

# DEVELOPMENT PERMIT Council Consideration

Applications for a Council considered Development Permit will be substantially processed as follows.

Please note, this guide should be used in conjunction with the District of West Vancouver Development Procedures Bylaw No. 4940, 2017.

Refer to Fees and Charges Bylaw No. 5251, 2023 for applicable application costs.

For application submission requirements, refer to the Planning Submission Checklist and Development Application Form.

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## Council considered Development Permits

In West Vancouver, Council considered Development Permits are used to ensure that new neighbourhood areas, multifamily and commercial developments are designed and constructed in accordance with the objectives and guidelines as specified in the Official Community Plan (OCP). It should be noted that a Development Permit cannot be used to change the permitted land uses or density on a parcel.

## Exemptions

Exemptions are to be confirmed with Planning Department staff. Development Permit exemption criteria differ for each type of development permit. Review the development permit exemption criteria for each type of development permit in the Area Specific Policies and Guidelines section of the OCP.

An application fee applies.

## Processing Steps for a Council Considered Development Permit

1. **Initial inquiry:** Applicant makes an inquiry to the Planning Department regarding their development proposal. Prior to preparing detailed plans or submitting a Development Permit Application, applicants are advised to discuss the proposal with Planning Department staff (optional). Staff provide an overview of the process and application requirements.
2. **Formal application submission:** Applicant submits a formal application. District staff will review the application for completeness and accuracy and request any missing submission requirements before taking in the application for processing. Once a complete submission is received, staff will open the application file and generate the invoice.
3. **Referral process:** Staff prepare internal and external referrals by distributing an information and referral memo to all applicable District departments, government ministries, and advisory bodies for review where applicable (Advisory Committee on Disability Issues, etc.)

4. **Advisory Committee on Disability Issues (ACDI) Review:** ACDI hears the applicant's presentation, reviews the submission, considers the application, and makes a recommendation.
5. **Post referral and ACDI review:** Staff reviews referral comments and the ACDI recommendations with the applicant. Applicant responds submitting, as appropriate, revised plans, and a letter commenting on ACDI's recommendations.
6. **Public information meeting (only applicable for Major Development with any requested variances):** Applicant hosts a public information meeting. Public input is provided to the applicant and District staff are in attendance to observe and answer questions regarding relevant policies and the review process.
7. **Report to Council:** Staff review revised plans and, if acceptable, a report to Council is prepared, which includes the draft Development Permit, the date for Council consideration, and the extent of notification.
8. **Application notification:** Applicant is required to post a notice of application site sign. Staff advise on placement, size, and content of the sign. The District issues neighbourhood notification to property owners and residents within 100 metres from site from the subject property. Staff provide information on the proposal on the District webpage.
9. **Council consideration for Major Development Permits:** staff prepare report to Council. Council may:
  - a. Approve the development permit with or without conditions; or
  - b. Refer the proposal back to staff for modifications or request further information; or
  - c. Reject the application.
10. **Notice on title:** If the Development Permit is granted, a Notice of Development Permit will be registered on the title of the property at the Land Titles Office.
11. **Issuance of Development Permit:** Once Development Permit conditions are met, the District issues the Development Permit to the applicant.
12. **Building permit application:** Once a Development Permit is approved, the applicant will need to apply for a Building Permit.