

A GUIDE TO DEVELOPMENT PERMITS

Development Services Division

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This guide is not a bylaw. It is a guide prepared to assist you in understanding the process for acquiring a development permit in the City of Pitt Meadows. For details and legal documents, you must consult relevant bylaws and provincial legislation.

Introduction

Under the Local Government Act section 919.1, a municipality may designate Development Permit Areas (DPA) in its Official Community Plan (OCP) for one or more of the following purposes:

- protection of the natural environment;
- protection of development from hazardous conditions;
- protection of farming;
- revitalization of commercial areas;
- establishment of objectives for the form and character of commercial, industrial, intensive residential, and multi-family development; and
- establishment of objectives to promote energy conservation, water conservation, and the reduction of greenhouse gas emissions.

Pitt Meadows has established twelve (12) Development Permit Areas in the *Official Community Plan Bylaw No. 2352*. Each DPA is subject to a set of common guidelines related to signs, tall buildings and traffic, and to its own specific guidelines that typically control the form and character of the development (exterior design, landscaping, sustainable design and siting). When stated in the OCP, development permits can allow certain regulations in the Land Use Bylaw to be varied or supplemented; however, use, density and floodplain regulations cannot be varied.

When do I Need a Development Permit?

A development permit is required for land within a designated Development Permit Area prior to subdividing land, constructing or altering buildings, or altering land. A development permit is also required for intensive residential development (e.g., subdivisions of more than 5 single family lots) and applications to rezone to a multi-family residential, commercial, or industrial zone. There are exemptions for each of the development permit areas such as interior renovations, minor exterior renovations and temporary buildings.

What is the DP Application Process?

STEP 1: Preparation

Development proposals should be well prepared and researched before submitting an application. The applicant should be aware of the following City plans, policies and regulations:

Official Community Plan (OCP) – The OCP is the City’s vision for future growth. This includes where and how growth occurs. The OCP is available at the Development Services front desk and online under *Business* and then *Planning & Development*.

Land Use Bylaw and Zoning Maps – Refer to the zoning map available online in Mapview under *Online Services* for the existing zoning of the property and then the Land Use Bylaw for the zone’s intent and regulations such as permitted uses, building height and setbacks.

Smart Growth Checklist – The City is committed to help achieve a green and sustainable community through the development process. Best management practices, green buildings and other initiatives are all worth exploring to ensure your development makes a positive contribution to achieving our community goals (Please refer to the *Smart Growth Checklist* and its guide for further information).

STEP 2: Pre-Application Meeting

Development Services staff is available to meet with prospective applicants and their consultants to discuss the development proposal, and provide advice on submission requirements and procedures. Valuable time can be saved by ensuring all the necessary matters have been considered.

STEP 3: Application Submission

Your development permit application must include the following:

- Completed **application form**, signed by the registered owner(s);
- Application **fee**;
- Letter of Authorization** signed by the property owner(s) if the applicant is applying on behalf of the owner(s) (*staff will only deal with the applicant*);
- Certificate(s) of Title** within five (5) days of application;
- Written description** of the existing and proposed uses of the property; the compliance of the proposal with applicable OCP policies, design guidelines and zoning regulations; the reasons for the request; and the benefits to the community;
- Development **data summary** form provided by the City;
- One (1) full size **set of plans** drawn to scale, four (4) copies in 11” x 17” and PDF files of the drawings with the following:

- location of existing and proposed buildings with setbacks (site plan);
- location and dimensions of all municipal easements, right-of-ways and registered covenants;
- floor plans and elevations of proposed buildings with Floor Area Ratio (FAR);
- landscape plans showing location and species of plants, location and details of fencing, and surface treatments;
- location and layout of parking and loading areas; and
- location and sizes of underground and surface utilities.

- Site Profile** regarding possible soil contamination on the property from certain types of industrial and commercial uses and activities;
- Smart Growth Checklist** to demonstrate sustainable development initiatives; and
- Additional information** such as traffic and service impact studies may also be required depending on the site and proposal.

STEP 4: Application Review

Applications will be circulated internally by the File Manager to appropriate staff (i.e., Engineering, Building, Fire, Parks) for comment. In some cases, applications are also referred to external agencies for comments. Most common are: the Provincial Ministry of Transportation if adjacent to Lougheed Highway; the Agricultural Land Commission if excluding the land from the ALR; and School District 42 if new development results in a large increase of residential density consisting primarily of young families. Other external agencies include Metro Vancouver, Katzie First Nation, Fraser Health Authority, and Provincial Ministry of Environment.

The File Manager may contact the applicant for additional information, clarification and/or plan revisions.

You will also be advised when it is necessary to conduct public information meetings during the beginning stages of the process to gather public input and identify issues that need to be resolved before an application is advanced.

STEP 5: Advisory Design Panel

The DP application may first be considered by the Advisory Design Panel (ADP), a five to nine member panel appointed by Council. The ADP will provide Council with a recommendation based on various design criteria.

STEP 6: Council Consideration

The File Manager prepares a staff report which includes the comments from the review, conditions that may need to be met, and recommendations from staff, the ADP and any external agencies. Council may decide to approve the permit, request additional information and/or conditions, or reject the permit.

STEP 7: Final Approval

If Council authorizes issuance of the permit, the applicant is forwarded copies of the permit to be signed and returned. Once issued by the City, a Notice of Permit will be registered with the Land Titles Office on the title of the property. The Permit will remain on title and will be binding on all subsequent owners.

The development permit will lapse if construction does not substantially begin within two (2) years of the DP issuance date. After this time period, a new application must be submitted.

Timing

The process may take two to six months depending on the complexity of the application and the preparedness of the applicant. DP applications may run concurrently with rezoning applications.

Security

A security, based on a percentage of the estimated construction value, is required prior to Development Permit authorization. This security ensures the development is completed in accordance with the terms and conditions of the DP. When the landscaping and site development is completed, the applicant must call the File Manager to request an inspection prior to obtaining a refund on the security.

Amendments to DPs

Property owners must apply to make any changes to a development permit once it has been issued and registered. Any major amendments such as altering the basic form or character of the development must be approved by Council. Minor amendments such as changes to landscaping or signage must be approved by the Director of Operations and Development Services. Additional fees apply (*see below*).

What's Next?

Building Permit – The building permit application must be in compliance with the Development Permit plans. Changes may require an application to amend the Development Permit.

Application Fees *(subject to change)*

Type	Fee
Single Family Residential	
• 1 lot	\$713.00
• More than 1 lot	\$1,492.00
• Infill	\$400.00
Multifamily Residential	\$1,759.00
Industrial	\$959.00
Sign	\$426.00
Other Combined Uses	\$1,706.00
Major Amendment	\$1385.00
Minor Amendment	\$746.00

More Information?

Development Services

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