

# CITY OF PITT MEADOWS DEVELOPMENT APPLICATION PROCEDURES

## **Bylaw No. 2444 and amendments thereto**

### **CONSOLIDATED FOR CONVENIENCE ONLY**

This is a consolidation of the bylaws listed below. The amending bylaws have been consolidated with the original bylaws for convenience only.

Certified copies of the original bylaws should be consulted for all interpretations and applications of the bylaws on this subject.

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#### **BYLAW NO.**

#### **ADOPTED**

2444

December 15, 2009

2537

March 20, 2012

The bylaw numbers in **bold** at the end of the clause refer to the bylaws that amended the principal bylaw.

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A Bylaw to establish procedures to process development applications.

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WHEREAS the Council has adopted an Official Community Plan and a Zoning Bylaw;

AND WHEREAS Council has designated areas within which Temporary Commercial and Industrial Permits may be issued or Development Permits are required;

AND WHEREAS the Council shall, under section 895 of the *Local Government Act*, by bylaw, establish procedures to amend a plan, bylaw or issue a permit;

AND WHEREAS the Council may under section 950 of the *Local Government Act* define procedures under which a person may apply for an amendment to a bylaw or for the issue of a permit under Part 27 Heritage Conservation;

NOW THEREFORE the Council of the City of Pitt Meadows in open meeting assembled ENACTS AS FOLLOWS:

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**Part 1: INTERPRETATION**

Citation

1. This Bylaw may be cited for all purposes as **“City of Pitt Meadows Development Application Procedures Bylaw No. 2444, 2009.”**

Definitions

2. The following words in this bylaw have the following meanings:

**Application Fees Bylaw** means the City of Pitt Meadows Development Application Fee Bylaw No. 2482, 2011, as amended or a successor bylaw adopted by Council. *(Bylaw No. 2537, 2012)*

**City** means the City of Pitt Meadows.

**Planner** means the Director of Operations and Development Services and the Manager of Development Services.

**Part 2: APPLICATIONS**

Applications Subject to this Bylaw:

3. This Bylaw shall apply to the following:
  - a. Amendments to:
    - i. Official Community Plan;
    - ii. Zoning Bylaw No. 2505, 2011; *(Bylaw No. 2537, 2012)*
    - iii. Land Use Contracts (including applications to discharge); and
    - iv. Regional Strategic Plan
  - b. Adoption or Amendment of:
    - i. Heritage Revitalization Agreement Bylaws; and
    - ii. Heritage Designation Bylaws
  - c. Issuance of:
    - i. Development Variance Permits;
    - ii. Development Permits (including applications to amend);
    - iii. Temporary Use Permits; and
    - iv. Heritage Alteration Permits

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- d. Extension of:
  - i. Zoning Bylaw No. 2505, 2011; and (***Bylaw No. 2537, 2012***)
  - ii. Temporary Use Permits.
- e. Registering, amending or discharging:
  - i. Restrictive Covenants.
- f. Applications for:
  - i. Subdivision, including those for fee simple, strata, leaseholds and conversions;
  - ii. Board of Variance Appeals;
  - iii. Agricultural Land Reserve (e.g. Exclusion, Inclusion, Subdivision or Non-farm use under the Agricultural Land Commission Act);
  - iv. Liquor Control and Licensing (New or Amendments); and
  - v. Independent Design Review.
- g. Where an application is received that is not provided for in this Section, the Planner may select the most appropriate category and apply the associated requirements in this bylaw to that application.

Application Submission and Review Process

- 4. a. Applications described and subject to this Bylaw shall be made by the owner of land involved or by a person authorized in writing by the owner of the land involved, to be referred to hereinafter as the applicant;
- b. An applicant shall use the applicable form or forms as established by the Planner;
- c. Applications will not be considered complete until all the necessary attachments identified in Schedule “A” have been provided and are satisfactory to the Planner;
- d. Application fees in accordance with the Application Fees Bylaw, are payable to the City of Pitt Meadows at the time of application submission. Review of an application will only proceed for complete applications when all fees have been paid in full; and
- e. The Planner may authorize refunds in accordance with the Application Fees Bylaw for applications that are withdrawn.

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5. Every application shall be processed by the Planner or their designate, who shall present a report from the Director of Operations and Development Services to Council for its consideration.
6. A general outline of the process for each application type can be found in Schedule “B”. The City reserves the right to defer any application to require an alternative process or additional information.

**Part 3: PUBLIC NOTIFICATION**

Notification Requirements

7. As indicated in the Table 1 below, the applications specified under column 1 shall have notices provided for as specified for each corresponding categories under column 2.

<b>TABLE 1</b>				
<b>COLUMN 1</b>	<b>COLUMN 2</b>			
	<b>Requirements</b>			
	<b>Sign Posted on Site</b>	<b>Publish Notice</b>	<b>Mailed or Delivered Notice</b>	<b>Public Hearing</b>
<b>Application Type</b>				
<b>Amendments to Official Community Plan Bylaws</b>	YES	YES	YES	YES
<b>Amendments to Zoning Bylaws (Bylaw No. 2537, 2012)</b>	YES	YES	YES	YES*
<b>Amendment to Land Use Contracts Bylaws</b>	YES	YES	YES	Only if Use or Density Change
<b>Heritage Revitalization Agreement Bylaws and amendments thereto</b>	YES	YES	YES	Only if Use or Density is Changed*
<b>Temporary Use Permits</b>	NO	YES	NO	NO
<b>Development Variance Permits</b>	NO	NO	YES	NO
<b>Heritage Designation Bylaws</b>	NO	YES	YES	YES
<b>Heritage Alteration Permits</b>	NO	NO	NO	NO
<b>Development Permits and amendments thereto</b>	NO	NO	NO	NO
<b>Liquor Control and Licensing</b>	NO	YES	YES	NO

Notes: \* Unless the Public Hearing is waived.

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Development Proposal Signs Requirements

8. a. Where required, applicants shall post one or more development proposal signs on the subject site located along the front or other street-facing property line, as determined by the Planner or their designate, after the application is considered by Council-in-Committee and at least 3 days prior to first and second readings consideration of the bylaw by Council;
- b. The posted development proposal sign (or signs) shall have the specifications required by the City and shall contain the following information:
  - i. Type of application;
  - ii. Development Application Number;
  - iii. Description and statistics about the proposal, such as proposed use, floor area, parking to be provided, and number of lots to be created;
  - iv. Name and Phone Number (and may include the e-mail address) of applicant;
  - v. Context map with subject property outlined in red; and
  - vi. Phone number (and may include the e-mail address) of Development Services.
- c. A photo of the development proposal sign (or signs) posted on the site must be provided by the applicant to the Development Services staff immediately after such posting. First and second readings shall not be granted by Council without photographic evidence of the posting; and
- d. It is the responsibility of the applicant to ensure the required development proposal sign (or signs) remains upright and readable until the development has been approved or rejected by Council. The development information sign (or signs) is (are) to be removed within 15 days of a bylaw receiving third reading.

Development Information Meeting Requirements

9. The Planner or their designate, may require a developer, at their own cost, to hold one or more Public Information Meetings to inform and obtain input from owners and occupiers near a proposed development site concerning a development application.

Notice Requirements

10. Where required, notice shall be provided before applications are approved by Council.

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11. For development variance permits, such notice:
  - a. shall state in general terms the purpose of the proposed permit, the land or lands that are the subject of the permit and the place where and the times and dates when copies of the permit may be inspected; and
  - b. shall be mailed or otherwise delivered at least 10 days before adoption of the resolution to issue the permit, to any owners of property as shown on the assessment roll at the time of notification and to any tenants in occupation at the date of the mailing or delivery, of all parcels, any part of which, is within a distance of 50 metres (164 feet) from the subject property that is subject to the development variance permit application.
  
12. For temporary use permits, such notice:
  - a. shall state in general terms, the purpose of the proposed permit, the land or lands that are the subject of the proposed permit, the place where and the times and dates when copies of the proposed permit may be inspected, and the date, time and place when the resolution will be considered; and
  - b. shall be published in a newspaper at least 3 and not more than 14 days before the adoption of the resolution to issue the permit.
  
13. For applications subject to a public hearing, except heritage designations as provided for in Section 14, such notice:
  - a. shall state the time and date of the hearing, the place of the hearing, in general terms the purpose of the bylaw, the land or lands that are the subject of the bylaw and the place where and the times and dates when copies of the bylaw may be inspected;
  - b. The notice must be published in at least 2 consecutive issues of a newspaper, the last publication to appear not less than 3 and not more than 10 days before the public hearing;
  - c. shall be mailed or otherwise delivered at least 10 days before the public hearing to the owners as shown on the assessment roll at the date of the first reading of the bylaw, and to any tenants in occupation at the date of the mailing or delivery of the notice, of all parcels any part of which is within:
    - i. a distance of 122 metres (400 feet) from any part of the parcel that is subject to the bylaw alteration in the urban area, as identified in the Pitt Meadows Official Community Plan Bylaw No. 2352, 2007; or

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- ii. a distance of 488 metres (1,600 feet) from any part of the parcel that is subject to the bylaw alteration outside of the urban area, as identified in the Pitt Meadows Official Community Plan Bylaw No. 2352, 2007;
  - d. Notification provided for in this section does not apply if 10 or more parcels owned by 10 or more persons are the subject of the bylaw alteration.
- 14. For heritage designation applications subject to public hearings, such notice:
  - a. shall state the time and date of the hearing, the place of the hearing, in general terms the purpose of the bylaw, the land or lands that are the subject of the bylaw and the place where and the times and dates when copies of the bylaw and the report prescribed under section 968 of the *Local Government Act* are available for the public to inspect;
  - b. shall be mailed or otherwise delivered at least 10 days before the public hearing to all persons who, according to the records of the land title office, have a registered interest in real property that would be designated, and all occupiers of real property that would be designated; and
  - c. shall be published in at least 2 consecutive issues of a newspaper, with the last publication to be at least 3 days but not more than 10 days before the public hearing.
- 15. a. Council may waive the holding of a public hearing for a bylaw under Sections 13 and 14 if:
  - i. the proposed bylaw is consistent with the Pitt Meadows Official Community Plan Bylaw No. 2352, 2007; and
  - ii. no significant objections or issues were raised or received at the development information meeting; and
- b. If Council waives the holding of a public hearing, the notification requirements in Section 13 shall apply except as follows:
  - i. the notice under Section 13 (a) does not require stated the time and date of the hearing and the place of the hearing;
  - ii. the last publication under Section 13 (b) is to be not less than 3 and not more than 10 days before the bylaw is given third reading; and
  - iii. the delivery under Section 13 (c) is to be at least 10 days before the bylaw is given third reading.

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16. Where notice is required for an application referred to the City by the General Manager under the Liquor Control and Licencing Act, then:
- a. the applicant shall hold a public information meeting that is satisfactory to the Planner or their designate;
  - b. notice shall be sent by the City concerning this public information meeting to owners as shown on the assessment roll at the date of the application, including owners, occupiers, residents, community associations, schools, businesses and social facilities of all parcels any part of which is within a 180 metre radius of the subject property by the City; and
  - c. notice shall be published in a newspaper at least 3 and not more than 14 days before the public information meeting.

**Part 4: COUNCIL DECISION**

Decision Options for Bylaws

17. For bylaws, Council may, upon receipt of the report under Section 4 of this bylaw:
- a. proceed with the application and where required, authorize a public hearing to be scheduled for Council to hear public comments; or
  - b. defer the application with or without instructions to staff; or
  - c. reject the application.

Decision Options for Permits

18. For permits, Council may, upon consideration of the report under Section 4 of this bylaw:
- a. authorize the issuance of the permit, with or without adding additional terms and conditions, subject to the receipt of any undertaking or the registration of agreements specified by Council; or
  - b. authorize the issuance of the permit as amended by Council in its resolution; or
  - c. refuse to authorize the issuance of the permit.

**Part 5: APPROVED, REJECTED AND INACTIVE APPLICATIONS**

Requirements to Complete

19. Applicants have a twelve (12) month period after the date of Third Reading of the amendment bylaw to meet all requirements (the “completion period”) so Final Adoption of the amendment bylaw may be considered by Council or the file shall be closed, unless an extension under Section 20 (b) has been granted by Council.

Extensions

20. a. Applicants may apply to Council for an extension to the completion period referred to in Section 18. Each extension provided by Council may be granted for a maximum of six (6) months. A maximum of two (2) extensions per application may be granted by Council. The prescribed fee for an extension set out in the Application Fees Bylaw shall apply and be paid by the applicant for each new extension.
- b. The Council may upon receipt of an application for extension under Subsection 18 (a) of this Bylaw:
- i. Grant the request for an extension; or
  - ii Deny the request for an extension; or
  - iii Repeal third reading and file the bylaw and close the application.
21. Where the Council has refused an application, amendment bylaw or a permit, the Planner or their designate shall notify the applicant in writing following the date of refusal.

Reapplying and Inactivity

22. Subject to Section 895 of the *Local Government Act*, re-application for a bylaw amendment or a permit that has been refused by Council shall not be considered within a 6 (six) month period immediately following the date of refusal.
23. Where no staff or Council action has been taken or where no submission of outstanding or required application materials by the applicant has occurred on a file for any twelve (12) month period, applications other than Regional Plan Amendments, Agricultural Land Commission Applications and Subdivisions, shall be considered inactive and shall be closed. Bylaws associated with these applications may be filed by Council. The applicant shall be notified upon file closure.

**Part 6: BYLAW REPEAL**

23. The City of Pitt Meadows Development Application Procedures Bylaw No. 2335, 2007 and amendments thereto are hereby repealed.

**SCHEDULE “A”**

**Part A: Application Submission Requirements**

1. The applicant must provide the following information, at the applicant’s expense, to the Planner or their designate at the time of application:
  - a. Street address and legal description of the parcel;
  - b. Name and address of the applicant;
  - c. Where the application is made by the agent:
    - i. The name and address of the owner;
    - ii. Signature of the owner authorizing the agent to make the application.
  - d. Where the owner is a company, a company search dated no more than 5 business days from the date of application submission;
  - e. Legal title search for the parcel dated no more than 5 business days from the date of application submission;
  - f. Written description of the present and proposed uses of the property and the reason for the application request;
  - g. One full size set of plans drawn to scale, four copies in 11” X 17” format, and PDF files of the drawings for the proposed development to be placed on the parcel specifying the following:
    - i. Location of existing and proposed buildings and structures with setbacks to the property lines shown;
    - ii. Location and dimensions of all municipal easements, rights-of-way and registered covenant areas;
    - iii. Floor plan of proposed buildings and Floor Area Ratio where applicable;
    - iv. Elevation of proposed buildings and structures;
    - v. Location, layout, and dimensions of parking and loading areas;
    - vi. Locations and sizes of all above ground mechanical, electrical and communications equipment;
  - h. Development Data Summary Form which is available from the City;
  - i. A Site Profile Questionnaire which is available from the City for subdivision or rezoning applications, or applications for demolition, development or soil removal permits;
  - j. Where applicable, information concerning compliance with airport zoning regulation.

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2. In accordance with Section 920.1 of the *Local Government Act* the City may require development approval information regarding anticipated impact on such matters as, but not limited to:
  - a. Transportation patterns including traffic flow;
  - b. Local infrastructure, including the lowland drainage system;
  - c. Public facilities, including schools and parks;
  - d. Community services; and
  - e. Archeological significance.
3. The City reserves the right to require additional or alternative information as may be reasonably necessary to assess a project and prepare a report for Council consideration, including but not limited to environmental assessment, fishery and stream protection, building analysis in relation to aeronautical requirements and shadows, architectural and heritage character studies, traffic impact studies and engineering service requirements.

**Part B: General Application Process**

**Agriculture Land Reserve Applications**

1. Upon complete City and Agricultural Land Commission applications and fees submitted by owner/applicant, a file is opened;
2. In addition to the requirements in Part A, the owner/applicant supplies all necessary reports about: soil capability, justification for the proposed non farm use, subdivision, inclusion or exclusion being proposed and compliance with City and the Agricultural Land Commission policy;
3. Clerical staff establishes the necessary file, notifies GIS technician of application and address to update the City data base, prepare location information maps and application tracking system;
4. Planner assigns application to a Development Services staff;
5. Development Services staff prepares a referral and circulates it and submitted supporting documentation for comments to all necessary internal departments and external agencies, refers the application to the Agricultural Advisory Committee for comment and processes the application;
6. Development Services staff prepares and submits a report from Director of Operations and Development Services for Council in Committee;
7. Application presented to Council in Committee for consideration;
8. Application proceeds to Council for support or rejection;
9. Development Services staff notifies applicant of Council decision;
10. If supported, the complete application is forwarded to the Agricultural Land Commission along with the fee made payable to the Minister of Finance & Corporate Relations;
11. Once the Land Commission has issued a resolution on the application they notify the owner/applicant and the City of Pitt Meadows Development Services Division.

**Board of Variance Appeal Applications**

1. Upon a complete application and fee submitted by owner/applicant, a file is opened;
2. Clerical staff establishes the necessary file, notifies GIS technician of application and address to update the City data base, prepare location information maps and application tracking system;
3. Planner assigns application to a Development Services staff.
4. Development Services staff prepares a report for the Board including:
  - a. Date of application;
  - b. Appeal address;
  - c. Description of the zoning of the subject property under application;
  - d. Description of appeal (i.e. variance requested) and applicable regulations;  
and
  - e. Any relevant City policy on issue.
5. Board of Variance hearing scheduled;
6. Notification to adjacent property owners;
7. Proposal presented to the Board of Variance;
8. Verdict from the Board of Variance;
9. Owner/applicant is notified by Development Services staff of the verdict in writing.

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**Development Permit Applications**

1. Upon a complete application and fee submitted by owner/applicant, a file is opened;
2. In addition to the requirements in Part A, owner/applicant supplies an analysis demonstrating the compliance of the proposal with applicable Official Community Plan policies and design guidelines, an analysis of compliance with the City Zoning regulations and review of compliance with other City policies, including SMART guidelines;
3. Clerical staff establishes the necessary file, notifies GIS technician of application and address to update the City data base, prepare location information maps and application tracking system;
4. Planner assigns application to a Development Services staff;
5. Development Services staff prepares a referral and circulates it and submitted supporting documentation for comment to all necessary internal departments and external agencies, and processes the application;
6. The Development Services staff refers application to an architect for independent assessment and/or to the Advisory Design Panel;
7. Any outstanding design issues are addressed;
8. Development Services staff prepares and submits a report from Director of Operations and Development Services for Council in Committee;
9. Application presented to Council in Committee for consideration;
10. Application proceeds to Council for approval, tabling or rejection;
11. Development Services staff notifies applicant of Council decision;
12. If approved, applicant provides necessary documentation and security, as required;
13. If approved, the development permit is forwarded to owner/applicant to sign; the applicant returns the development permit to be signed by Director of Legislative Services and the Mayor and issued;
14. If approved, a Notice of Development Permit is prepared and is registered by the City at Land Titles.

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**Development Variance Permit Applications**

1. Upon a complete application and fee submitted by owner/applicant, a file is opened;
2. In addition to the requirements in Part A, owner/applicant supplies an analysis of compliance with all applicable bylaws including zoning regulations, identifies the non compliance and justifies the requested variances;
3. Clerical staff establishes the necessary file, notifies GIS technician of application and address to update the City data base, prepare location information maps and application tracking system;
4. Planner assigns application to a Development Services staff;
5. Development Services staff prepares a referral and circulates it and supporting documentation for comments to all necessary internal departments and external agencies, and processes the application;
6. The Development Services staff prepares and submits a report from Director of Operations and Development Services for Council in Committee;
7. Application considered by Council in Committee;
8. Council authorizes notification;
9. Notification sent to adjacent landowners;
10. Application proceeds to Council to consider issuance;
11. Development Services staff notifies applicant of Council decision;
12. If approved, Mayor and Director of Legislative Services sign Development Variance Permit;
13. If approved, a Notice of Development Variance Permit is registered by the City at Land Titles.

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**Temporary Commercial or Industrial Permit Applications**

1. Upon a complete application and fee submitted by owner/applicant, a file is opened;
2. Clerical staff establishes the necessary file, notifies GIS technician of application and address to update the City data base, prepare location information maps and application tracking system;
3. Planner assigns application to a Development Services staff;
4. Development Services staff prepares a referral and circulates it and submitted supporting documentation for comments to all necessary internal departments and external agencies, and processes the application;
5. Applicant holds a Development Information Meeting, as required;
6. Development Services staff prepares and submits report from Director of Operations and Development Services, including a summary of the results of the Development Information Meeting, for Council in Committee;
7. Application considered by Council in Committee;
8. Council authorizes notification;
9. Notice published;
10. Application proceeds to Council to consider permit issuance;
11. Development Services notifies applicant of Council decision;
12. Owner/applicant completes conditions;
13. If approved, the Notice of Temporary Use Permit is forwarded to owner/applicant to sign; the applicant returns the permit to be signed by Director of Legislative Services and the Mayor;
14. If approved, a Notice of Temporary Use Permit is prepared and is registered by the City at Land Titles.

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**Regional Plan Amendments**

1. Upon a complete application and fee submitted by owner/applicant, a file is opened;
2. In addition to the requirements in Part A, owner/applicant supplies land use plans, soil studies, traffic studies and all other assessments or public consultation deemed necessary by the Director of Operations and Development Services or their delegate to justify the proposed amendment;
3. Clerical staff establishes the necessary file, notifies GIS technician of application and address to update the City data base, prepare location information maps and application tracking system;
4. Planner assigns application to a Development Services staff;
5. Development Services staff prepares a referral and circulates it and supporting documentation for comments to all necessary internal departments and external agencies, and processes the application;
6. Development Staff prepares and submits report from Director of Operations and Development Services for Council in Committee;
7. Application considered by Council in Committee and forwarded to Council;
8. Application forwarded with a recommendation from Council to Metro Vancouver in accordance with the procedures in the Regional Plan;
9. This process may be varied as necessary by the Director of Operations and Development or their delegate to bring reports from staff directly to Council in Committee or Council.

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**Official Community Plan and Zoning Amendment (Combined) Applications**

1. Upon a complete application and fee submitted by owner/applicant, a file is opened;
2. In addition to the requirements in Part A, owner/applicant supplies an analysis demonstrating the compliance of the proposal with applicable Official Community Plan policies and design guidelines, an analysis of compliance with the City Zoning regulations and review of compliance with other City policies, including SMART guidelines;
3. Clerical staff establishes the necessary file, notifies GIS technician of application and address to update the City data base, prepare location information maps and application tracking system;
4. Planner assigns application to a Development Services staff;
5. Development Services staff prepares a referral and circulates it and supporting documentation for comments to all necessary internal departments and external agencies, and processes the application;
6. Applicant holds a Development Information Meeting, as required;
7. Development Staff prepares and submits report from Director of Operations and Development Services, including a summary of the results of the Development Information Meeting, for Council in Committee;
8. Application considered by Council in Committee;
9. Development Services staff prepares Public Hearing letter to owner/applicant to erect Development Proposal Sign, notify of meeting date and the conditions of approval, if required;
10. Owner/applicant posts a Development Proposal Sign on the property under application;
11. Application proceeds to Council for consideration of first and second reading and scheduling of Public Hearing date;
12. See Public Hearing and Adoption Procedure section.

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**Official Community Plan Amendment Applications**

1. Upon a complete application and fee submitted by owner/applicant, a file is opened;
2. In addition to the requirements in Part A, owner/applicant supplies an analysis demonstrating the compliance of the proposal with applicable Official Community Plan policies and design guidelines, an analysis of compliance with the City Zoning regulations and review of compliance with other City policies, including SMART guidelines;
3. Clerical staff establishes the necessary file, notifies GIS technician of application and address to update the City data base, prepare location information maps and application tracking system;
4. Planner assigns application to the Development Services staff;
5. Development Services staff prepares a referral and circulates it and supporting documentation for comment to all necessary internal departments and for external agencies, and processes the application;
6. Applicant holds a Development Information Meeting, as required;
7. Development Staff prepares and submits report from Director of Operations and Development Services, including a summary of the results of the Development Information Meeting, for Council in Committee;
8. Application considered by Council in Committee;
9. Owner/applicant posts a Development Proposal Sign on the property under application;
10. Application proceeds to Council for consideration of first and second reading and scheduling of Public Hearing date;
11. See Public Hearing and Adoption Procedure section.

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**Zoning Bylaw Amendment Applications**

1. Upon a complete application and fee submitted by owner/applicant, a file is opened;
2. In addition to the requirements in Part A, owner/applicant supplies an analysis demonstrating the compliance of the proposal with applicable Official Community Plan policies and design guidelines, an analysis of compliance with the City Zoning regulations and review of compliance with other City policies, including SMART guidelines;
3. Clerical staff establishes the necessary file, notifies GIS technician of application and address to update the City data base, prepare location information maps and application tracking system;
4. Planner assigns application to Development Services staff;
5. Development Services staff prepares a referral and circulates it and supporting documentation for comment to all necessary internal departments and for external agencies, and processes the application;
6. Owner/applicant holds a Development Information Meeting, as required;
7. Development Staff prepares and submits report from Director of Operations and Development Services, including a summary of the results of the Development Information Meeting, for Council in Committee;
8. Application considered by Council in Committee;
9. Development Services staff prepares Public Hearing letter to owner/applicant to erect Development Proposal Sign, notify of meeting date and the conditions of approval, if required;
10. Owner/applicant posts a Development Proposal Sign on the property under application;
11. Application proceeds to Council for consideration of first and second reading and for scheduling of Public Hearing date or waving of a Public Hearing;
12. See Public Hearing and Adoption Procedure section.

**Heritage Applications**

1. A heritage application for a Heritage Revitalization Agreement Bylaw is to follow process as set out for Rezoning Amendment Applications. Where such an application does not involve a density or use variance, then a Public Hearing is not required and first, second and third readings may be considered together;
2. A heritage application for Heritage Alteration Permit is to follow the process for Development Variance Permit Applications, except that no notice is required to be prepared, mailed or delivered;
3. In addition to necessary internal and external agency referrals, the Heritage Advisory Commission or the Pitt Meadows Heritage and Museum Society may be consulted.

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**Public Hearing and Adoption Procedure**

1. Public Hearing notification in the prescribed manner is mailed or delivered to adjacent landowners (skip if Public Hearing waived);
2. Application proceeds to Council for consideration of third reading;
3. Development Services staff notifies applicant of Council's decision;
4. If third reading granted, Development Services staff prepares third reading letter to owner/applicant of conditions of approval, additional requirements out of Public Hearing, removal of Development Proposal Sign and the 12-month completion period, if required;
5. Owner/applicant completes conditions;
6. Director of Legislative Services notified when conditions have been met and bylaw brought forward to Council for final reading consideration;
7. If final adoption is granted, Development Services staff prepares adoption letter to owner/applicant attaching copy of the applicable bylaw;
8. The application file is closed.

**Subdivision (Fee Simple and Bare Land Strata) Applications**

1. Upon a complete application and fee submitted by owner/applicant, a file is opened;
2. Clerical staff establishes the necessary file, notifies GIS technician of application and address to update the City data base, prepare location information maps and application tracking system;
3. Planner assigns application to a Development Services staff;
4. Development Services staff forwards application for comment to all necessary internal and external agencies, and processes the application;
5. Where issues or concerns are raised, the City may require consultation to address those issues (i.e. across City departments, with commenting agencies, and with owners/applicants);
6. The Approving Officer, within sixty (60) days of receipt of the application, either rejects the application or issues a Preliminary Layout Approval (PLA) and sends it to owner/applicant;
7. Where a PLA has been issued, owner/applicant completes the outstanding required items outlined as part of the Preliminary Layout Approval, prior to requesting final approval;
8. All outstanding fees are to be paid to the City of Pitt Meadows by owner/applicant at the time of request for final approval;
9. Applicant applies for and pays the fees for Final Approval;
10. Reviewed by the Approving Authority and subdivision approved when all requirements and terms have been met;
11. Development Services staff notifies owner/applicant, and approved plans are forwarded to owner/applicant for registration;
12. When owner/applicant returns a copy of the registered plans, the GIS technician is notified to update City records.

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**Liquor Control and Licencing Act Applications**

1. Upon a complete application and fee submitted by owner/applicant, a file is opened;
2. Clerical staff establishes the necessary file, notifies GIS technician of application and address to update the City data base, prepare location information maps and application tracking system;
3. Planner assigns application to the Bylaw Enforcement Officer, or another Development Services staff if associated with a rezoning application;
4. Bylaw Enforcement Officer (or Development Services staff) notifies GIS technician of application and address to update the City data base and application tracking system;
5. Bylaw Enforcement Officer (or Development Services staff) forwards application for comment to all necessary internal and external agencies, and processes the application;
6. Owner/applicant holds a Development Information Meeting, as required;
7. Bylaw Enforcement Officer (or Development Services staff) prepares and submits report from Director of Operations and Development Services, including a summary of the results of the Development Information Meeting, for Council in Committee;
8. Owner/Applicant posts a Development proposal Sign on the property under application;
9. Council considers the necessary resolution about whether or not to recommend approval of the application to the General Manager;
10. Bylaw Enforcement Officer or Development Services staff prepares letters notifying the General Manager and owner/applicant about the Council decision.

**Independent Design Review**

1. Upon a complete application and fee submitted by owner/applicant, a file is opened;
2. Planner or their designate forwards the submission for independent review;
3. The review may be forwarded to the Advisory Design Panel for information, for comment or as part of an application being submitted for comment;
4. Owner/applicant is billed for the consultant's cost;
5. Upon payment, Owner/applicant provided a copy of the independent review.