part of the application submission for a fee per lot.

Processing Procedures

Following submission of the application:

- **District Department Review** - The Community Planning Department co-ordinates the review of the application by the Environmental Protection Officer, Engineering, Transportation, Building, Land and Bylaw Services, Fire and Parks Departments.
- **Applicant Refers Plans to External Agencies** – Applicants are responsible for distributing drawings to external utility agencies such B.C. Hydro, Telus, and B.C. Gas, and for meeting all requirements of those agencies.
- **Advisory Design Panel (ADP)** - The application is reviewed by the Advisory Design Panel, which is an advisory body appointed by Council, comprised of qualified development related professionals. The role of the ADP is to advise Council on applications for development permits and siting areas. Various matters are considered including character, siting, form and massing of buildings, landscaping, parking layout and access. The ADP also reviews design guidelines, building schemes and other methods of development control. Applicants are advised to submit project designs together with a written design rationale to the ADP at the earliest possible date to obtain initial design comments. The applicant will be asked to be present during the discussion of their project and may make a presentation. The ADP's motion may require revisions to project details. If changes are needed, the proposal may require further consideration at a subsequent ADP meeting prior to adoption of a final recommendation to be forwarded to Council.
- Advisory Design Panel meetings are held on the second Thursday of every month. The applicant is responsible for providing 15 sets of reduced plans (11 x 17) to the planner at least 8 days prior to the scheduled meeting for circulation to panel members.
- **Community Association Meeting** – Applicants are required to present the application to the relevant Community Association to inform residents of the proposal and obtain input on the project. Design revisions may be required as a result of feedback from these group(s). ***Applicants are advised that support from local residents and advisory groups is important to their application.***
- **Public Information Meeting** - Once the preceding review has been completed, the applicant will be requested to hold a Public Information Meeting in the neighbourhood to acquaint the local residents with the project details. A pamphlet outlining the guidelines for holding a Public Information Meeting is available at the Community Planning Department. The applicant is required to:

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- deliver an information package to all residents, businesses and property owners within a specified distance of subject site, in accordance with the DNV Public Notification Policy (#8-3060-3).
 - deliver an information package to the President of the Community Association in the area;
 - post a sign on the property; and
 - advertise in two issues of the local newspaper.
- **Summary Letter to Applicant** – The Planner provides a letter to the applicant that consolidates all comments received and issues to be addressed, based on input received during the preceding steps. If substantial changes are required, revised plans must be redistributed to staff and referral groups listed above, and a second Public Information Meeting may be required.
 - **Staff Report To Council** - Upon receipt of all staff and advisory body comments, a final staff report is prepared by the Community Planning Department. This report outlines the proposal, and includes any recommendations and comments from the Community Association, the ADP and neighbours, as well as a staff recommendation on the application.
 - **Council Meeting** - At a regular Council Meeting, Council reviews the report and either authorizes issuance of the development permit, rejects the application or tables the item for further discussions. *(If an application has a significant public interest, Council may sponsor an additional Public Information Meeting to ensure the public has been given a full opportunity to comment on the proposal before a decision on the development permit is finalized.)*
 - The Mayor and Clerk sign the Development Permit and a copy provided to the applicant.

Timing for the Development Permit Process

The development permit process takes approximately four to six months to complete. This amount of time is required for staff analysis, community consultation, and Council consideration of the issues. This time line is dependent upon the complexity of the issue, current workload of both staff and Council, the timing of Council meetings, relation of the application to broader issues that may first require resolution and the need for additional information from the applicant during the process.

This brochure is intended for general guidance only and is not to be regarded as a right to development approval if the steps indicated are followed. Consult the **Local Government Act**, the **Land Title Act**, the **Zoning Bylaw**, the **Subdivision Bylaw** and other municipal bylaws for definite requirements and procedures as outlined above, please contact the Community Planning Department at 604-990-2387, for assistance.