



APPLICATIONS GUIDE

Development Applications & Procedures
Guide

Contents

PURPOSE 2

WHAT IS LAND USE PLANNING? 3

WHAT ARE GOOD PLANNING PRINCIPLES? 4

WHAT TYPE OF APPROVAL AND PERMIT(S) DO YOU NEED? 5

OFFICIAL COMMUNITY PLAN AMENDMENTS..... 7

 Criteria for Amending the OCP: 7

 Processing Steps for OCP Amendments 7

ZONING BYLAW AMENDMENTS 8

 Amending the Zoning Bylaw: 8

 Evaluating A Zoning Amendment 8

 Processing Steps for Rezoning Amendments 9

DEVELOPMENT VARIANCE PERMIT..... 12

 Evaluating Development Variance Permits 14

 Processing Steps for Development Variance Permits..... 14

TEMPORARY USE PERMITS..... 12

DEVELOPMENT PERMITS 16

 Evaluating Development Permits: 16

 Processing Steps for Development Permits..... 17

SUBDIVISION PLANS..... 19

 Evaluating a Subdivision Application: 19

 Processing Steps for Subdivision..... 19

FLOODPLAIN EXEMPTIONS: Applications for site-specific exemption to flood construction level and setback 22

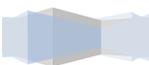
APPLICATION FOR A LIQUOR LICENSE 26

PUBLIC INFORMATION MEETINGS..... 29

PUBLIC HEARINGS 30

REPORTS AND ADDITIONAL INFORMATION 34

DEFINITIONS..... 40





PURPOSE

This guide is for the convenience of applicants, referral agencies, consultants, architects, builders, contractors and commission members. It is intended to help you navigate the various types of land development applications, including:

- Official Community Plan Amendments
- Zoning Bylaw Amendments
- Subdivision Applications
- Development Permits
- Development Variance Permits
- Applications to the Agricultural Land Commission
- Applications to the Liquor & Cannabis Licensing Board (liquor & cannabis licenses)

This guide should not be used as a substitute for District of Sechelt bylaws and other regulations. The owner/applicant is responsible for compliance with all codes, bylaws and other regulations whether or not described in this guide.

The guide also describes the various planning documents and tools used in the land application process and helps provide applicants with an overview of what elements are evaluated through each process.

GENERAL INFORMATION

Application forms are available at the District of Sechelt office or on the District website: www.sechelt.ca

District hours are Monday to Friday 8:30 am to 4:30 pm

The District office address is:

PO Box 129

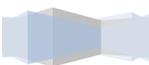
2nd floor, 5797 Cowrie Street

Sechelt BC V0N 3A0

General Inquiries Phone: 604 885-1986

Office Administration: info@sechelt.ca

Note: These guidelines are to be used in conjunction with the District of Sechelt Planning & Development Procedures Bylaw No. 566, 2018



WHAT IS LAND USE PLANNING?

The development of a community occurs through the decisions made by local government, developers, business owners, institutions, school districts, residents, and senior levels of government. Land use planning provides the unifying framework for community decisions, pulling all interests together, seeking to balance competing objectives and minimizing any negative impacts.

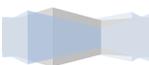
Communities plan in order to solve problems and achieve shared goals. They seek to:

1. Enable a community to achieve some ideal form of development – which is usually informed by a shared vision of what they want the community to look like;
2. Ensure that services and facilities required to support development and population growth can be delivered in the most efficient way possible;
3. Achieve improvements in various aspects of the community – such as a stronger economy, improved public health, better access to affordable housing and the like;
4. Manage growth in a manner that addresses and mitigates impacts, adapts to changing conditions and enhances resiliency to extreme events (whether related to economic, social or environmental); and
5. Create well-designed communities that reflect good planning principles and hold their value over time.

The District regulates land use to provide for attractive orderly development, logical servicing and efficient infrastructure extensions and to mitigate land use conflicts and off-site impacts. Plans and regulations are developed and evaluated to protect the sustainability of the community as a whole and to consider the broader public interest.

The decision making process in land use planning is essentially about finding the optimal balance, including:

- balancing new development with expectations of the existing community
- balancing District-wide or regional objectives and neighbourhood interests
- balancing private and public interests
- balancing technical considerations with community and political considerations



WHAT ARE GOOD PLANNING PRINCIPLES?

The planning tools used by the District include the Official Community Plan (OCP), Zoning Bylaw, Development Permits, Subdivision Control, Temporary Use Permits, Variance Permits and Sign Permits. Decision-makers (usually Council, but also the Approving Officer for subdivision) consider two aspects when applying decision making discretion: “Could you?” and “Should you?”

Could you? This is addressed through the technical and policy assessment. Is the proposal in alignment with the OCP, Zoning Bylaw, and subdivision regulations? Do the technical studies, such as traffic, servicing, geotechnical and environmental assessment support the development?

Should you? In addition to the regulatory and technical considerations mentioned above, amendments and variance requests are subject to broader considerations of compatibility, sustainability and good planning principles. It is not enough to prove that a use *physically* fits on a site; it must fit with the community vision and policy framework.

PLANNING PRINCIPLES: When developing a new OCP or a neighbourhood/area plan, or considering applications to amend the OCP or Zoning Bylaw, staff will consider a number of planning principles to determine if the proposal should be supported. Some of the commonly used principles include:

Adjacency: The proposal’s proximity to existing development and servicing.

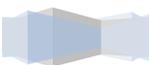
Serviceability: Consideration of the technical feasibility and municipal cost associated with extending services to the site.

Compatibility: Considers how the proposed land uses work together. Most land uses can co-exist providing the massing, scale and general form are compatible. Zoning restrictions are used to separate high impact uses (e.g. heavy industry) from lower impact uses (e.g. residential).

Accessibility: The ability to provide logical road and pathway connections between new and existing development.

Resiliency: This usually involves making a development more resilient to extreme weather (fire, flood, sea level rise) or geographic conditions, through a combination of adaptation requirements (e.g. assessing geotechnical requirements, building standards) or avoidance of risk (through setbacks and development restrictions).

Sustainability: This incorporates and integrates several elements, including environmental considerations (such as working with the natural landscape and features), consideration of social sustainability, public health, economic prosperity, and acknowledgement of cultural assets.



WHAT TYPE OF APPROVAL AND PERMIT(S) DO YOU NEED?

The type and number of permits needed depends on the location, size, and complexity of the development as well as the extent of alignment with the Official Community Plan, Zoning Bylaw and other applicable District bylaws and regulations.

- 1. If** the proposal does not comply with the OCP, Zoning Bylaw or other relevant development bylaws:
Then the Applicant may be required to apply for one or more of the following before proceeding with subdivision, development or building:
 - OCP Amendment
 - Zoning Bylaw Amendment
 - Development Variance Permit (DVP)
 - Temporary Use Permit (TUP)

These applications are subject to notification requirements and Council approval. The steps required to process and evaluate these applications are provided in this guide.

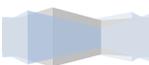
- 2. If** the proposal complies with the OCP and Zoning Bylaws and other relevant development bylaws and the property falls within a Development Permit Area (these areas are outlined in the OCP):
Then the Applicant may be required to apply for a Development Permit.

A property may fall within more than one Development Permit Area, but only one application is required. Major Development Permit applications require Council approval.

- 3. If** the proposal complies with all applicable bylaws and is located outside of any Development Permit Area
Then the Applicant may be able proceed with one or more of the following:
 - Subdivision
 - Tree cutting permit
 - Erosion and sediment control permit (contact Engineering)
 - Building Permit

It is recommended that any Applicant contact the District before proceeding with an application to ensure that information is correct and the appropriate forms are completed.

Contaminated Sites: if a property was used for industrial or commercial uses you will need to contact the Ministry of Environment regarding requirements for site profiles for contaminated sites at www.env.gov.bc.ca/epd/remediation/site_profiles.



Application Processing Procedures



OFFICIAL COMMUNITY PLAN AMENDMENTS

The Official Community Plan (OCP) contains the long-term vision and consolidation of Council’s policies and objectives for land use, growth management, transportation and infrastructure, economic development and community well-being. The OCP also contains Neighbourhood Plans and the designation, objectives and guidelines for all Development Permit Areas.

Criteria for Amending the OCP:

The OCP is meant to be a long-term guide to future land use and development in the District of Sechelt, and to provide a level of certainty regarding the land use to be provided in the community. However, it is not a static document, and Council may be required to respond to new conditions or opportunities that warrant reconsideration of the designations or policy framework in the Plan.

Large-scale/major amendments to the OCP to accommodate new development areas, new area plans, and changes to neighbourhood plans or changes to land designations are evaluated on the merits of the proposal, the impacts on the District and the engagement process utilized to develop the amendment. Evaluation criteria used by staff and Council to assess a major amendment to the OCP, or to evaluate a new area plan, include:

Community Vision: Is the proposed use consistent with the overall vision for the District or community area?

Growth Management: Is the development justified? Is there a demonstrated need for the development in light of the projected population growth? Does it respond to projected growth? Is it premature? Will it negatively affect the development of previously approved areas?

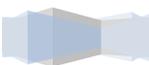
Development Constraints: How suitable is the area for the intended use and intensity of use? Does it exacerbate known hazards (e.g. sea level rise, erosion, slope instability, wildfire, etc.)?

Infrastructure and Servicing Feasibility: Can the area be serviced effectively without compromising existing/already approved areas? Are the projected costs to the municipality acceptable?

Sustainability Elements: Have the applicants considered approaches to make the development more sustainable over time, such as innovative stormwater techniques, water conservation, drought-resistant landscaping, energy-efficiency, options for active transportation, and options for social inclusion, affordability and adaptability?

Development Concept: Does the proposed development concept respond to needs, land characteristics, and good planning principles?

Engagement: Is the approach to public engagement effective, timely, and responsive?



ZONING BYLAW AMENDMENTS

The Zoning Bylaw (ZBL) is the main regulatory tool used in the development of land and is used to regulate the type and intensity of land uses and to set standards to enhance compatibility among uses within a zone and adjacent to it. It is used to divide the District into zones and to regulate such things as the density, height, siting, and dimensions of buildings. In addition to the zone regulations, the zoning bylaw contains specific use regulations (such as home occupations, secondary suites) that apply across several zones, and parking, loading and landscaping requirements.

Amending the Zoning Bylaw:

Where a proposed land use does not meet the requirements of the zone in which it is located, the owner/Applicant may apply to Council for a zoning amendment (or rezoning). Any use or density change must be consistent with the OCP. OCP and zoning amendments may be considered concurrently, as long as the OCP is (procedurally) amended first.

The rezoning process is designed to be fair to the applicant and to the community at large, particularly to neighbours who may be affected. The success of a rezoning application depends on several factors. It should, as far as possible, be in accordance with the objectives and policies of the Official Community Plan. In addition, the proposal should be compatible with the use of surrounding properties and be in scale with neighbouring uses.

The more acceptable the proposal is to nearby residents and businesses, the greater the chance of its approval. It is the applicant who must demonstrate that the project is in the public interest.

Evaluating A Zoning Amendment: The following elements are evaluated by staff and Council when considering an application to amend the Zoning Bylaw:

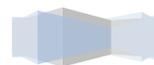
OCP Alignment: Is the amendment in compliance with the OCP? If not, an OCP amendment will be required. If the amendment to the OCP cannot be justified, the zoning amendment will be denied.

Adjacent Development: Is the proposed amendment appropriate for the surrounding area? Is the scale and intensity of use compatible with the surrounding area? Would the development allowed by the amendment tend to deter or enhance the quality of development in the area?

Off-site Impacts: Would the development allowed by the amendment increase the potential for negative off-site impacts beyond what would be reasonably expected in the area or district?

Historical and Archeological Resources: What is being impacted? Are the results of the Archeological Assessment acceptable to reviewing agencies?

Transportation & Access: Will the amendment affect the amount of traffic generated by the development beyond what was contemplated in transportation plans for the area? Will the amendment enhance opportunities for multi-modal and active transportation?



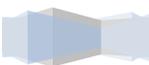
Servicing Capacity: Would the amendment affect capacities and extensions of services beyond what was contemplated for the area (in the OCP or area Plan)? Does the amendment place unreasonable demands on public facilities – such as schools, fire and police services, and/or recreational facilities?

Economic Prosperity Considerations: Will the amendment support or impede future development of the downtown and established employment areas? Will the amendment create unreasonable off-site impacts that may negatively affect other businesses?

Processing Steps for OCP and Zoning Bylaw Amendments

All applications for amendment to the Official Community Plan and/or Zoning Bylaw submitted in accordance with this bylaw will be substantially processed as follows (note: rezoning and OCP amendment applications may be considered concurrently, where applicable):

1. **Initial Inquiry:** The applicant makes an initial inquiry to the Planning and Development Services Department, either in person or by email regarding their land development proposal. Staff will provide an overview of the process and provide access to the applicable documents and forms.
2. **Pre-Application Meeting:** The Applicant will have a pre-application meeting to discuss the proposal and application requirements with staff prior to submitting a formal application to the District.
3. **Complete Application Submission:** Upon receipt of an application, staff will review the application to determine whether it is complete, and if incomplete will request the outstanding information from the Applicant. Once the application is deemed complete, a file will be opened and a receipt will be issued to the applicant.
4. **Compliance Review:** Staff will review the application for compliance with the OCP and any relevant District bylaws and policies. If there are outstanding items, Staff will advise the applicant in writing.
5. **Referral Process:** Staff will prepare an information and referral sheet and refer the application to all applicable District departments, government ministries, agencies and organizations.
6. **Post-Referral Review:** Staff may send a post-referral letter to the Applicant incorporating feedback from the referral process and to identify preliminary development conditions/requirements that need to be addressed prior to proceeding to Council. It will be the responsibility of the applicant to:
 - a) Resolve any conditions/requirements identified so far in the process; and
 - b) Submit any necessary reports or studies.
7. **Permission to Proceed Report:** For amendment applications that are proposing a significant departure from the Official Community Plan and/or Zoning Bylaw in terms of designation, use, use intensity, height, density or location, staff will prepare a preliminary report for consideration by Council. This is a “Permission to Proceed” report that will include an overview of the application, the alignment with Council plans and policies, consideration of good planning principles and amendment criteria and the information requirements to process the report. Council will provide direction on whether the application should proceed to bylaw development, and what type of consultation is required, including any additional referrals. If Council does not grant permission to proceed, the Applicant will be notified in writing and the file is closed. If Council grants permission to proceed, the bylaw amendment process will proceed. **Please note**



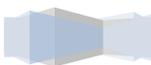
that permission to proceed allows staff to process the application; it does not guarantee approval to the application.

8. **Notice Sign:** The Applicant is required to post a Notice of Application Sign. Staff can advise on placement, size and content of the sign.
9. **Advisory Planning Commission (APC) Review:** Applications for amendments to the OCP and/or Zoning Bylaw may be reviewed by the APC. The APC provides a forum for addressing community issues and interests pertaining to planning and development.
10. **Public Information Meeting:** The Applicant will be required to conduct a Public Information Meeting. This is a “non-statutory” meeting (not a hearing). The purpose is to allow the applicant to explain the rationale for the proposal and seek public feedback. The District can advise on the type of information and reporting required for a public information meeting. This information is reflected in subsequent staff reports on the application.
11. **Servicing Assessment:** All developments must provide adequate water, sewer and other services at the developer’s cost. The applicant is advised to check with SCRD (water) and the District’s Engineering Department to confirm adequacy of servicing capacity and connections.
12. **First Reading Report:** Staff will prepare a report for consideration by the Committee which
 - a) Includes a description of the application and the surrounding site context;
 - b) Includes comments received through the referral process and the review by the Advisory Planning Commission;
 - c) Includes an assessment of the technical and land use implications of the application; and
 - d) Includes a review of the merits of the application, the impacts of the amendment(s) and the steps taken to mitigate known impacts.
 - e) Includes a recommendation for consideration of First Reading and direction to staff to set a Public Hearing date.
13. **Consideration by Council:** Following consideration of the staff report, Council may:
 - a) Give 1st Reading to the Bylaw amendment(s) as presented and direct staff to set a Public Hearing;
 - b) Reject the application;
 - c) Defer or postpone consideration of the application;
 - d) Refer the proposal back to staff for modifications and/or additional information, as directed by Council.

The Applicant is encouraged to attend the Council meeting at which the application will be considered to listen to the proceedings or to be a delegate at the meeting to describe the project and rationale.

14. **Public Hearing Notification:** Should the amending bylaw(s) receive 1st Reading, a Public Hearing will be scheduled to permit the public to comment on the application pursuant to the *Local Government Act*. Written notification will be sent to all landowners within 100 metres from the lands subject to the bylaw amendments. Written notification will be provided not less than 10 days prior to the date of the Public Hearing and may be mailed or delivered by the District. Written notification is not required if ten or more parcels owned by ten or more persons are subject to the bylaw amendment; in those cases, notification will be through the newspaper ad and District website.

15. **Public Hearing Process:** At the Public Hearing, staff will present a brief report on the application and will show the site plan, location maps and any other visuals deemed necessary. The applicant may speak at the Public Hearing. Staff recommends that applicants sign up to be the first of the Speakers list in order to present the application. It also provides an opportunity to pro-actively address some of the community concerns (if known at the time). While staff may be asked to clarify information, the Chair may call upon the applicant to clarify information through the course of the public hearing. The public hearing is an opportunity for Council to hear from a broad range of interests, not to enter into debate or discuss the merits of the application during the hearing.
16. **Second & Third Reading of Bylaw:** Following the close of the Public Hearing, Council may:
 - a) Proceed to 2nd and 3rd Reading of the amending bylaw(s), including imposition of conditions,
 - b) Defer consideration;
 - c) Refer the application back to staff or committee for further consideration; or
 - d) Deny the application.
17. **Provincial Referral:** Following second and third readings, and if the subject property is located within 800m of the Sunshine Coast Highway #101, the Bylaw must be approved by the Ministry of Transportation and Infrastructure (MOTI). Once MOTI has granted approval, and any related agreements have been executed by the applicant, Council can consider final adoption through fourth reading.
18. **Final Adoption of Bylaw:** A considerable amount of work is usually required between 3rd and final Reading of the amending Bylaw: Where applicable, any legal documents, such as covenants, development agreements, housing agreements, and statutory right of way must be registered on title and final technical documents and servicing agreements submitted for review and consideration. Once the applicant has adequately addressed all the conditions identified at third reading, if any, Council will consider adoption of the bylaw(s).
19. **Re-application Interval:** If defeated, re-application of a similar amendment will only be considered after a 12 month period from the date that Council defeated the bylaw. This re-application period can only be changed through a two-thirds affirmative vote by Council.



TEMPORARY USE PERMITS

Temporary Use Permits (TUPs) allow a local government to consider the temporary use of land for a use that was not included in the Zoning Bylaw. A Temporary Use Permit (TUP) may be issued for a period of up to three years, with the opportunity to renew the permit once for up to an additional three years, subject to Council approval.

The Legislation allows a municipality to apply conditions to a Temporary Use Permit which may include such things as;

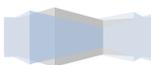
- The types of uses permitted
- The specific areas of a building or site that can be used
- The conditions under which those uses may be carried out
- A requirement to return the site to the predevelopment condition.

Evaluating an application for Temporary Use Permit: In reviewing an application for a Temporary Use Permit will be considered against the following criteria:

- The proposed use must be clearly temporary or seasonal in nature;
- Compatibility of the proposal with adjacent uses;
- Impact of the proposed use on the natural environment and the proposed remedial measures to avoid or mitigate any damage to the natural environment as a result of the temporary use;
- Intensity of the proposed use;
- Inability to conduct the proposed use on land already zoned for that use;
- Whether the local infrastructure is adequate to support the proposal; and
- The proposal may be reviewed by the Ministry of Transportation and Infrastructure (MOTI) with respect to access to and effect on provincial highways (where applicable).

A Temporary Use Permit application submitted in accordance with this bylaw will be substantially processed as follows:

- 1) **Pre-Application Meeting:** It is recommended that an Applicant have a pre-application meeting with staff to discuss the proposal and application requirements with staff prior to submitting a formal application to the District.
- 2) **Complete Application:** Staff will review the application to determine whether it is complete, and if incomplete will request the information from the Applicant. Upon receipt of an application submitted in accordance with the requirements of this bylaw, staff will open a file and issue a receipt to the applicant.
- 3) **Public Information Meeting:** While a public information meeting is not mandatory for TUP applications, the District encourages applicants to host a public information meeting to allow the Applicant to share information regarding the proposal with affected residents and seek their input on the proposal.
- 4) **Compliance Review:** Staff will review the application for compliance with relevant District bylaws and policies. Staff may conduct a site visit as part of the evaluation process.
- 5) **Referral Process:** Staff will prepare an information and referral sheet and refer the application to all applicable District departments, government ministries, agencies and organizations..
- 6) **Post-Referral Review:** Staff may prepare a post-referral letter to the applicant, incorporating feedback received from the referral process and to identify preliminary development issues and



requirements required to address issues/or submit required information or studies. It will be the responsibility of the applicant to:

- a) Resolve any conditions/requirements identified so far in the process; and
- b) Submit any necessary reports or studies.

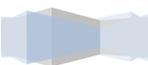
- 7) **Notification Requirement:** Notification is sent to adjacent property owners and occupiers of all lots which are the subject of the application within 100 metres from the lot lines of the lands that are subject to the application. The notice will advise people of when Council will be considering the Temporary Use Permit application and opportunities to provide input.
- 8) **Committee/Council Reporting:** Staff will prepare a planning report for consideration by Council/Committee which
 - a) Includes a description of the proposed temporary use;
 - b) Includes a statement on the extent to which the temporary use is consistent with the intent and policies of the Official Community Plan;
 - c) Includes input from the notification process; and
 - d) Includes conditions of use and a time frame for the permit.

The applicant is encouraged to attend the Council meeting at which the application will be considered to listen to the proceedings. Delegation requests may be considered in accordance with Council procedure for delegations. Requests for delegation may be made to the Corporate Officer.

- 9) **Council Decision-making:** Council may authorize the issuance of the Temporary Use Permit, including the imposition of conditions. Council may alternatively decide to defer or deny the application.
- 10) **Council Conditions:** The District may, as a condition precedent to the issuance of the permit, require the applicant to fulfil conditions (or additional conditions) of the permit to:
 - a) Demolish or remove a building or structure;
 - b) Restore the land described in the permit to a condition specified in the permit by a date specified in the permit; and
 - c) Require the applicant provide performance security in an amount stated in the permit in accordance with Part 8 of this Bylaw.

Note: Should the applicant fail to comply with the conditions of the permit, the District may enter on the land and carry out the demolition, removal or restoration at the expense of the owner.

- 11) **Notice of Decision:** Once the minutes of the Council meeting have been prepared, the Applicant will be notified of the outcome.
- 12) **Notice on Title:** If the Temporary Use Permit is approved by Council, a Notice of Temporary Use Permit will be registered against the title of the property at the Land Titles Office by Staff.



DEVELOPMENT VARIANCE PERMIT

An application for a Development Variance Permit (DVP) may be considered if a development proposal does not meet certain provisions contained in the Zoning Bylaw, Sign Bylaw or Subdivision and Development Control Servicing Standards Bylaw. Development Variance Permits may not be used to vary permitted land uses or densities (in those cases, a rezoning is required) and it cannot be used to vary floodplain specifications in the Zoning Bylaw (in that case, a Floodplain Exemption is required). Variances may be requested for such things as setbacks, building height, lot width, lot coverage, sign area, road right-of-way width.

Evaluating Development Variance Permits

The evaluation of a variance request considers the following elements:

1. Is it reasonable?
2. Will it have an unacceptable impact on the surrounding area?
3. Is there a community or environmental benefit to granting the variance beyond that received by the owners of the property?
4. Is there a physical constraint or unique topographical condition that makes strict compliance with a pertinent bylaw difficult? This condition must relate to the location, size, site configuration, topography or other natural attribute of the site (e.g. rock outcrop, floodplain, natural vegetation), not the business or financial aspects of the development.

Development Variance Permit versus application to Board of Variance: An Applicant may apply to the Board of Variance rather than apply for DVP under two conditions: where the variance is *minor* in nature, and where compliance with the provisions of the Zoning Bylaw would create a demonstrable *hardship*. If the variance request does not meet those two conditions, an application for a Development Variance Permit is required to vary bylaw provisions.

What is undue hardship? Undue hardship is related to aspects of a particular site (e.g. topography) as opposed to general hardship in the neighbourhood or community or hardships generated by the owner. Expense and/or commercial considerations are not considered hardships under the Board of Variance provisions.

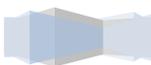
What is minor? The Board of Variance may consider a variance to be minor in nature, when it does not: Result in inappropriate development of the site;

- Substantially affect the use and enjoyment of adjacent lands;
- Vary permitted uses or densities under the applicable bylaw;
- Defeat the intent of the bylaw; or
- Adversely affect the natural environment.

Processing Steps for Development Variance Permits

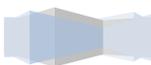
A Development Variance Permit application submitted in accordance with this bylaw will be substantially processed as follows:

- 1) **Pre-Application Meeting:** The Applicant will have a pre-application meeting with staff to discuss the proposal and application requirements with staff prior to submitting a formal application to the District.
- 2) **Complete Application:** Staff will review the application to determine whether it is complete, and if incomplete will request the information from the Applicant. Upon receipt of an application



submitted in accordance with the requirements of this bylaw, staff will open a file and issue a receipt to the Applicant.

- 3) **Justification Statement:** All applications for Development Variance must include a statement that explains the rationale and justification for the variance. The justification should address the evaluation criteria outlined above.
- 4) **Compliance Review:** Staff will review the application for compliance with relevant District bylaws and policies. Staff may conduct a site visit as part of the evaluation process.
- 5) **Referral Process:** Staff will prepare an information/referral sheet and refer the application to all applicable District departments, government ministries, agencies and organizations.
- 6) **Post-Referral Review:** Staff may send a post-referral letter to the Applicant, incorporating feedback received from the referral process and to identify preliminary development issues and requirements to address and/or submit required information or studies. It will be the responsibility of the applicant to:
 - a) Resolve and condition/requirements so far in the process; and
 - b) Submit any necessary reports or studies.
- 7) **Notification Requirement:** Notification is sent to adjacent property owners and occupiers of all lots which are the subject of the application and all owners of all lots within 100 metres from the lot lines of the lands that are subject to the application. The notice will advise people of when Council will be considering the variance application and opportunities to provide input.
- 8) **Information Meeting:** The Applicant may be required to conduct a Public Information Meeting depending on the nature and extent of the variance. Staff will advise on this requirement during the pre-application meeting or following preliminary compliance review.
- 9) **Committee/Council Reporting:** Staff will prepare a planning report for consideration by the Council/Committee which:
 - a) Includes a description of the application and the surrounding site context;
 - b) Includes an assessment of the technical and land use implications of the application;
 - c) Identifies the provisions of the Bylaw to be varied. A development variance may apply to the provisions of the Zoning Bylaw, the Subdivision and Servicing Bylaw or the Sign Bylaw.
 - d) Includes a statement of any potential impacts the proposed variance may have on adjacent properties or the surrounding neighbourhood and how those impacts will be mitigated; and
 - e) Relates any information received through the notification procedure, including the results of the Public Information Meeting.
- 10) **Council Decision-making:** Council will receive the planning report, and if Council decides to proceed with the Development Variance Permit application, Council may authorize the issuance of the permit or authorize the permit with conditions. Council may alternatively decide to defer or deny the application.
- 11) **Notice of Decision:** Once the minutes of the Council meeting have been prepared, the Applicant will be notified of the outcome.
- 12) **Notice on Title:** If the Development Variance Permit is granted, a Notice of Development Variance Permit will be registered against the title of the property at the Land Titles Office by staff.



DEVELOPMENT PERMITS

Development Permits (DP) are used to ensure that a development is designed and constructed in accordance with a set of guidelines established to meet specific objectives associated with environmental conditions, hazard lands, and form and character of development. The locations of Development Permit Areas are designated within the Official Community Plan (OCP). It should be noted that a Development Permit cannot be used to change the use or permitted land uses or density on a parcel. They also cannot be used to adjust floodplain setbacks specified in the Zoning Bylaw.

Development Permits may be required for:

1. The protection of the natural environment, including watercourses (riparian areas), marine and foreshore areas, and shorelines.
2. The protection from hazard areas such as steep slopes, soil instability, rockfall areas, beach fronts and escarpments.
3. The form, character and landscaping of multi-unit development, industrial and commercial development and areas designated for intensive residential development

Some developments may be exempted from the requirement for a DP and these exemptions are listed in the OCP. For example, DPs are not required for interior alterations, maintenance work, minor repairs and accessory buildings under a certain size.

DPs are required prior to:

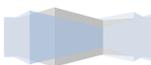
- Land alteration activities, including tree cutting, vegetation removal, site clearing and grading, erosion protection works
- Subdivision approval
- Construction of buildings or structures, including additions
- Construction of infrastructure such as roads, trails docks and installation of utilities and services (storm, sewer, water, hydro)

Evaluating Development Permits:

Council must consider an application based on how well it complies with specific Development Permit Area guidelines. Because Council must consider a proposed project's compliance with these guidelines, Provincial legislation determines there is no statutory requirement for public input for Development Permits. Certain provisions of the Zoning Bylaw may be varied through a Development Permit, but only if the variance is required to more effectively meet an applicable Development Permit Area Guideline. Variances that do not meet this condition will require a Development Variance Permit.

Environmental Assessment: The details of the requirements for environmental DPs are outlined under the relevant DPA guidelines. The technical evaluation assesses the extent to which the proposed development is suited to the site. In some cases, more detailed and specific Development Approval Information may be required to effectively evaluate the application. To the greatest extent possible, hazard areas must be avoided and impacts appropriately mitigated. Due to the challenging topography in the District of Sechelt, geotechnical assessments are required as part of most Environmental or Hazard DPs.

Alignment with Zoning Requirements: Does the development meet all the required setbacks, minimum lot size requirements, height and parking?



Community Character: How does the proposed development affect the community in terms of visual quality, site design and building design, building massing and scale, landscaping, and quality of building materials?

Parking: How effective is the parking solution? Is there potential for off-site impacts such as overflow parking? On multi-unit developments - is there adequate provision for visitor parking?

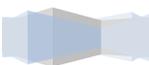
Fencing and Screening: Is the proposed fencing/screening or buffering adequate to mitigate potential conflicts and visual impacts with adjacent development? Is there sufficient screening of recycling and garbage enclosures?

Site Circulation and Access: Particularly for mixed-use and commercial/malls: is access to the site logical and safe for vehicles, pedestrians and cyclists? Is the internal site circulation logical and safe for customers, suppliers, moving vans and emergency vehicles?

Processing Steps for Development Permits

A Development Permit application submitted in accordance with this bylaw will be substantially processed as follows:

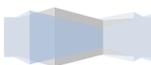
- 1) **Pre-Application Meeting:** The applicant will have a pre-application meeting with staff to discuss the proposal and application requirements with staff prior to submitting a formal application to the District. This requirement may be waived for minor development permits at the discretion of the Director. Staff will advise on expectations and review the applicable DP guidelines with the applicant.
- 2) **Complete Application:** Staff will review the application to determine whether it is complete, and if incomplete will request the information from the applicant. Upon receipt of an application submitted in accordance with the requirements of this bylaw, staff will open a file and issue a receipt to the applicant.
- 3) **Compliance Review:** Staff will review the application for compliance with relevant District bylaws and policies. Staff may conduct a site visit as part of the evaluation process.
- 4) **Referral Process:** Staff will prepare an information and referral sheet and refer the application to all applicable District departments, SCRD, relevant government ministries/ agencies and organizations.
- 5) **Servicing Assessment:** All developments must provide adequate water, sewer and other services at the developer's cost. The Applicant is advised to check with SCRD (water) and the District's Engineering Department to confirm adequacy of servicing capacity and connections.
- 6) **Post-Referral Review:** Staff may send a post-referral letter to the applicant, incorporating feedback received from the referral process and to identify preliminary development issues and requirements to address and/or submit required information/studies.
- 7) **Advisory Planning Commission (APC) Review:** Applications for Form and Character DPs may be referred to the Advisory Planning Commission (APC) for review and comment. The Applicant will be notified of the meeting and encouraged to attend the meeting.
- 8) **Council/Committee Reporting:** Staff will prepare a planning report for Council (or their Committee of the Whole) which will include:
 - a) A description of the application and the surrounding site context;



- b) An assessment of how well the proposal meets the applicable Development Permit Area Guidelines;
 - c) A review of the merits of the application and the steps taken to mitigate any known impacts.
- 9) **Council Decision-making:** If Council decides to proceed with the Development Permit application, Council may authorize the issuance of the Development Permit or authorize the Development Permit with conditions. Council may alternatively decide to defer or deny the application. Applications that have been denied by Council are subject to the reapplication interval requirements outlined in the Planning & Procedures Bylaw.
- 10) **Minor DP Decision-making:** If the Director has been delegated authority to review and issue the Development Permit, the application and planning report will alternatively be referred to the Director for consideration. The Director may authorize the issuance of the Development Permit or authorize the issuance of the Development Permit with conditions. The Director may alternatively decide to deny the application or refer it back to staff for further information.
- 11) **Notice of Decision:** Once the minutes of the Council meeting have been prepared, or the approval made by the Director, the Applicant will be notified of the outcome.
- 12) **Security:** Some Development Permits require the Applicant to provide security for performance of some of the requirements of the permit. This security can be in the form of an irrevocable letter of credit or a cash bond that must be received by the District prior to issuance of the permit.
- 13) **Notice on Title:** If the Development Permit is granted, a Notice of Development Permit will be registered against the title of the property at the Land Titles Office by staff.

Issuance of the Development Permit: A DP for a proposed project may be approved and issued only when Council, (or the Director, if the authority to approve has been delegated), is satisfied that the project meets the Development Permit Area guidelines and the stated conditions of the Development Permit. Once approved, the conditions of the DP are binding on both the District and existing and future owners of the property. DPs are registered at the Land Titles Office and appear on the Title of the property.

Requirement for Building Permit: A Development Permit is not the same thing as a Building Permit. Once a DP is approved, an Applicant will need to apply for a Building Permit.



SUBDIVISION PLANS

The subdivision plan is the basis for creating separate title for individual lots. The subdivision plan must conform to the OCP, the Zoning Bylaw, and the Subdivision and Development Servicing Standards Bylaw (No. 430, 2003).

Subdivision is the only form of land development that does not require Council approval. The conditions for approving subdivision are established in the *Local Government Act* (Part 14, Division 11). Subdivisions are reviewed and approved by the Council-appointed Approving Officer.

As a condition of subdivision, an Applicant is required to either install all works and services, or enter in to a Servicing Agreement according to the provisions of Bylaw No. 430 (as amended from time to time).

A subdivision may trigger a Development Permit if it falls within the areas covered by Development Permit Areas (refer to the OCP). Where it applies, the Development Permit must be in place prior to final approval of the subdivision.

Evaluating a Subdivision Application:

In reviewing a subdivision, the Approving Officer will determine if the proposed subdivision is suitable for the intended purpose. To determine suitability, the Approving Officer may consider:

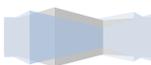
1. **Topography:** is it a suitable building site?
2. **Soil characteristics:** Can buildings be supported safely? Can it be drained adequately?
3. **Potential hazards:** Does the site contain areas prone to erosion, landslide, and other environmental concerns?
4. **Adequacy of water supply:** Is the capacity and quality adequate to support the intended use? Are the supply connections adequate?
5. **Road accessibility:** Is it a logical connection to the existing network?
6. **Lot configuration:** Is the lotting pattern logical? Are the lot sizes in keeping with zoning requirements?
7. **Design:** Does the subdivision reflect good planning principles?
8. **Impact on neighbouring properties:** Would the subdivision negatively affect established amenities of neighbouring properties?
9. **Cost of service:** Would the cost of providing and maintaining the required infrastructure be unreasonable for the District to bear?
10. **Public Interest:** Is approving the subdivision in the public interest?

Processing Steps for Subdivision

The approving authority for subdivisions is the Approving Officer of the District of Sechelt.

- 1) **Pre-application Meeting:** The Applicant will have a pre-application meeting with staff to discuss the proposal and application requirements prior to submitting a formal application to the District.

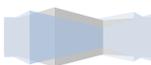
Staff will outline potential concerns and issues with the proposal. Staff will also advise which government and non-government agencies will be affected by the development. These may include, but are not limited to: the District's Engineering Department, the Sunshine Coast Regional District, Sechelt Indian Government District (SIGD), the Ministry of Transportation and Infrastructure (MOTI), the Ministry of Health and the Ministry of the Environment.



- 2) **Complete Application:** Staff will review the application to determine whether it is complete, and if incomplete will request the information from the applicant. Upon receipt of an application submitted in accordance with the requirements of this bylaw, staff will open a file and issue a receipt to the applicant.
- 3) **Compliance Review:** Staff will review the application for compliance with relevant District bylaws and policies and consistency with provincial guidelines. Staff may conduct a site visit as part of the evaluation process. Staff will consider compliance with the OCP, zoning bylaw, subdivision and servicing standards (Bylaw No. 430). If the proposal is not in compliance with the OCP and/or zoning, an Applicant would need to apply for amendments prior to applying for subdivision.
- 4) **Referral Process:** Staff will prepare an information and referral sheet and refer the application to all applicable District departments, government ministries, agencies, organizations and RCMP. Applicants should be aware that many properties within the District have archeological values that need to be verified through a Preliminary Archeological Review. This will be confirmed through the referral process.
- 5) **Post-Referral Review:** Staff may prepare a post-referral letter to the Applicant, incorporating feedback received from the referral process and to identify preliminary development issues and requirements to address and/or submit required information or studies.
- 6) **Land Suitability Evaluation:** Before considering a subdivision, the Approving Officer may consider:
 - a) Zoning provisions (e.g. use, lot area, lot width, building locations, setbacks)
 - b) Topographical and hydrological characteristics
 - c) Environmental conditions and ESAs
 - d) ALR, Archeological sites, Contaminated sites
 - e) Dedication of roads, lanes, walkways and parks
 - f) Width, grade and construction of roads, lanes and walkways (geo-technical reports may be required)
 - g) Installation, relocation and upgrading of services
 - h) Granting of rights-of-way for services and roads
 - i) Width, grade and location of access to lots
 - j) Need for easements for driveways and service connections
 - k) Access to lands beyond the subdivision and to the sea
 - l) Flooding, erosion, landslide and shoreline protection
- 7) **Preliminary Layout Review (PLR):** The PLR outlines the conditions established by the District and external agencies that must be satisfied before final approval is granted. Prior to final approval of a subdivision, it may be necessary to revise the subdivision plan; enter into a latecomer agreement; or obtain a Development Permit and/or Development Variance Permit from Council. If parkland is being dedicated, its location and configuration must be reviewed by the District's Parks Department.

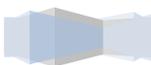
A PLR is valid for **18 months** and may be renewed for an additional 6 months if certain criteria are met.

PLR Conditions: The PLR outlines subdivision requirements such as infrastructure improvements (road paving, water, sanitary and stormwater upgrades, etc.), legal agreements



and environmental protection. It is important to understand that new requirements may arise after a PLR is issued and that final approval is not guaranteed until all conditions are satisfied. Conditions typically found in a PLR include:

- a) Completion of the required survey plan in preparation for signature by the Approving Officer
 - b) Preparation, submission and approval of engineering drawings
 - c) Construction of engineering works (on and off-site)
 - d) Payment of Development Cost Charges
 - e) Dedication of parkland or payment of cash-in-lieu
 - f) Related agreements including statutory rights-of-way, easements or covenants.
- 8) **Ministry Review & Approval:** If the application is within 800 metres of the Sunshine Coast Highway, the Ministry of Transportation and Infrastructure (MOTI) must review and sign-off on the subdivision plan before approval by the District of Sechelt Approving Officer. MOTI assess such things as the sufficiency of highway right-of-way, drainage, and access.
- 9) **Servicing Agreement:** If an Applicant is seeking subdivision approval before installing works and services, a Servicing Agreement will be required. All services must be installed at the owner's expense prior to final subdivision approval, unless the Applicant provides security and enters into a subdivision Servicing Agreement with the District to complete the required works by a specific date. A Servicing Agreement requires the applicant to provide:
- a) A cost estimate of the proposed subdivision servicing works including engineering fees, construction costs with the appropriate contingency sum, and warranty deposit amount. This estimate must be certified by a Professional Engineer and forms the basis of the security required by the Applicant for execution of the agreement.
 - b) Liability insurance where the construction of works is proposed to extend into the District's lands or road right-of-way. The Engineering Department will advise the Applicant of the current insurance requirements.
- 10) **Final Subdivision Approval:** Once the Servicing Agreement and other conditions of the PLR have been addressed, the Applicant may apply for final subdivision approval from the District's Approving Officer. To do so requires submission of:
- a) A cover letter identifying the request and providing documentation demonstrating that all conditions of the PLR have been met;
 - b) The final survey plan as prepared by a B.C. Land Surveyor (BCLS);
 - c) Payment of all application fees and/or outstanding service/connection fees or other fees (as applicable);
 - d) Proof that all property taxes are paid in full;
 - e) Payment for the applicable Development Cost Charges (DCC) amount; and
 - f) Any other documentation defined in the PLR.
- 11) **Registration at Land Titles:** After plans are signed by the Approving Officer, all plans will be returned to the applicant to facilitate registration. The plans and agreements must be registered in the Land Title Office to give title to the new lots being created by subdivision. The Applicant or the applicant's solicitor is responsible for registration. The plans must be registered within two months of signing by the Approving Officer.



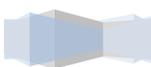
FLOODPLAIN EXEMPTIONS: Applications for site-specific exemption to flood construction level and setback

Floodplain setbacks are established to protect land, habitat and property damage from the effects of erosion and rising sea levels. The floodplain setback is established in the District's Zoning Bylaw Section 320(2) which states: *No building or structure shall be constructed or located within 15.0 m of the natural boundary of the sea.* The guiding provincial legislation, the *Local Government Act*, allows municipalities to consider site-specific exemptions to the floodplain setback when it can be proven by a qualified professional that an alternative setback can be justified. The report needs to address the types of engineered alternatives that provide flood protection measures equivalent to the established setback.

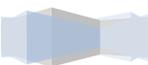
Parcels subject to Development Permit Area designations are still required to meet the relevant guidelines. Development proposals also need to meet good planning principles and OCP policies.

A Floodplain Exemption Application submitted in accordance with this bylaw will be substantially processed as follows:

- 1) **Pre-Application Meeting:** The applicant is encouraged to arrange a pre-application meeting with staff to discuss the proposal and application requirements with staff prior to submitting a formal application to the District.
- 2) **Complete Application:** Staff will review the application to determine whether it is complete, and if incomplete will request the information from the applicant. Upon receipt of an application submitted in accordance with the requirements of this bylaw, staff will open a file and issue a receipt to the Applicant.
- 3) **Report Requirements:** As a condition of a site-specific exemption, the owner will be required at their own expense to commission a Professional Engineer's Report that addresses exemption precedents in the surrounding area and provides a report containing a description of the proposed development, and recommendations for conditions addressing floodproofing, as applicable. A surveyors Certificate prepared by BCLS Surveyor will be required where the requested variance is for existing development on the subject property.
- 4) **Compliance Review:** Staff will review the application for compliance with relevant District bylaws and policies and consistency with provincial guidelines. Staff may conduct a site visit as part of the evaluation process.
- 5) **Referral Process:** Staff will prepare an information and referral sheet and refer the application to all applicable District departments, government ministries, agencies, and organizations. The referral will usually include the Department of Fisheries and Oceans, and the Ministry of Water, Land and Air Protection.
- 6) **Post-Referral Review:** Staff may prepare a post-referral letter, incorporating feedback received from the referral process and to identify any additional requirements or studies.
- 7) **Staff Report:** Staff will prepare a technical report for the Director's consideration, incorporating feedback received from the referral process and any recommendation from the qualified professional and provincial agencies.
- 8) **Decision-making:** The Director may:
 - a) Approve and issue the floodplain exemption;



- b) Approve and issue the floodplain exemption subject to conditions;
 - c) Defer the application for a floodplain exemption; or
 - d) Deny the application for a floodplain exemption.
- 9) **Re-consideration Provision:** The Applicant may request a reconsideration of the decision made by the Director in accordance with Part 6 of this Bylaw.
- 10) **Notwithstanding** the sections above, the Director may elect to refer the application to Council for consideration.
- 11) **Notice on Title:** where a site-specific exemption has been granted, the owner will be required to prepare and register a restrictive covenant under Section 219 of the Land Titles Act in favour of the District:
- a) Specifying conditions that would enable the land to be safely used for the use intended according to the terms of the Professional Engineer’s report which will form part of the restrictive covenant;
 - b) Acknowledge that no Disaster Financial Assistance Funding is available for the building or its contents;
 - c) Releasing and indemnifying the District from liability in the event any damage is caused by flooding or erosion; and
 - d) Attaching the Engineer’s Report to the restrictive covenant.
- 12) **Decision:** If the exemption is granted, the owner is advised within 14 days of the District’s decision. Where a permit has been denied, the owner shall be advised of the reasons for the refusal.



APPLICATIONS UNDER THE AGRICULTURAL LAND COMMISSION ACT

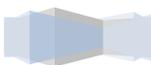
The Agricultural Land Reserve (ALR) is a provincial designation on land in which agriculture is recognized as the priority use. Farming in the ALR is encouraged, while non-farming uses are controlled due to the high agricultural potential of the land. The ALR takes precedence over any other zoning on the land.

A number of steps must be completed before an application is ready for submission, consideration and eventual final approval (or non-approval) by the Agricultural Land Commission. Applications are referred to the District if they are for:

- An application to exclude ALR land (Section 30(1) of the Agricultural Land Commission Act.
- An application for subdivision on ALR land (section 21(2))
- An application for a non-farm use (section 20(3))

Applicants must review the Agricultural Land Commission's (ALC) "Applicant Information Package" prior to submitting an application to the District (available at www.alc.gov.bc.ca). This package contains details on the ALC application requirements as well as the ALC process for issuing approvals.

- 1) **Pre-application Meeting:** Applicants are encouraged to have a pre-application meeting with District staff to discuss the merits of the proposal, zoning provisions and any additional application requirements. It is also recommended that applicants contact planning staff at the Agricultural Land Commissions to determine if their proposal can be considered on ALR land.
- 2) **Application Process:** An applicant who is applying to exclude land from the ALR under the Agricultural Land Reserve Act must make application to the Planning & Development Services Department on the form prescribed by the ALC before complying with the notice requirement of the ALC.
- 3) **Complete Application:** Staff will review the application to determine whether it is complete, and confirm receipt of payment.
- 4) **Preliminary Compliance Review:** Staff will review the application for compliance with relevant District bylaws and policies.
- 5) **Notification:** Where the application is to exclude land from the ALR, the District will notify owners and tenants within 100 m of the land that is the subject of the application to notify them of the Council meeting at which the application will be considered; and that submissions should be forwarded to the Director of Planning at least 14 days prior to the Council meeting.
- 6) **Council Reporting:** Staff will prepare a technical report for Council's consideration incorporating feedback received from the notification process.
- 7) **Council Decision-Making:** Council will receive the technical report and will consider the technical report and may resolve to:
 - (a) Not forward the application to the ALC, subject to provisions of section 34(5) of the Agricultural Reserve Land Act;
 - (b) Forward the application to the ALC with a recommendation to support the application
 - (c) Forward the application to the ALC with a recommendation to reject the application
 - (d) Forward the application to the ALC without a recommendation.
- 8) **Section 34(5) provisions:** As set out in section 34(5) of the Agricultural Reserve Land Act, the Council may only make a recommendation to not forward an application to the ALC if the application:



- a) Applies to land that is zoned to permit agricultural or farm use in a bylaw; or
 - b) Requires an amendment to the Official Community Plan or Zoning Bylaw in order to proceed.
- 9) **Report to ALC:** Staff will complete the processing of the application and, if recommended by Council, will forward the application to the ALC with the Council's comments and recommendations concerning the application.
- 10) **Notification of Decision:** Once the minutes of the Council meeting have been prepared, the applicant will be notified of the outcome.



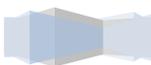
APPLICATION FOR A LIQUOR LICENSE

Applicants must review the Liquor & Cannabis Regulation Branch (LCRB) requirements prior to submitting a Liquor License application to the District. The LCRB specifies application requirements and when local governments are required to comment on liquor license applications.

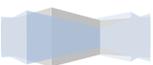
Applicants are required to first submit an application to the LCRB prior to submitting a formal application to the District.

A Liquor License Application will be substantially processed as follows:

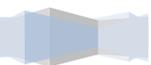
1. **Application Review:** Staff will review the application to ensure it is complete and will confirm the zoning provisions associated with the site.
2. **Referral Process:** Staff may refer the application to the RCMP, Fire Department and Building Department, depending on the nature and scale of the proposal.
3. **Notification Requirements:** The District will advertise the proposal in one edition of the local newspaper to solicit comments on the application from the public, such comments to be submitted in writing to the Director of Planning and Development Services within fourteen (14) days of the publication of the notice.
4. **Additional Consultation:** Council may at its sole discretion, require further public consultation, which will be held at the applicant's expense.
5. **Evaluation Criteria:** In reviewing an application for a new liquor license, Council will take into consideration the following impacts:
 - a) Proximity to other schools, social and community facilities;
 - b) Number of other liquor primary licensed establishments within a reasonable distance of the proposed location
 - c) Occupant capacity and hours of liquor service;
 - d) Traffic, noise and parking; and
 - e) Conformity with zoning and building requirements.
6. **Council Consideration:** Council will review the application, comments and the staff report. A recommendation will be made to the Provincial Liquor & Cannabis Regulation Branch by passing a resolution, to either approve or deny the application. The Council resolution will include the following information:
 - a) The reasons for the recommendation;
 - b) Comments on any conditions Council feels should apply and the rationale for the conditions; and
 - c) Summary description of the public comments received.
7. **Minor Amendments:** Applications for minor or temporary changes in liquor licenses not requiring Council resolution will be reviewed and recommended to approve, approve with conditions or deny by the Director of Planning & Development Services. Should the applicant wish to appeal the recommendation of the Director, the applicant may ask Council to reconsider the decision, following the process for reconsideration established in the Planning and Development Procedures Bylaw.



8. **Notice of Decision:** Staff will forward the Council resolution to the LCRB for their final review and approval, and a copy will be sent to the applicant.



Additional Information



PUBLIC INFORMATION MEETINGS

The purpose of a Public Information Meeting is to allow an opportunity for an applicant to present their proposed development to the general public and receive feedback prior to any statutory hearing and consideration by municipal committees or Council. It does not replace a statutory public hearing.

The meeting should be held well before the statutory public hearing to provide time to respond to any concerns raised and modify the application if required. At the meeting, the applicant should review the purpose of the application, the anticipated size and intensity (e.g. number of units, floor space) the design concept, and any information from studies such as traffic impact, environmental review, view studies and the like.

The meeting should be held in a convenient location as close to the proposed development site as possible. The room should be adequately sized for the anticipated attendance.

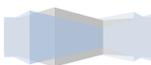
Notification of the Meeting: The meetings are hosted and paid for by the development applicant and should be advertised in the local paper and should run twice in two consecutive issues of the paper. The applicant should provide notice to the relevant community association. The applicant may wish to provide direct notice to neighbouring properties (optional). The District can assist in providing contact information.

The meeting notice ad should include the following information:

- Date, time and location of the meeting;
- Name and location of the project
- Purpose and type of the application (e.g. rezoning to permit a four-storey mixed-use development`)
- A location map of the project
- The applicant's contact information

At the Meeting: The applicant should provide a range of written and visual material sufficient to describe the project. There should be opportunities provided for attendees to comment and ask questions regarding the development and any associated impacts.

Following the Meeting: The District will require a summary report following the meeting which outlines the information that was presented, number of attendees and issues raised at the meeting. Copies of comment/ feedback forms should also be provided. The summary report is included in the staff report to Council. Staff may also attend the meeting in an observer capacity.



PUBLIC HEARINGS

Purpose: Public hearings are held for Official Community Plan (OCP) and Rezoning amendment applications. They provide a forum for public comment on proposed amendments. The *Local Government Act* provides opportunity for property owners to change the OCP or zoning designations on their properties by applying for an amendment through the local governing municipality.

Scheduling: The District of Sechelt schedules Public Hearings following the First Reading of a proposed amendment bylaw and authorization to proceed to Public Hearing.

Notification: The District of Sechelt, in accordance with the *Local Government Act*, notifies the public of scheduled Public Hearings by:

- Advertising a notice of public hearing in two consecutive issues of the local newspaper
- Where required, mailing or delivering notifications to property owners and tenants in occupation within 100 metres of the subject property
- Posting information on the District's website.

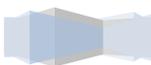
Information Considered at the Public Hearing: At the Public Hearing, all staff reports, Council motions, recommendations from advisory bodies, submissions by the applicant, input received from the public (verbal and written submissions) and all supporting technical reports will be considered by Council.

Conduct of Public Hearing: The conduct of a Public Hearing is guided by legislation and is run according to formal procedure:

- At the start of the Public Hearing, the proposed amendments are introduced.
- District planning staff member delivers a brief report which provides information on the nature of the proposed amendment(s) and the technical merits and planning implications of the amendments.
- The Mayor (or designated chair) will explain the rules guiding the public hearing, including speaker order and timelines. The Mayor will then call for the first speaker. In most cases, this will be the Applicant as their presentation often provides additional context and may answer some of the concerns raised through the non-statutory public information meeting (held earlier in the process).
- Speakers address the chair and are required to state their name and address for the record.
- After all speakers have been heard, the Mayor will call three times for speakers to come forward. If there are none. The Public hearing is closed.

Council Conduct: The Public Hearing is an opportunity for Council to hear the various issues associated with an amendment. They are expected to listen to the input without bias and without engaging the public in debate.

Decision-making following a Public Hearing: For non-contentious applications where little to no public concerns has been raised, Council may proceed to give Second and Third Readings to the amendment bylaw(s). If the Public Hearing is scheduled on the same evening as a regular Council meeting, the readings may be given that night. For more complex or contentious hearings, Council will likely direct staff to review the public input and make any changes deemed necessary to the amendment bylaws before coming back to Council for subsequent readings. In some cases, the amendment bylaw(s) is changed significantly and a new Public Hearing is warranted. The provisions of the *Local Government Act* guide when a new Hearing is warranted.



The *Local Government Act* requires that final adoption of an amending bylaw be given at least a full day after third Reading, which means approval would be given at the next Council meeting, where appropriate.



NOTICE OF DEVELOPMENT SIGNAGE

All applicants pursuing development applications involving one or more of the following application types are required to install a notice of Development sign on the subject property:

- Official Community Plan (OCP) Amendment
- Rezoning – Amendment to the Zoning Bylaw

1. Sign Preparation:

All applicants must prepare a development sign in accordance with the following criteria:

- The District's Planning & Development Department will provide written instruction to the applicant indicating when and where the sign needs to be posted, as well as content.
- A digital sign proof is to be provided to the District's Planning & Development Department for review and approval prior to posting.
- The applicant is responsible for preparing, posting and removing the sign in accordance with the specifications set out by the District of Sechelt. There shall be no cost to the District.
- The sign shall be made of durable, weather-resistant material (e.g. Coroplast) and appropriate steps must be taken to ensure that the sign is securely fastened.
- Once the sign is posted, the applicant will be required to submit photos to the District's Planning & Development Department to verify that the sign has been posted.

2. Siting/Location:

One sign must be posted on each principal street fronting the property or site. District staff may request additional signs if the parcel is larger than 2 ha.

The sign must be located on private property in a clearly visible location and must be located so as not to interfere with pedestrian or vehicular traffic, or to obstruct visibility from streets, lanes, walkways or driveways so as to create a hazard.

3. Timing:

Signs must be posted within 3 weeks of the District receiving a complete application, unless specified by the Director in writing to the applicant.

4. Sign Maintenance:

Should the sign be damaged during this period, either through vandalism, graffiti or another manner, it is the responsibility of the applicant to repair or replace the sign

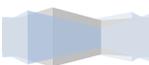
5. Sign Removal:

All signs must be removed no later than 14 days of Council's approval or rejection of the application.

6. Size and Sign Dimensions:

- Unless otherwise specified**, in writing by the Director, all signs must measure 1.8 m (6ft) by 1.2m (4ft.) high, to be mounted on posts. The underside of the sign must be no more than 0.9m (3ft.)
- Property address line should be 200 point font
- Application details and applicant name should be 100 point font.

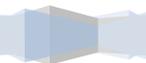
** An alternative size may be considered for Permit applications only, depending on the size of the subject property and the complexity of the proposal.



7. Content Requirements

Using the template provided by the District of Sechelt, the applicant must include the following information:

- Type(s) of application
- Address(s) of the subject site
- Highest order Development Application number (for example, if there is an OCP amendment and rezoning – use the OCP amendment; if there is a rezoning and development permit – use the rezoning)
- Brief description of the development
- Include the proposed number of units, proposed height, proposed density (e.g. FAR) and any requested variances.
- A map of the site containing a north arrow, with the adjoining road(s) labelled.
- Contact information for the applicant, including email.



REPORTS AND ADDITIONAL INFORMATION

Depending on the nature of the development proposal, the District may require additional reports and studies in order to evaluate the feasibility and impacts associated with a development. Each application and development setting is unique, so there may be a need for additional studies and information for the District to properly assess its merits and feasibility.

Justification Statement (or Development Variance Statement): Applications for OCP and Zoning Amendments, Major Development Permits and all Development Variance Permit applications require the submission of a development statement as part of the submission. The statement is a written summary, prepared by the Applicant, which addresses:

- The rationale for the development, and where applicable, the design intent;
- The potential community benefits and neighbourhood impacts;
- A summary of the existing and intended use of the site;
- An explanation of how the proposal meets the intent of the District's Vision Plan and OCP;
- An explanation of how the proposed development addresses community needs and demographic characteristics.

Certified Survey Plan: This is required for all subdivisions and must be certified correct by a B.C. Land Surveyor showing the following:

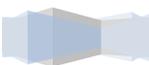
- North arrow;
- Legal description and civic addresses of parcels
- Bearings and dimensions and setbacks of all existing buildings and structures to be retained on the site
- Building envelopes indicating all required zoning bylaw setbacks
- Existing grades at each corner of the lot(s) or spot elevations/contours of the property at one metre intervals
- Existing and proposed street names
- Location of the natural boundary of any existing watercourses including the elevation of the crest and toe of slope and the degree of slope at regular intervals; and
- All existing trees within the lands and on adjacent road allowance that are 20cm (8") in diameter or greater when measured 1.6m above the ground

Site Servicing Plan: A site servicing plan, prepared by a Professional Civil Engineer, showing in schematic plan view, existing and proposed works, including water lines, sewers, drainage, curb and gutter, sidewalks, street lighting and other underground or surface works.

Survey Information: Additional plans prepared by a B.C. Land Surveyor may be required if the lands contain steep slopes, excavations, fills or irregular terrain.

Geotechnical Report: A report provided by a Professional Engineer with expertise in geotechnical engineering to determine the existing soil conditions and the likely effect on soil stability related to the proposed development or subdivision.

Contaminated Soils Report: A phase 1 site investigation report prepared by a Professional Engineer experienced in the review of contaminated sites based on Provincial Regulations. The report should provide the location, extent, quantity, nature, toxicity, and areas of potential contamination and recommended remedial measures for removing unsuitable toxic or contaminating materials on or under the land.

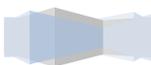


Traffic Impact Study: A traffic impact study prepared by a Professional Engineer which reviews the proposed application based on local issues such as congestion levels, sight lines, access locations, collision history and interaction with other possible changes in the local area. According to the District's OCP new developments will require a traffic impact assessment (p.84) when they are expected to generate over 50 new vehicle trips during the peak hour. The TIA should determine the impacts of the proposed development on the existing roads and intersections, and should identify upgrades required to service the new development. A TIA may also be triggered by specific concerns such as safety (e.g. developments in close proximity to schools).

Environmental Impact Study: This study is used to assess significant natural features and species. The report is prepared by a qualified environmental professional and provides an assessment of the significant natural features with a proposed development to the satisfaction of the District. The report should provide an inventory of species at risk (red and blue-listed species) and species protected under the provincial Wildlife Act. The report should include plans and strategies for protecting and preserving vegetation, distinct landforms, natural watercourses, aquatic habitat and other environmentally sensitive areas from damage, pollution or destruction. Requirements for the EIS are found in the DPA guidelines within the OCP.

Arborist Report: A report prepared by an accredited arborist, to the satisfaction of the District which addresses the size, species, general condition and hazard rating of trees within the development. The report should assess the impact of the development upon the trees and determine which specific trees should be removed and retained, and recommend applicable protection and mitigation measures to ensure that trees can be properly maintained. Tree protection requirements and tree cutting permit application forms are in Environmental Management and Protection Bylaw No. 484, 2009

Site Grading Plan: If any part of the subject property contains a slope, a detailed site grading plan may be necessary to demonstrate the feasibility of the subdivision and ultimate building construction. The plan, prepared by a Professional Civil Engineer should show existing and proposed contours, areas of cuts and fills, site drainage provisions and retaining structures.



Application Checklist for Development Applications

R= Required NA= Not Applicable/Not Required PR = Provided (to be completed by District staff)			
<p>All Applications Require the following – unless noted by the District Planning staff. <i>Please note that depending on the nature of your application, you may be required to submit additional information/documents with, or following submission of your application.</i></p>			
R	NR	PR	Completed Development Application Form
*			Payment of Application Fee (refer to Schedule A of Bylaw No. 333)
*			Owners Authorization Form: Or written authorization for an agent to act on owner’s behalf
*			Legal Description and municipal address(es) of properties included in the application
*			Current Title search for each parcel including all charges (covenants, right of ways, registered easements & applicable legal notices) dated within 30 days of application.
			<p>Written description of the proposal, providing:</p> <ul style="list-style-type: none"> ▪ Present and intended use of the site ▪ Overall design and objectives of the proposal ▪ Assessment of the impact on the area and adjacent properties ▪ Indication of the community benefits of the proposal ▪ Include architect/designer contact information
			Project Summary Sheet with a summary of the proposed development in relation to bylaw requirements, including total site area, site coverage, gross floor area, floor space ratio and building heights (form average grade), setbacks/yard dimensions, parking numbers, access, layout and dimensions..
			BCLS Survey Plan: one fully dimensioned location and topographic survey plan showing the location of all existing and proposed buildings and structures; 1 metre contour intervals; top of bank; 5 metre and 15 metre lines from the top of bank; watercourses, natural boundary of the sea, and streams on or within 30 metres of the subject property. Identify all areas with slopes exceeding 20%.
			Reduced copies of all plans at 11’ x 17’. Ensure the reduced copies are legible. Include digital copies.
			Site Profile for Contaminated Sites: Please note the District of Sechelt has opted out of administering site profiles. If a property has been used for industrial or commercial activities listed in Schedule 2 of the Ministry of the Environment’s Contaminated Site Regulations, an applicant will be required to submit a site profile to the Director of Waste Management. Site profiles information can be accessed through siteprofiles@gov.bc.ca . Forms can be accessed through www.env.gov.bc.ca/epd
			Tree Survey, Arborists Report and Tree Retention & Management Plan: indicating general location and type of vegetation, description of trees and tree groupings, listing species, size of trees and identifying any significant trees. A tree cutting permit application may be required in accordance with Bylaw 484.
			Complete Zoning Analysis Table (see attached)
			Preliminary Archeological Assessment: Please contact the BC Association of Professional Archaeologists (www.bcapca.bc.ca)
Additional Requirements for: OCP Amendment			
			Written Rationale for requested policy change or change in land use designation, indicating proposed use of site and community benefits created by the proposed OCP amendment. Applicants should review the OCP amendment criteria contained on page 125 of the Sechelt OCP.
			Plans, reports or drawings as may be relevant to the type of amendment being proposed. Requirements will be clarified through the pre-application meeting.

R= Required NA= Not Applicable/Not Required PR = Provided (to be completed by District staff)		
Additional Requirements for: Rezoning Application		
		Written rationale for requested bylaw change or change in land use; why a rezoning is necessary; and the benefits to the neighbourhood.
		Preliminary Design Drawings including site plan, parking plans, floor plans, roof plans and building elevations
		Conceptual Landscape Plans including the tree retention plan and planting list. Indicate the location and treatment of open spaces, landscaping, fences and walls prepared by a registered landscape architect. Include waste and recycling containers, irrigation systems, and paving materials.
		Preliminary Site Servicing Plans indicating all existing and proposed on-site and off-site utility services for the development, and driveway locations along with the relevant reports, calculations and cost estimates. The site servicing plan must also indicate how the on-site stormwater will be managed. New services must be located where they do not conflict with any retained trees and new planting. Additional engineering requirements and a servicing agreement may be required by the engineering department depending on the nature of the project.
		Project data sheet showing all site and building calculations relative to bylaw requirements.
		Traffic Study: the requirement for a traffic impact assessment and/or the scope of a traffic/intersection assessment will be identified through the pre-application meeting (in most cases) or through the post-referral letter.
Additional Requirements for: Development Permit – Form and Character		
		Design Rationale statement.
		Architectural Plans including site plan, parking plans, floor plans, building elevations and colour and material specifications for external finishes.
		Signage and lighting plan: showing specifications for the proposed siting, type, size and appearance of all signs and lighting on the property
		Detailed Landscape Plans including the tree retention plan, planting list and cost estimates. Indicate the location and treatment of open spaces, landscaping, fences and walls prepared by a registered landscape architect. Include waste and recycling containers, irrigation systems, and paving materials.
		Streetscape Analysis: showing how the proposed development will integrate with the existing area.
		Renderings of the proposed development
		Written summary of the project: Include the design rationale and any variances being requested
		Preliminary Site Servicing Plans confirming servicing capacity and connections.
Additional Requirements for: Development Permit – Environmental or Hazardous Conditions		
		BCLS Topographic Survey with 1.0 metre contour intervals indicating all natural features such as top of bank and 5 metre and 15 metre lines from top of bank.
		All relevant professional reports e.g. Geo-technical Report, Slope analysis, Landslide Assessment, Environmental Impact Assessment.
		Site Plan: Fully-dimensioned site plan indicating the proposed development
		Preliminary Site Servicing Plans confirming servicing capacity and connections. Indicate any connections, roadways, and driveways on the site.
Additional Requirements for: Development Variance Permits		
		Variance Rationale: A written rationale for all proposed variances (required for all Development

R= Required NA= Not Applicable/Not Required PR = Provided (to be completed by District staff)		
		Variance Permits and all applications that seek to vary OCP, Zoning Bylaw, Sign Bylaw, or other District requirements)
		Architectural Plans Including: site plan, parking plans, floor plans, and building elevations, highlighting proposed new construction and requested variances.
		Preliminary Site Servicing Plans confirming service capacities and connections.
		Streetscape photos that show the subject site and adjacent properties, with the proposed construction superimposed on the image to illustrate the impact of the variances.
		Optional: Neighbourhood support letters.
Additional Requirements for Temporary Use Permit		
		Written summary providing a description of the current and intended use of the site and a rationale for the temporary use including community impact and benefit
		Architectural Plans including: site plan, parking plans, floor plans, and building elevations, highlighting proposed new construction. Where applicable, Indicate the natural site features, including and existing trees, watercourses, or areas of steep slope or change in contours.
		All relevant professional reports such as Geotechnical reports, Landslide Assessment, Environmental Impact Assessment. The engineering department will indicate if a traffic impact assessment is required for the project during the pre-application meeting or through the post-referral letter.
		Project summary sheet with a statistical summary of the proposed development in relation to bylaw requirements. This includes lot area, site coverage, floor space ratio and building heights.
		Detailed Landscape Plans including tree retention plan, planting list and cost estimates.
		Preliminary Site Servicing Plans confirming service capacities and connections. Additional engineering requirements may be required by the engineering department depending on the nature of the permit.
Additional Requirements for: Subdivision		
		Subdivision Layout Plan: Fully dimensioned lot layout for each lot, road dedications, path dedications, Statutory Road Rights of Way, access to the ocean, and any park land dedication
		Subdivision Site plan: Plans showing potential buildable area, potential building footprint, on-site parking for at least 2 vehicles per lot, driveway access, zoning setbacks, proposed retaining walls, and any cut and fill areas.
		Engineering Site Servicing Plans indicating all existing and proposed on-site and off-site utility services for the development, and driveway locations, along with relevant reports, calculations and cost estimates.
		Site Grading Plan: A detailed plan showing existing and proposed site grades and the relationship to the elevations of adjoining properties. Show contours in 1m intervals.
Additional Studies That May Be Required (additional reports will be identified at the pre-application meeting or through the post-referral letter)		
		Riparian Area Assessment: As per the Provincial Riparian Area Regulations (RAR), this assessment must be completed for projects which propose development within the riparian setback. Prior to issuance of the development permit, confirmation is required from the Ministry that they have received the report. The assessment must be completed by a Qualified Environmental Professional (QEP). A RAA is required for all areas within DPA #2 (see OCP)
		Soil Erosion & Sediment Control Plan: A plan describing erosion controls during construction and mitigation measures for finished development

R= Required	NA= Not Applicable/Not Required	PR = Provided (to be completed by District staff)
		Detailed Stormwater Management Plan: A report identifying how stormwater will be dealt with. The objective is to manage flows at pre-development levels. Low impact development approaches are encouraged.
		Traffic Study: To include, but not be limited to, impacts to area traffic patterns, additional loads on local and major intersections, proposed improvements to area street systems and a rationale for vehicle access points
		Parking Study (if proposing to vary zoning bylaw parking requirements)
		Streetscape Assessment: indicate how the proposed development will integrate into the existing streetscape.
		Shadow Study
		Acoustic Study: A report identifying existing noise levels and methods of noise abatement
		Wildfire Interface Assessment
		Hydrological Study

Incomplete applications will NOT be processed and will be returned to the applicant.

Zoning Analysis Table

This analysis table provides the applicant an opportunity to demonstrate how the proposal meets the existing requirements of District of Sechelt Zoning Bylaw.

Lot Details	Zone Requirement	Proposal
Lot Area (m ²)		
Lot Width (m)		
Lot Depth (m)		
Lot Coverage of buildings (%) Primary & accessory		
Lot coverage of buildings, driveways and parking (%)		
Development Regulations	Zone Requirement	Proposal
Number of units		
Floor Area (gross)		
Floor Area Ratio (FAR)		
Building Height (storeys/metres)		
Building Setbacks (m)		
Front		
Side (include direction)		
Side (include direction)		
Rear		
Parking spaces (#)		
Other Regulations		

DEFINITIONS

Approving Officer: This official is appointed by Council to approve subdivisions, and must act in accordance with the *Land Title Act* and the *Local Government Act*.

Building Permit: A building permit application is made to the District to authorize the construction or alteration of a building or structure. Building inspectors ensure that buildings comply with the B.C. Building Code.

Bylaw: Municipalities have specific powers given to them to pass laws through provincial legislation (primarily the *Local Government Act* and the *Community Charter*). The District may pass bylaws which are applicable within its geographic boundaries.

Advisory Planning Commission: The APC is made up of 9 citizen representative. The meetings take place once a month to review planning issues and development permit applications. The Commission makes recommendations to Council, based on the information they've received.

Comprehensive Development Zone: This type of zone usually permits a mix of different types of uses and customized regulations for individual sites. Its main purpose is to tailor the development to be responsive to unique characteristics of a site through certain land use provisions, building characteristics, landscape design, or other planning considerations.

Council: The District of Sechelt Council. The electors of the District of Council elect a mayor and six councillors every four years. Council normally sits twice a month (on Wednesdays) to make decisions which affect the District.

Covenant: This is a legal document, which may be registered against the title of a property, with the approval of the owner and one or more parties (e.g. the District or a neighbouring property owner). It may specifically define or limit the activities that may be carried out on certain parts of the property.

An environmental protection (no-build) covenant may define an area of land on which no buildings or structures may be placed.

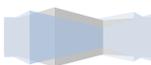
Density: In order to describe the form and intensity of use on a parcel of land, the term density is used to describe the relationship between an area of land and the size or area of building. A clear measure of this relationship is floor-area-ratio (FAR), where building floor area, in square metres, is compared directly with the land area in square metres. For example, a floor-area-ratio of one (1.0) for a 1,000m² parcel and a 1,000m² building would create the following;

- A 1 storey building if built at 100% lot coverage;
- A 2-storey building if created with 50% lot coverage
- A 4 storey building if created at 25% lot coverage.

Residential densities are usually measured in terms of dwelling units per hectare (or acres) because it is usually easier to visualize the intensity.

Development Permit (DP): The *Local Government Act* (Section 490) provides municipalities with additional tools to zoning and subdivision to guide development. The purpose, objectives, area, and guidelines for the Development Permit Areas (DPAs) are contained in the District's Official Community Plan. Generally, there are two categories of Development Permit:

- **Environmental Protection and Hazardous Lands DPs:** This category of DPs apply to areas designated for the purpose of protection of the natural environment, its ecosystems and



biodiversity, as well as protection of development from hazardous conditions such as erosion from steep slopes. DPAs #1 to #5 fall into this category.

- **Form and Character DPs:** This category is designed for the purpose of managing site and building design of uses including multi-unit residential developments, downtown and commercial areas, industrial areas and intensive residential (essentially infill development). DPAs #6 to #10 fall into this category.

Development Permit, Minor: Or Minor DP, means a Development Permit that is minor in nature and has been delegated by Council to the Director to review and consider for approval by the Director. Please see the Planning & Development Procedures Bylaw No. 566, 2018 for full definition.

Development Variance Permit (DVP): Development Variance Permits are issued to vary the requirements of a zoning bylaw or subdivision. In most cases, variances are requested for setbacks. Variances cannot be used to change the use or density provisions of a zone (those requests would require a rezoning application).

Easement: An easement is a document registered on legal title of property to allow passage over that property to accommodate such things as sewer or water lines, road right-of ways, access agreements, or storm sewer lines.

Foreshore: The foreshore is the land between the high and low watermarks of streams, rivers, lakes and the ocean. Aquatic crown land is all the land, including the foreshore from the high water mark out to the limits of provincial jurisdiction (in some limited areas, the District has a foreshore lease from the province).

Local Government Act: This provincial legislation defines the authorities and abilities of local governments in B.C. Part 14 of the Act, Planning and Land Use Management, defines much of the land-related planning functions of municipalities.

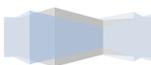
Neighbourhood Plans: Plans prepared for one or more neighbourhoods as set out in the Official Community Plan, also known as Neighbourhood Area or Comprehensive Area Plans. These plans address land uses, building siting, public realm considerations, amenities and infrastructure servicing at a scale between OCP and subdivision.

Official Community Plan (OCP): A comprehensive document which outlines the type of community residents wish to achieve in both short-term and long-term. The OCP addresses community goals, objectives, policies and guidelines for achieving a sustainable and liveable community. The content and process for adopting an OCP is prescribed by the *Local Government Act*. The Development Permit Areas and guidelines are contained in the OCP.

OCP Amendment: When an owner/applicant wishes to change the OCP designation of their property, an application is made to Council for the amendment. The Planning and Development Department accepts the application and takes the application through the review process. A public hearing must be held before Council makes a final decision and adopts the bylaw. An OCP amendment may sometimes be initiated by the District and is usually done to clarify, modify or add new policy direction.

Public Hearing: A Public Hearing is a formal meeting with Council, required when OCP and Zoning amendment bylaws (land use and density changes) are considered. This is to allow the public an opportunity to be heard or to present written submissions.

Public Information Meeting: This is a meeting held by the owner or Applicant to discuss and answer any questions relating to the proposed development or project. This meeting does not replace any required statutory public hearing.



Rezoning (zoning bylaw amendment): When an owner/Applicant wishes to change the zoning designation of their property, or a zoning regulation associated with their proposed development, an application is made to Council to amend the Zoning Bylaw (or to rezone).

Subdivision: Land is subdivided into parcels by a process set out in the *Land Titles Act* according to standards in the District's Zoning Bylaw and Subdivision and Development Control Servicing Standards Bylaw (Bylaw 430, as amended from time to time). If an application to subdivide satisfies all requirements, the Approving Officer may grant approval. The new land titles for the created parcels are registered in the Land Titles Office.

Zone: An area of the District that is designated in the Zoning Bylaw for one or more uses set out in the bylaw. The main purpose of zones is to define use and land use intensity (density). Other requirements in a zone include building setbacks from property lines, maximum height, and minimum size of lots that may be created through subdivision.

