

Schedule 'A' – Landscape Procedures - Development Application and Heritage Procedures Bylaw No. 12310

Section 1 – Introduction

| No. | Section  | Existing   | Proposed  | Explanation  |
|-----|--|--|---|--|
| 1.  | 1.4<br>Definitions<br>1.4.1<br>'Conceptual Landscape Plan' | 'Conceptual Landscape Plan' means a to-scale drawing identifying all landscape items being proposed within a development. The plan must clearly indicate where trees, shrubs, decorative paving, amenities, etc. are proposed. All Zoning Bylaw requirements related to landscaping are to be identified on the plan including buffers and fencing. Conceptual Landscape Plans are to reflect proposed grading including retaining walls and sloped areas; | ' <b>Conceptual Landscape Plan</b> ' means a to scale drawing identifying all landscape items being proposed within a development. Details of plant species and quantities are not required. Graphics need to clearly indicate where trees, shrubs, decorative paving, amenities, etc. are proposed. Minimum zoning requirements to be identified such as minimum buffer widths, required fence locations, etc. Conceptual Landscape Plan to reflect proposed grading including retaining walls and sloped areas. | Amend definition   |
| 2.  | 1.4,1<br>'Qualified Professional'                          | 'Qualified Professional' means a professional engineer, geoscientist, architect, biologist, planner or other professional licensed to practice in British Columbia with experience relevant to the applicable matter, as determined by the Department Manager, Development Planning;   | 'Qualified Professional' means a professional engineer, geoscientist, architect, <b>landscape architect, arborist</b> , biologist, planner or other professional licensed to practice in British Columbia with experience relevant to the applicable matter, as determined by the Department Manager, Development Planning;   | Amend definition to include Landscape Architect and arborist |

Section 2 – General Provisions

| No. | Section                  | Existing  | Proposed   | Explanation   |
|-----|--------------------------|---|--|---|
| 3.  | 2.9.1 - Form of Security | Security required by permits will be in the form of a certified cheque, or an irrevocable letter of credit, effective for a period to be determined by the <b>Department Manager, Development Planning</b> . Such irrevocable letter of credit will be clean and unconditional, automatically renewing and redeemable at a local bank, and may be subject to additional conditions to be specified by the <b>Department Manager, Development Planning</b> . | Security required by permits will be in the form of a certified cheque, <b>surety bond</b> or an irrevocable letter of credit, effective for a period to be determined by the <b>Department Manager, Development Planning</b> . Such irrevocable letter of credit will be clean and unconditional, automatically renewing and redeemable at a local bank, and may be subject to additional conditions to be specified by the | Add surety bond as a type of accepted form of security. |

|    |                                     |   |  |   |
|----|-------------------------------------|---|--|---|
|    |                                     |   | <b>Department Manager, Development Planning.</b>   |   |
| 3. | 2.9.3 (a)<br>Conditions of Security | a) When a security for landscaping is a condition in a permit, the amount of the security will be 125%, or a minimum of \$7,000, of the costs of the works, including inspections, monitoring and maintenance of all items included in the landscape plan and is to be paid in full prior to permit issuance; | a) In the case of a condition in a permit respecting landscaping works, the amount will be 125% of the cost of the <b>materials including labor, and must include inspections, monitoring and maintenance of all items noted under requirements of a Direct Landscape Plan or a Council Landscape Plan</b> , paid in full prior to permit issuance.  | Revise to highlight the exact items that need to be included within the security. |
| 4. | 2.9.3 e)                            | Add e) and f) - re letter accordingly.  | e) Where security is required as a condition of a Staff Directed Landscape Plan and Direct Permit, except for Natural Environment Development Permits, the following will also apply: <ul style="list-style-type: none"> <li>I. The landscape works (including irrigation) will be considered substantially complete upon receipt of a letter from the applicant certifying that the landscape and irrigation works have been completed in accordance with the approved Development Permit/Construction Drawings, to the satisfaction of the <b>Department Manager, Development Planning.</b></li> <li>II. At least one (1) year after substantial completion, the City will consider return the security deposit to the applicant after an inspection is completed and no deficiencies are identified . If deficiencies are identified the City will withhold the remainder of the security deposit until it is are brought into substantial compliance with the approved <b>Development Permit.</b></li> </ul> | Add Staff Directed Landscape Plan section and related requirements                |

|    |             |  |   |  |
|----|-------------|--|---|--|
|    |             |  | <p>III. At least one (1) year after substantial completion of the landscape works, the City may return the remainder of the security deposit after inspection and satisfaction that the landscape is in substantial compliance with the approved <b>Development Permit</b>.</p>   |  |
| 5. | 2.9.3 e) i) |  | <p>f) Where security is required as a condition of a Architect Directed Landscape Plan and Council Permit, except for Natural Environment Development Permits, the following will also apply:</p> <p>The landscape works (including irrigation) will be considered substantially complete upon receipt of letters or Landscape Schedules of Assurance (C-L) from a Landscape Architect and a Certified Irrigation Designer which certify that the landscape and irrigation works have been completed in accordance with the approved Development Permit/Construction Drawings, or as determined by the <b>Department Manager, Development Planning</b>.</p> <p>At least one (1) year after substantial completion, the City will consider return the security deposit to the applicant after the L3 Schedule is submitted and no deficiencies are identified . If deficiencies are identified the City will withhold the remainder of the security deposit until it is are brought into substantial compliance with the approved <b>Development Permit</b>.</p> <p>At least one (1) year after substantial completion of the landscape works, the City may return the remainder of the security deposit on the condition that a Letter of Assurance has been submitted by a Landscape</p> | <p>Add Architect Directed Landscape Plan section and related requirements<br/> <i>*re-letter section 2.9.3 accordingly</i></p> |

|  |  |  |   |  |
|--|--|--|---|--|
|  |  |  | Architect certifying that the landscaping remains in substantial compliance with the approved <b>Development Permit</b> . |  |
|--|--|--|---|--|

**Schedule '1' – Application Requirements**

| No. | Section       | Existing  | Proposed  | Explanation   |
|-----|---------------|---|---|---|
| 6.  | Schedule 1 l) | <p>m) Landscape Plan - (1:200 scale recommended) in metric units with north arrow, detailing:</p> <ul style="list-style-type: none"> <li>• Outline of existing and proposed building(s) with existing trees or treed areas</li> <li>• Parking layout and surface treatment</li> <li>• Soft landscaping (trees, hedges, planting beds, vines, lawn, etc.), including vegetation within public road right of way</li> <li>• A preliminary plant list of trees, shrubs, perennials and ground covers including quantities, botanical and common names, planting sizes on centre spacing</li> <li>• Hard landscaping (precise pavers, brick, concrete, etc.) including materials within public road right-of-way</li> <li>• Landscape structures (fences, trellis, arbours, retaining walls, lighting, etc.)</li> <li>• location and size of amenity areas, play areas, and private open space, if applicable</li> <li>• Where a Landscape Plan is required as a condition of a Natural Environment Development Permit, the plan will be stamped and sealed by a Qualified Professional.</li> </ul> <p>For Commercial, industrial, Multifamily &amp; Institutional applications, the following requirements must also be provided:</p> <ul style="list-style-type: none"> <li>• A Landscape Plan signed and sealed by a Landscape Archtiect, and a Water Conservation Report prepared by a Landsape Architect in accordance with</li> </ul> | Delete and replace with new section below l) & m) | Add two new categories of landscape plan: Staff Directed and Architect Directed |

|    |               |  |  |                                 |
|----|---------------|--|--|---------------------------------|
|    |               | <p>Water Regulation Bylaw no. 10480 (as amended or replaced from time to time), including:</p> <ul style="list-style-type: none"> <li>• Landscape Schedules of Assurance (BCSLA);</li> <li>○ A landscape water budget;</li> <li>○ A hydrozone plan;</li> <li>○ An irrigation plan, certified by a Certified Irrigation designer; and</li> <li>○ A cost estimate, including all landscape and irrigation works. Landscape costs must indicate topsoil, mulches, trees, plant material, structures, fencing, play equipment, site furniture, etc.</li> <li>• Location and treatment of garbage enclosure (including materials and dimensions)</li> <li>• Notation of any proposed boulevard trees</li> <li>• Notation of special treatment or retaining elements pertaining to grading.</li> </ul> |  |                                 |
| 7. | Schedule 1 l) |  | <p>l) Staff Directed Landscape Plan (Landscape Plan and associated bonding \$50,000.00 or less) drawings to scale, in metric units with north arrow detailing:</p> <ul style="list-style-type: none"> <li>• Notation on all drawings; "Completed works must meet approved development permit drawings. Amendment application must be made for any alterations prior to works being completed."</li> <li>• Outline of existing and proposed building(s)</li> <li>• Pre-development inventory completed by a certified arborist of all trees located on the property including, trees with overhanging branches or root systems, invasive species, fruit trees, cultivated trees, basic description, trunk diameter, and location</li> <li>• At the discretion of the Department Manager, Development Planning, a tree condition assessment may be required describing tree</li> </ul> | Details of Staff Directed plans |

|  |  |  |   |  |
|--|--|--|---|--|
|  |  |  | <p>health including estimated life span and impacts of the proposed development on tree viability</p> <ul style="list-style-type: none"> <li>• Existing trees and vegetated areas to be retained and to be removed.</li> <li>• Parking layout and surface treatment</li> <li>• Soft landscaping (trees, hedges, planting beds, vines, lawn, etc.), including vegetation within public road right of way</li> <li>• Plant list of trees, shrubs, perennials and ground covers including quantities, botanical and common names, planting sizes on centre spacing</li> <li>• Hard landscaping (paving stone, brick, concrete, etc.) including materials within public road right-of-way</li> <li>• Permeable paving, materials and details of proposed system/design.</li> <li>• Landscape structures (fences, trellis, arbours, retaining walls, lighting, etc.)</li> <li>• location and size of amenity areas, play areas, and private open space, if applicable</li> <li>• Green roof or on-slab landscape areas including details of proprietary system or custom design.</li> <li>• Where a Landscape Plan is required as a condition of a Natural Environment Development Permit, the plan will be stamped and sealed by a Qualified Professional.</li> <li>• Bicycle parking / storage facility</li> <li>• Irrigation layout plan (certified irrigation designer exempt)</li> <li>• Location and treatment of garbage enclosure (including materials and dimensions)</li> <li>• Notation of any proposed boulevard trees and off-site landscaping</li> <li>• Grading including all existing and proposed geodetic elevations, top and bottom of retaining walls and slopes, slope rations</li> <li>• Performance Security and cost estimate in accordance with Section 2.9 of this Bylaw.</li> </ul> |  |
|--|--|--|---|--|

|    |              |  |  |  |
|----|--------------|--|--|--|
| 8. | Schedule 1 l |  | <p>m) Architect Directed Landscape Plan (Landscape Plan and associated bonding over \$50,000.00) Drawings and documents prepared by a Registered Landscape Architect, drawings to scale, in metric units with north arrow detailing:</p> <ul style="list-style-type: none"> <li>• Notation on all drawings; "Landscape Construction Drawings and BCSLA Schedule L are required at time of Building Permit application. Must include a Water Conservation Report in accordance with Water Regulation Bylaw No. 10480 (as amended or replaced from time to time), including a Landscape Water Budget, a Hydrozone Plan and an Irrigation Plan prepared by a Certified Irrigation Designer"</li> <li>• All items noted in Schedule 1 m) Direct Landscape Plan above; and</li> <li>• Irrigation Hydrozone Plan drawing.</li> <li>• Letter of understanding; "BCSLA Schedules L1 &amp; L2 are required at time of Building Permit Submission."</li> </ul> | <p>Details of Architect Directed plans<br/>*re-letter Schedule '1' accordingly</p> |
|----|--------------|--|--|--|

**Schedule '3' – Development Permit Applications**

| No. | Section  | Existing   | Proposed  | Explanation          |
|-----|--|--|---|----------------------|
| 9.  | 1.1.2(a)<br>Direct Form and Character Development Permit (Table) | a) Application Form<br>b) State of Title<br>c) Owner's Authorization Form (if applicable)<br>d) Site Profile (if applicable)<br>e) Zoning Analysis Table<br>f) Project Rationale<br>g) Photographs<br>h) Site Plan<br>i) Floor Plan<br>j) Elevation Drawings<br>k) Materials Board<br>l) Direct Landscape Plan | a) Application Form<br>b) State of Title<br>c) Owner's Authorization Form (if applicable)<br>d) Site Profile (if applicable)<br>e) Zoning Analysis Table<br>f) Project Rationale<br>g) Photographs<br>h) Site Plan<br>i) Floor Plan<br>j) Elevation Drawings<br>k) Materials Board<br>l) <b>Staff Directed Landscape Plan</b> | Change wording of l) |

|     |   |   |   |   |
|-----|---|---|---|---|
| 10. | 1.1.2(a)<br>Direct Farm Protection Development Permit (Table)     | <ul style="list-style-type: none"> <li>a) Application Form</li> <li>b) State of Title</li> <li>c) Owner's Authorization Form (if applicable)</li> <li>d) Site Profile (if applicable)</li> <li>e) Zoning Analysis Table</li> <li>f) Project Rationale</li> <li>g) Photographs</li> <li>h) Site Plan</li> <li>i) Floor Plan</li> <li>j) Elevation Drawings</li> <li>k) Materials Board</li> <li>l) Direct Landscape Plan</li> </ul>  | <ul style="list-style-type: none"> <li>a) Application Form</li> <li>b) State of Title</li> <li>c) Owner's Authorization Form (if applicable)</li> <li>d) Site Profile (if applicable)</li> <li>e) Zoning Analysis Table</li> <li>f) Project Rationale</li> <li>g) Photographs</li> <li>h) Site Plan</li> <li>i) Floor Plan</li> <li>j) Elevation Drawings</li> <li>k) <b>Staff Directed Landscape Plan</b></li> </ul>                                 | Change wording of l) and clean up lettering |
| 11. | 1.2.1(a)<br>Council Form and Character Development Permit (Table) | <ul style="list-style-type: none"> <li>a) Application Form</li> <li>b) State of Title</li> <li>c) Owner's Authorization Form (if applicable)</li> <li>d) Site Profile (if applicable)</li> <li>e) Zoning Analysis Table</li> <li>f) Project Rationale</li> <li>g) Photographs</li> <li>h) Site Plan</li> <li>i) Floor Plan</li> <li>j) Elevation Drawings</li> <li>k) Materials Board</li> <li>l) Council Landscape Plan</li> </ul> | <ul style="list-style-type: none"> <li>a) Application Form</li> <li>b) State of Title</li> <li>c) Owner's Authorization Form (if applicable)</li> <li>d) Site Profile (if applicable)</li> <li>e) Zoning Analysis Table</li> <li>f) Project Rationale</li> <li>g) Photographs</li> <li>h) Site Plan</li> <li>i) Floor Plan</li> <li>j) Elevation Drawings</li> <li>k) Materials Board</li> <li>l) <b>Architect Directed Landscape Plan</b></li> </ul> | Change wording of l)                        |
| 12. | 1.2.1(a)<br>Council Farm Protection Development Permit (Table)    | <ul style="list-style-type: none"> <li>a) Application Form</li> <li>b) State of Title</li> <li>c) Owner's Authorization Form (if applicable)</li> <li>d) Site Profile (if applicable)</li> <li>e) Zoning Analysis Table</li> <li>f) Project Rationale</li> <li>g) Photographs</li> <li>h) Site Plan</li> <li>i) Floor Plan</li> <li>j) Elevation Drawings</li> <li>k) Council Landscape Plan</li> </ul>                             | <ul style="list-style-type: none"> <li>a) Application Form</li> <li>b) State of Title</li> <li>c) Owner's Authorization Form (if applicable)</li> <li>d) Site Profile (if applicable)</li> <li>e) Zoning Analysis Table</li> <li>f) Project Rationale</li> <li>g) Photographs</li> <li>h) Site Plan</li> <li>i) Floor Plan</li> <li>j) Elevation Drawings</li> <li>k) <b>Architect Directed Landscape Plan</b></li> </ul>                             | Change wording of l) and clean up lettering |



|  |  |  |  |  |
|--|--|--|--|--|
|  |  |  |  |  |
|--|--|--|--|--|

**Schedule '4' – Development Variance Permit Applications**

| No. | Section     | Existing  | Proposed   | Explanation          |
|-----|-------------|---|--|----------------------|
| 13. | 1.1.(Table) | a) Application Form<br>b) State of Title<br>c) Owner's Authorization Form (if applicable)<br>d) Site Profile (if applicable)<br>e) Zoning Analysis Table<br>f) Project Rationale<br>g) Photographs<br>h) Site Plan<br>i) Floor Plan<br>j) Elevation Drawings<br>k) Council Landscape Plan | a) Application Form<br>b) State of Title<br>c) Owner's Authorization Form (if applicable)<br>d) Site Profile (if applicable)<br>e) Zoning Analysis Table<br>f) Project Rationale<br>g) Photographs<br>h) Site Plan<br>i) Floor Plan<br>j) Elevation Drawings<br>k) Architect Directed Landscape Plan (if applicable) | Change wording of k) |

**Schedule '5' – Temporary Use Permit Applications**

| No. | Section     | Existing   | Proposed   | Explanation          |
|-----|-------------|--|--|----------------------|
| 14. | 1.1.(Table) | a) Application Form<br>b) State of Title<br>c) Owner's Authorization Form (if applicable)<br>d) Site Profile (if applicable)<br>e) Zoning Analysis Table<br>f) Project Rationale<br>g) Photographs<br>h) Site Plan<br>i) Floor Plan<br>j) Elevation Drawings | a) Application Form<br>b) State of Title<br>c) Owner's Authorization Form (if applicable)<br>d) Site Profile (if applicable)<br>e) Zoning Analysis Table<br>f) Project Rationale<br>g) Photographs<br>h) Site Plan<br>i) Floor Plan<br>j) Elevation Drawings | Change wording of k) |

|  |  |   |   |  |
|--|--|---|---|--|
|  |  | k) Council Landscape Plan (if applicable) | k) <b>Architect Direct Landscape Plan</b> |  |
|--|--|---|---|--|

**Schedule 'g' – Temporary Farm Worker Housing Permit Applications**

| No. | Section      | Existing  | Proposed  | Explanation                                 |
|-----|--------------|---|---|---|
| 15. | 1.2.1(Table) | a) Application Form<br>b) State of Title<br>c) Owner's Authorization Form (if applicable)<br>d) Site Profile (if applicable)<br>e) Zoning Analysis Table<br>f) Project Rationale<br>g) Site Plan<br>h) Floor Plan<br>i) Elevation Drawings<br>j) Council Landscape Plan (if applicable) | a) Application Form<br>b) State of Title<br>c) Owner's Authorization Form (if applicable)<br>d) Site Profile (if applicable)<br>e) Zoning Analysis Table<br>f) Project Rationale<br>g) Site Plan<br>h) Floor Plan<br>i) Elevation Drawings<br>j) <b>Staff Directed Landscape Plan</b>                                       | Change wording of j) and clean up lettering |
| 16. | 2.1.1(Table) | a) Application Form<br>b) State of Title<br>c) Owner's Authorization Form (if applicable)<br>d) Site Profile (if applicable)<br>e) Zoning Analysis Table<br>f) Project Rationale<br>g) Site Plan<br>h) Floor Plan<br>i) Elevation Drawings<br>j) Council Landscape Plan (if applicable) | a) Application Form<br>b) State of Title<br>c) Owner's Authorization Form (if applicable)<br>d) Site Profile (if applicable)<br>e) Zoning Analysis Table<br>f) Project Rationale<br>g) Site Plan<br>h) Floor Plan<br>i) Elevation Drawings<br>j) <b>Staff Directed or Architect Directed Landscape Plan (if applicable)</b> | Change wording of j) and clean up lettering |

Schedule '10' – Heritage Revitalization Agreement Applications

| No. | Section      | Existing   | Proposed   | Explanation  |
|-----|--------------|--|--|--|
| 17  | 1..1 (Table) | <ul style="list-style-type: none"> <li>a) Application Form</li> <li>b) State of Title</li> <li>c) Owner’s Authorization Form (if applicable)</li> <li>d) Site Profile (if applicable)</li> <li>e) Zoning Analysis Table</li> <li>f) Project Rationale including proposed uses, density and a description of proposed alterations, rehabilitation, and /or restoration of the heritage asset</li> <li>g) Photographs including photographs of each elevation of the property</li> <li>h) Site Plan</li> <li>i) Floor Plan</li> <li>j) Elevation Drawings</li> <li>k) Materials Board</li> <li>l) Conceptual, Direct, or Council Landscape Plan (if applicable)</li> <li>m) Information about historical significance of the property</li> </ul> | <ul style="list-style-type: none"> <li>a) Application Form</li> <li>b) State of Title</li> <li>c) Owner’s Authorization Form (if applicable)</li> <li>d) Site Profile (if applicable)</li> <li>e) Zoning Analysis Table</li> <li>f) Project Rationale including proposed uses, density and a description of proposed alterations, rehabilitation, and /or restoration of the heritage asset</li> <li>g) Photographs including photographs of each elevation of the property</li> <li>h) Site Plan</li> <li>i) Floor Plan</li> <li>j) Elevation Drawings</li> <li>k) Materials Board</li> <li>l) <b>Conceptual, Staff Directed, or Architect Directed Landscape Plan (if applicable)</b></li> <li>m) Information about historical significance of the property</li> </ul> | <p>Change wording of j) and clean up lettering</p> |