



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

This brochure is provided as a guide for convenience only. It is not intended to replace Bylaws or other legal documents nor should it be construed by anyone as a right to development approval if the steps indicated are followed.

What is a Major Development Permit?

A Development Permit is a statutory tool which may be used by municipalities to exercise discretionary control over certain types of development. The City of White Rock is divided into nine (9) Development Permit Areas. A map showing these areas and the guidelines for each area are contained in the City's Official Community Plan. The "City of White Rock Planning Procedures Bylaw, 2009, No. 1869" distinguishes between Major & Minor Development Permits. Major Development Permits are approved by Council and are established for:

- Revitalization of a commercial area where commercial use is permitted;
- Form and character objectives for intensive residential use;
- Form and character objectives for multi-family residential development (excluding duplexes); and
- Any permit request which includes a variance to any provision of a bylaw (*LGA, Part 26*)

When is a Major Development Permit Required?

In the designated Development Permit Areas, a Development Permit must be obtained prior to subdivision or construction/addition/alteration of any building or structure on the property. The following are exempt from the Development Permit approval process:

- Renovation/alteration concerning less than 20% of the façade of an existing building;
- Renovation/alteration to an existing building increasing the improvement value by less than 30%;
- An addition, exclusive of other renovations/alterations/demolitions, of less than 55m² (592ft²);
- Applications for signs only

What is involved in the Major Development Permit Process?

(1) Pre-Application Meeting

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

- the zoning of your property and the development requirements for that zone;
- the Development Permit Area your property falls in and the applicable guidelines for that area.

(2) Submitting an Application

Applicants should first consult with Planning & Development Services staff regarding application submission requirements applicable to the proposal. When you are ready to proceed, a Land Use & Development Application form must be completed and all applicable fees and submission requirements must be submitted to the Planning & Development Services Department. Staff will not begin processing your application until **ALL** applicable submission requirements and fees have been received. The application form can be obtained online or from the Planning & Development Services Department.

(3) Application Review / Internal Circulation

Your application will be reviewed by the Planning & Development Services Department and referred to other City departments and external agencies for review, as required. During the review period, Planning & Development Services staff may ask for clarification, further information or plan revisions in accordance with City standards.

Summary of the Major Development Permit Process

- (1) Pre-application Meeting
- (2) Complete Application / Fee Submitted
- (3) Application Review / Internal Circulation
- (4) Installation of Development Proposal Sign
- (5) Public Information Meeting, *if applicable*
- (6) Advisory Design Panel
- (7) Report to Land Use & Planning Committee
- (8) Report to Council
- (9) Public Meeting
- (10) Final Approval / Issuance

(4) Development Proposal Sign

A Development Proposal Sign in accordance with Schedule D of the “City of White Rock Planning Procedures Bylaw, 2009, No. 1869” must be installed on the subject site no later than 14 days following submission of an application and must be removed within 10 days following the public meeting or withdrawal / rejection of the application.

Where more than one type of development approval is needed for one project, applications may be submitted jointly and may go through the application process concurrently. Please contact the Planning & Development Services Department for more information.

(5) Public Information Meeting (if applicable)

For applications involving a variance, a Public Information Meeting is required to be held by the owner / applicant to present their proposal and to answer any questions related to their proposal with adjacent land owners. The applicant is required to provide the minutes / record of the meeting to Planning & Development Services staff not less than one week prior to the presentation of the application to the Land Use & Planning Committee. The applicant is required to advertise the meeting by mailout to all land owners within 100m of the subject site based on mailing labels provided by Planning & Development Services staff. Staff will arrange to have additional advertising in the local newspaper. Please see the *City of White Rock’s Guide to Public Information Meetings* for more information.

(6) Advisory Design Panel

Following internal review and circulation, 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. Any recommendations from the ADP will be submitted to the Land Use & Planning Committee along with the proposal for consideration.

(6) Report to the Land Use & Planning Committee

The Planning & Development Services Department will prepare a report for the Land Use & Planning Committee, including an analysis of the application, a recommendation and a draft of the proposed Development Permit. The Land Use & Planning Committee will review the application and make recommendations.

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

- *White Rock Zoning Bylaw, 1999, No 1591 as amended*
- *City of White Rock Planning Procedures Bylaw, 2009, No. 1869*
- *Official Community Plan*

(7) Report to Council

The Land Use & Planning Committee recommendations are then considered by Council at a regular Council meeting. At this meeting, Council will decide whether to proceed with, amend or reject the recommendations.

(8) Public Meeting

Council will hold a public meeting, similar to a public hearing, formally notifying the owners of all properties located within 100m of the subject site. The purpose of the meeting is to give the public an opportunity to express their opinions to Council regarding the proposed development. The public may also express their opinions through written comments.

(9) Final Approval / Issuance

The Development Permit will then proceed to Council for consideration of approval / issuance. Should Council approve the permit, all conditions of the permit must be met prior to building permit issuance.

For More Information

If you have any questions or require further information, please contact the Planning & Development Services Department at: 604-541-2155 or at planning@city.whiterock.bc.ca.