



The City of White Rock's Guide to the MINOR 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 Minor 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. Minor Development Permits are approved by the City Manager, conform to the development permit guidelines, do not require any variances, and are established for:

- Natural resource & environmental preservation, and protection from hazardous conditions;
- Form and character objectives for multi-family residential development (duplexes only); or
- Revitalization of a commercial area for minor façade improvements and/or signage only

When is a Minor 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. In addition, in the 'significant stands of trees' and 'ravine lands' areas, where a Tree Management Permit is required as per the *White Rock Tree Management Bylaw, 2008, No. 1831*, a Minor Development Permit must be obtained prior to the issuance of a Tree Management Permit and prior to any tree cutting / removal on the subject site. Please see the *City of White Rock Guide to the Tree Management Bylaw* for more information on tree cutting / removal.

Notwithstanding the above, 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

In addition, in areas designated for the purposes of natural resource & environmental preservation, and protection from hazardous conditions, the following activities are exempt from the Development Permit approval process:

- Emergency procedures to prevent, control or reduce flooding, erosion or other immediate threats to life, public or private property
- Public works and services
- Re-establishment of setback area by planting vegetation in Riparian Assessment Areas
- Removal of invasive non-native vegetation with the submission of a streamside management plan and the provision of replanting (i.e. in Riparian Assessment Areas)
- Existing approved developments, including previously approved Development Permits or variances still in effect that were approved prior to adoption of the Environmental Development Permit Area Guidelines. Modifications to these permits or variances, however, may necessitate re-application.

Summary of the Minor Development Permit Process

- (1) Pre-application Meeting
- (2) Complete Application / Fee Submitted
- (3) Application Review / Internal Circulation
- (4) Advisory Design Panel, *if applicable*
- (5) Report to City Manager
- (6) Approval / Issuance

What is involved in the Minor 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.

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.

(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.

(4) Advisory Design Panel

Following internal review and circulation, applications for duplexes or for minor façade improvements and/or signage on commercial properties 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 City Manager along with the proposal for consideration.

(6) Report to the City Manager

Approving authority for Minor Development Permits is delegated to the City Manager. The Planning & Development Services Department will prepare a report to the City Manager, including an analysis of the application, a recommendation and a draft of the proposed Development Permit.

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*

(8) Approval / Issuance

The City Manager will review the report and approve or reject the Minor Development Permit.

Should the City Manager approve the permit, all conditions of the permit must be met prior to building permit issuance. Should the City Manager reject the permit, the owner of the subject property is entitled to have the matter re-considered by Council in accordance with Section 920(12) of the *Local Government Act*.

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.