

Schedule A – Proposed Text Amendments

Development Application and Heritage Procedures Bylaw No. 12310 – Amendment No. 4

No.	Section	Current Wording	Proposed Wording	Reason for Change
1.	All Sections and Schedules 1, 2, 3, 4, 5, 6, 7, 8, 9, and 15		Bolded defined words through entire document such as City, Council, Development Permit , and others.	To align with current bylaw writing policy to bold words that are defined in the Definitions section of the bylaw. Excluded schedules pertaining to Heritage Applications.
2.	All Sections and Schedules 1, 2, 3, 4, 5, 6, 7, 8, 9, and 15	Divisional Director, Planning & Development Services	Divisional Director, Planning, Climate Action & Development Services	To update the name of division to include Climate Action. Excluded schedules pertaining to Heritage Applications.
3.	All Sections and Schedules 1, 2, 3, 4, 5, 6, 7, 8, 9, and 15		Updated bylaw numbers and years to current bylaw numbers and years.	To perform bylaw maintenance. Excluded schedules pertaining to Heritage Applications.
4.	All Sections and Schedules 1, 2, 3, 4, 5, 6, 7, 8, 9, and 15		Corrected bullets, numbering, indents, and spacing.	To perform bylaw maintenance. Excluded schedules pertaining to Heritage Applications.
5.	Section 1.2 Scope		m) For Early Consideration by Council	To expand the scope of the bylaw to apply to Early Consideration Applications.

6.	Section 1.3 Definitions	' Coordinating Hillside Development Professional ' means a registered professional planner, landscape architect , or engineer engaged to administer the application process and to ensure that the requirements established by the City in accordance with the Hillside Guidelines – including lot grading, drainage, and retaining are addressed;	'Coordinating Hillside Development Professional' means a registered professional planner, landscape architect, or engineer engaged to administer the application process and to ensure that the requirements established by the City in accordance with the Hillside Guidelines – including lot grading, drainage, and retaining are addressed;	Delete section that refers to a requirement from 2030 Kelowna Official Community Plan.
7.	Section 1.3 Definitions	Current Land Use Contract which is being discharged as per Section 546 of the <i>Local Government Act</i> ;	Current Land Use Contract which is being discharged as per Section 546 of the <i>Local Government Act</i>;	Correct administrative error from previous bylaw amendment.
8.	Section 1.3 Definitions		' Multiple Unit Residential ' means a site with three (3) or more residential dwelling units total;	To add a definition for Multiple Unit Residential to provide clarity that a Development Permit for the form and character of less than 3 units is not required.
9.	Section 1.3 Definitions		' Sign Bylaw ' means City of Kelowna Sign Bylaw No. 11530 as amended or replaced from time to time.	
10.	Section 2.2 Council Decisions – 2.2.1 Bylaw Amendments	a) Upon receipt of a report from the City Manager respecting an application under Schedule '2', Council may: i. Proceed with the bylaw pursuant to the amendment application;	a) Upon receipt of a report from the City Manager respecting an application under Schedule '2' Council may: i. Proceed with the bylaw pursuant to the amendment application; ii. Forward the amending bylaw or bylaws to a Public Hearing , provided that a Public Hearing is	To implement mandated legislation from Provincial Bill 44 with regards to Public Hearings.

		<ul style="list-style-type: none"> ii. Forward the amending bylaw or bylaws to a Public Hearing or waive the requirement for a Public Hearing as provided for in section 464 of the <i>Local Government Act</i>; iii. Reject or refuse the application; or iv. Defer or otherwise deal with the application 	<ul style="list-style-type: none"> <u>permitted in accordance with</u> section 464 of the <i>Local Government Act</i>; iii. Reject or refuse the application; or iv. Defer or otherwise deal with the application 	
11.	Section 2.2 Council Decisions – 2.2.1 Bylaw Amendments	<ul style="list-style-type: none"> b) Council may consider final adoption of an amendment bylaw: <ul style="list-style-type: none"> i. After three readings have been given; ii. Where a Development Permit is required by the Official Community Plan, upon receipt of a report from the City Manager stating that the Development Permit has been prepared and is ready for Council consideration; and iii. Where approval from the Ministry of Transportation and Infrastructure or another authority or body is required by statute or regulation, following receipt of written approval from the authority. 	<ul style="list-style-type: none"> b) Council may consider final adoption of an amendment bylaw: <ul style="list-style-type: none"> i. After three readings have been given; <u>and</u> ii. Where a Development Permit is required by the Official Community Plan, upon receipt of a report from the City Manager stating that the Development Permit has been prepared and is ready for Council consideration; and iii. Where approval from the Ministry of Transportation and Infrastructure or another authority or body is required by statute or regulation, following receipt of written approval from the authority. 	To streamline development approvals by removing the requirement for a Development Permit to be issued in conjunction with adoption of a bylaw amendment.

12.	Section 2.2 – Council Decisions – 2.2.6	<p>a) Upon receipt of a report from the City Manager respecting an application under Schedules '10' and '11', Council may:</p> <ul style="list-style-type: none"> i. Proceed with the bylaw pursuant to the application; ii. Forward the bylaw or bylaws to a Public Hearing; iii. Reject or refuse the application; or iv. Defer or otherwise deal with the application. 	<p>a) Upon receipt of a report from the City Manager respecting an application under Schedules '10' and '11', Council may:</p> <ul style="list-style-type: none"> i. Proceed with the bylaw pursuant to the application; ii. Forward the bylaw or bylaws to a Public Hearing, provided that a Public Hearing is permitted in accordance with all relevant provisions of the <i>Local Government Act</i>; iii. Reject or refuse the application; or iv. Defer or otherwise deal with the application. 	To implement regulations from Provincial Bill 44 Housing Statutes with regards to Public Hearings.
13.	Section 2.3 Delegation of Authority – 2.3.3 Performance Security	The powers of Council under Sections 502, and 610(2)(c) of the <i>Local Government Act</i> and Section 19 of the <i>Community Charter</i> to require security as a condition of the issuance of a Development Permit, Development Variance Permit, Temporary Use Permit, Heritage Alteration Permit, Heritage Revitalization Agreement, or a Temporary Farm Worker Housing Permit in accordance with Section 2.9 of this bylaw.	The powers of Council under Sections 502, and 610(2)(c) of the <i>Local Government Act</i> and Section 19 of the <i>Community Charter</i> to require security as a condition of the issuance of a Development Permit, Development Variance Permit, Temporary Use Permit, Heritage Alteration Permit, Heritage Revitalization Agreement, or a Temporary Farm Worker Housing Permit in accordance with Section 2.9 of this bylaw; <u>and the authority to execute all documents necessary to require security as a condition of issuance.</u>	To delegate the authority to execute and sign landscape agreements to the Department Manager, Development Planning.
14.	Section 2.3 Delegation of Authority – 2.3.5 Development Permits	b) Amendments to Development Permits that are limited to minor design modifications that do not alter the overall form and character of development, and that do not reduce minimum setbacks, or increase height or density	<p>b) <u>The powers of Council under Section 489 of the Local Government Act to issue amendments to Development Permits, limited to minor design modifications that:</u></p> <ul style="list-style-type: none"> • <u>are generally consistent with the applicable Development Permit guidelines in the OCP; and</u> • <u>do not require a Development Variance Permit that requires Council approval.</u> 	To provide clarity on when a Development Permit amendment is delegated to Department Manager, Development Planning.

15.	Section 2.3 Delegation of Authority – 2.3.6 Heritage Alteration Permits	b) Amendments to Heritage Alteration Permits that are limited to minor design modifications that do not alter the overall form and character of development, and that do not reduce minimum setbacks, or increase height or density.	b) <u>Pursuant to Sections 590 and 617 of the Local Government Act, the Department Manager, Development Planning is authorized to exercise the powers and perform the duties of Council with respect to amendments to Heritage Alteration Permits that are limited to minor design modifications that:</u> <ul style="list-style-type: none"> • <u>are generally consistent with the applicable Heritage Design Guidelines in the OCP; and</u> • <u>do not require a variance that requires Council approval.</u> 	To provide clarity on when an amendment to a Heritage Alteration Permit is delegated to Department Manager, Development Planning.
16.	Section 2.6 Plans Completed by a Registered Architect	Where a development proposal indicates a building that meets the criteria of the Architectural Institute of British Columbia, all building plans, elevations and floor plans must be completed by a registered architect in good standing and licensed to practice in BC.	Where a development proposal indicates a building that meets the criteria of the Architectural Institute of British Columbia, all building plans, elevations and floor plans must be completed <u>and sealed</u> by a registered architect in good standing and licensed to practice in BC.	To clarify the requirement for architect’s drawings to be sealed.
17.	Section 2.8 Hillside Development	For all applications involving greater than three lots within the Intensive Residential – Hillside Development Permit Area, as designated in the OCP , proof of contract is required between the owner(s) and a Coordinating Hillside Development Professional .	For all applications involving greater than three lots within the Intensive Residential – Hillside Development Permit Area, as designated in the OCP, proof of contract is required between the owner(s) and a Coordinating Hillside Development Professional.	Delete section that references requirements from 2030 OCP.
18.	Section 2.9 Performance Security – 2.8.3 f)	ii. At least one (1) year after substantial completion, the applicant may submit an inspection report from a Qualified Professional and the City will consider return of up to 90% of the security deposit if no deficiencies are identified.	ii. At least <u>two (2) years</u> after substantial completion, the applicant may submit an inspection report from a Qualified Professional and the City will consider return of up to 90% of the security deposit if no deficiencies are identified.	Increase from one year to two years for performance security on a Farm, Natural Environment, or Hazardous Conditions Development Permit.

19.	Section 2.11 Incomplete Applications	If Development Planning staff determine that an application is incomplete, the applicant will be requested to provide the required information. If an applicant does not provide the required information within three months of the request, the application and fee will be returned.	If Department Manager, Development Planning determines that an application is incomplete, the applicant will be requested to provide the required information <u>prior to the application been referred and circulated</u> . If an applicant does not provide the required information within three months of the request, the application and fee will be returned. <u>Incomplete applications will not be referred and circulated until they have been deemed complete by the Department Manager, Development Planning.</u>	To provide clarity that incomplete applications will not be referred and circulated.
20.	Section 3.1 Application Fee Requirement 3.1.2	Where a Public Information Meeting is required by Council , the applicant will pay all costs associated with the Public Information Meeting.	Where a Public Information Meeting is required by Council, the applicant will pay all costs associated with the Public Information Meeting.	The requirement for the Public Information Meeting and costs is in Council Policy 367 – Public Notification & Consultation for Development Applications.
21.	Section 4.2 Public Notification 4.2.1. Giving Notice	a) In accordance with the <i>Local Government Act</i> , the City will mail or otherwise deliver individual notices to all owners and tenants of the subject property for which an application is being made and all owners and tenants of properties that are within a 50 m radius or a minimum of four properties, whichever is greater, to which the application pertains, advising of: i. A scheduled Public Hearing for an OCP amendment, Zoning Bylaw amendment, Phased Development Agreement, Land Use	a) In accordance with the <i>Local Government Act</i> , the City will mail or otherwise deliver individual notices to all owners and tenants of the subject property for which an application is being made and all owners and tenants of properties that are within a 50 m radius or a minimum of four properties, whichever is greater, to which the application pertains, advising of: i. A scheduled Public Hearing for an OCP amendment, Zoning Bylaw amendment, Phased Development Agreement, Land Use Contract Discharge, Heritage Designation Bylaw or Heritage Revitalization Agreement ; ii. <u>A scheduled Council meeting for considering first reading if a Public</u>	Added clause for notification of first reading if a requirement for a Public Hearing has been waived or is prohibited.

		<p>Contract Discharge, Heritage Designation bylaw or Heritage Revitalization Agreement;</p> <ul style="list-style-type: none"> ii. A scheduled Council meeting for considering a Heritage Designation bylaw; iii. A scheduled Council meeting for considering a Heritage Alteration Permit with variances; iv. A scheduled Council meeting for considering a Development Variance Permit; or v. A scheduled Council meeting for considering a Temporary Use Permit. 	<p><u>Hearing is not required or is prohibited;</u></p> <ul style="list-style-type: none"> iii. A scheduled Council meeting for considering a Heritage Designation bylaw; iv. A scheduled Council meeting for considering a Heritage Alteration Permit with variances; v. A scheduled Council meeting for considering a Development Variance Permit; or vi. A scheduled Council meeting for considering a Temporary Use Permit. 	
22.	Section 4.2 Public Notification 4.2.2. b)	<ul style="list-style-type: none"> iii. Development Notice Signs must remain in place until the conclusion of the Public Hearing, until Council has considered the application as applicable, within 7 days of Council's further consideration of the application when the Public Hearing has been waived, or until the development application has been abandoned. Development Notice Signs must be removed within seven days of the conclusion of a Public Hearing or of the Council 	<ul style="list-style-type: none"> iii. Development Notice Signs must remain in place until the conclusion of the Public Hearing, <u>or until Council has considered the application as applicable, or the application has received first reading where the Public Hearing is waived or prohibited. Development Notice Signs must be removed within seven (7) days of the conclusion of a Public Hearing or of the Council meeting that requires a Development Notice Sign.</u> 	Provide clarity on signage removal after first reading or Public Hearing.

		meeting that requires a Development Notice Sign.		
23.	Section 4.2 Public Notification 4.2.2. e) Sign Content	<p>Development Notice Signs will include the following information, as applicable:</p> <ul style="list-style-type: none"> i. The City's application file number; ii. A brief project description; iii. The date of the relevant Public Hearing or Council meeting at which the application is to be considered, or the final date for receipt of public input if the Public Hearing has been waived; and iv. Any additional information required by the Department Manager, Development Planning. 	<p>Development Notice Signs will include the following information, as applicable:</p> <ul style="list-style-type: none"> i. The City's application file number; ii. A brief project description; iii. The date of the relevant Public Hearing, or Council Meeting at which the application is to be considered, <u>or Council Meeting at which first reading will be considered;</u> and iv. Any additional information required by the Department Manager, Development Planning. 	Provide clarity on sign content for notification of first reading.
24.	Schedule '1' – Application Requirements	Schedule '1' - Current	Schedule '1' - Proposed	Implement requirement for streetscape drawings within Core Area Neighbourhood; note requirement for EV ready stalls to be noted on floor plans; change Pre-Development Tree Inventory to be required at the discretion of the Department Manager; and clarify requirements for Environmental Monitoring Plan.

25.	Schedule '2' – Applications to Amend an Official Community Plan Bylaw and/or a Zoning Bylaw	Schedule '2' - Current	Schedule '2' – Proposed	Introduce City notice of application requirements; and provide clarity on Public Hearing streams.
26.	Schedule '3' – Development Permit Applications	Schedule '3' – Current	Schedule '3' – Proposed	Expand delegated authority up to 6 residential units to Department Manager. For Council Natural Environment & Hazardous Conditions Development Permits add requirements for Grading Plan, Stormwater Management Plan, and Erosion and Sediment Control Plan.
27.	Schedule '4' – Development Variance Permit Applications	Schedule '4' – Current	Schedule '4' – Proposed	Expand delegated authority on variances to include up to 6 residential units and Sign Bylaw variances; no changes proposed to Heritage Alteration Permit delegation.
28.	Schedule '15' – Early Consideration Applications	Schedule '15' – Current	Schedule '15' – Proposed	Removed language and requirements referring to the 2030 Official Community Plan.

Schedule '1' – Current

Schedule '1' – Application Requirements

The information listed below will be required for applications under this bylaw in accordance with Schedules '2' to '14' of this bylaw:

- Application Form
 - State of Title - including complete copies of any easements, rights-of-way, Section 219 covenants and other non-financial charges registered on Title. Must be printed within 30 days of making the application.
 - Owner's Authorization Form – required if the applicant is not the registered owner(s) of the land subject to the application.
 - Site Profile - in accordance with the Environmental Management Act.
 - Zoning Analysis Table - illustrating how the proposal meets or deviates from Zoning Bylaw requirements.
 - Project Rationale - explaining the project's conformity with relevant City policies including OCP policies and, where applicable, Development Permit Guidelines.
 - Photographs - of the site and surrounding context (e.g. neighbouring properties, on-site structures, important features, etc.) in colour and at a legible size.
 - Site Plan - 1:200 scale recommended, all units in metric, with north arrow, including:
 - Civic address and legal description
 - Property line and setbacks, accurately dimensioned
 - Easements, rights-of-way, and covenant areas
 - Outline of existing and proposed building(s), accurately dimensioned
 - Parking layout and allocation, including:
 - Stall dimensions
 - Drive aisle dimensions
 - Parking setbacks to property lines
 - Description of stall uses (ex. visitor stall, loading stall, and resident stall, etc.)
 - Site lighting
 - Location and dimensions of private open space
 - Site grading, including retaining walls and retention slopes
 - Existing geodetic elevations and proposed geodetic elevations
- For Commercial, Industrial, and Multi-family applications, also include:
- Location, number, and dimensions of bicycle parking spaces
 - Location, number, and dimensions of accessible parking spaces
 - Provisions for universal access
 - Location of any existing and/or proposed freestanding signage
 - Location of recycling and garbage enclosure
- Floor Plans - for each floor including basement, 1:200 scale recommended, all units in metric, with north arrow, including:
 - Layout and dimensions of all exterior and interior walls
 - Location of doors and windows

- Use of each room (e.g. bedroom, bathroom, etc.)
- Dimensions, including area, of each room
- Elevation Drawings - 1:200 scale recommended, all units in metric, including:
 - Exterior of subject building(s) - all elevations with direction labeled
 - Dimensioned height from grade on all elevations
 - Materials and proposed colour details (e.g. roof, trim, façade)

For Commercial, Industrial, and Multi-family applications, also include:

- Coloured elevation drawings
- Drawings of street elevation with relationship to buildings on adjacent properties
- Size and location of any proposed signage
- Coloured rendering(s) including complete building elevations and landscaping
 - For smaller-scale developments, a minimum of one coloured rendering is required; for larger-scale developments, photo realistic coloured renderings from multiple perspectives that show the details of finished materials are required
 - Additional renderings may be required at the discretion of the Department Manager, Development Planning
- Materials Board - that can be duplicated (no physical samples) including:
 - Roofing material and colour
 - Exterior materials and colours
 - Window, door, and trim materials and colours
 - Any additional materials and colours (e.g. balconies, railings, etc.)
- Landscape Plan

Landscape Plan with drawings to scale, in metric units with north arrow, as per the requirements set by the Department Manager, Development Planning based on the City of Kelowna Landscape Plan Terms of Reference, which may include:

- 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."
- Outline of existing and proposed buildings(s)
- Pre-development inventory completed by a **Qualified Professional** of all trees located on and off the property with overhanging branches or root systems, with a basic description of species, trunk diameter and location, highlighting invasive species, fruit trees, and cultivated trees.
- At the discretion of the **Department Manager, Development Planning**, a tree condition assessment may be required describing tree health including estimated life span and impacts of the proposed development on tree viability
- Existing trees and vegetated areas to be retained and to be removed
- Parking layout and surface treatment
- Soft landscaping (trees, hedges, planting beds, vines, lawn, etc.), including vegetation within public road right-of-way
- Plant list of trees, shrubs, perennials and ground covers including quantities, botanical and common names, planting sized on centre spacing

- Hard landscaping (paving stone, brick, concrete, etc.) including materials within public road right-of-way
- Permeable paving, materials and details of proposed system/design
- Landscape structures (fences, trellis, arbours, retaining walls, lighting, etc.)
- Location and size of amenity areas, play areas, and private open space, if applicable
- Green roof or on-slab landscape areas including details of proprietary systems or custom design
- Where a Landscape Plan is required as a condition of a Natural Environmental Development Permit, the plan will be stamped and sealed by a Qualified Professional
- Bicycle parking / storage facility
- Irrigation layout plan
- Location and treatment of garbage enclosure (including materials and dimensions)
- Notation of any proposed boulevard trees and off-site landscaping
- Grading including all existing and proposed geodetic elevations, top and bottom of retaining walls and slopes, slope ratios
- Performance Security and preliminary construction cost estimate in accordance with Section 2.9 of this Bylaw

l) (i) If the preliminary landscape construction estimate exceeds \$50,000.00 the Landscape Plan must be prepared by a Registered Landscape Architect and include the additional details:

- Letter of understanding; BC Society of Landscape Architects Schedule L is required at time of Building Permit Submission.
 - Notation on all drawings; "Landscape Construction Drawings and BCCLA Schedule L is 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"
 - Irrigation Hydrozone Plan drawing
 - All items noted above in Schedule 1 (l)";
- Environmental Assessment Report – prepared as per the City of Kelowna Environmental Assessment Terms of Reference, signed and sealed by a Registered Professional Biologist licensed to practice in BC, which assesses potential impacts of the proposed development and provides avoidance, mitigation and/or compensation methods as applicable. The assessment will include but is not limited to a biophysical inventory that stratifies and maps environmentally sensitive areas, a habitat balance sheet, a cumulative effects assessment, and a gap analysis.
 - Habitat Restoration Plan - prepared, signed and sealed by a Qualified Professional, which identifies and recommends restoration areas and details measures necessary to restore the subject property(s) to a level acceptable to the City. The plan will include but is not limited to:
 - A landscape plan that includes descriptions of all polygon treatments proposed, representative descriptions and images for each treatment type and a recommended inspection and maintenance schedule;

- A cost estimate that includes the anticipated costs of implementing the landscape plan and provisions for inspections, maintenance and environmental effectiveness monitoring; and
 - An “as-built” report may be requested upon completion of the habitat restoration work as a condition of the Development Permit that describes and justifies any departures from the proposed restoration prescriptions, provides images and descriptions for each treatment type as completed, recommends additional mid- to long-term measures to enhance the success of the project, and includes a summary of final project costs.
- Environmental Monitoring Plan - prepared, signed and sealed by a Qualified Professional that assures project construction activities comply with environmental provisions defined in authorizations and permits, applicable legislation, City environmental management guidelines and policies and industry best management practices. An Environmental Monitoring Plan will assure that appropriate levels of protection are in place to prevent or minimize environmental impacts, will prepare timely, accurate and unbiased reporting, and will include a cost estimate for all monitoring and associated works.
 - Information about the historical significance and architectural merit of a property. A statement of significance and / or heritage review, prepared by a Qualified Heritage Professional, may be required in accordance with terms of reference outlined by the Development Planning Department, at the discretion of Department Manager, Development Planning.

Schedule '1' - Proposed

Schedule '1' – Application Requirements

The information listed below will be required for applications under this **bylaw** in accordance with Schedules '2' to '14' of this bylaw:

- Application Form
- State of Title - including complete copies of any easements, rights-of-way, Section 219 covenants and other non-financial charges registered on Title. Must be printed within 30 days of making the application.
- Owner's Authorization Form
- **Site** Profile - in accordance with the Environmental Management Act.
- Zoning Analysis Table - illustrating how the proposal meets or deviates from **Zoning Bylaw** requirements.
- Project Rationale - explaining the project's conformity with relevant **City** policies including **OCP** policies and, where applicable, **Development Permit Guidelines**.
- Photographs - of the **site** and surrounding context (e.g. neighbouring properties, on-**site** structures, important features, etc.) in colour and at a legible size.
- **Site** Plan - 1:200 scale recommended, all units in metric, with north arrow, including:
 - Civic address and legal description
 - Property line and setbacks, accurately dimensioned
 - Easements, rights-of-way, and covenant areas
 - Outline of existing and proposed building(s), accurately dimensioned
 - Parking layout and allocation, including:
 - Stall dimensions
 - Drive aisle dimensions
 - Parking setbacks to property lines
 - Description of stall uses (ex. visitor stall, loading stall, and resident stall, etc.)
 - EV ready parking stalls
 - **Site** lighting
 - Location and dimensions of private open space
 - **Site** grading, including retaining walls and retention slopes
 - Existing geodetic elevations and proposed geodetic elevations

For Commercial, Industrial, and **Multiple Unit Residential** applications, also include:

- Location, number, and dimensions of bicycle parking spaces
- Location, number, and dimensions of accessible parking spaces
- Provisions for universal access
- Location of any existing and/or proposed freestanding signage
- Location of recycling and garbage enclosure
- Floor Plans - for each floor including basement and parking areas, 1:200 scale recommended, all units in metric, with north arrow, including:
 - Layout and dimensions of all parking stalls, drive aisles, accessible stalls

- EV ready parking stalls
- Layout and dimensions of all exterior and interior walls
- Location of doors and windows
- Use of each room (e.g. bedroom, bathroom, etc.)
- Dimensions, including area, of each room
- Elevation Drawings - 1:200 scale recommended, all units in metric, including:
 - Exterior of subject building(s) - all elevations with direction labeled
 - Dimensioned height from grade on all elevations
 - Materials and proposed colour details (e.g. roof, trim, façade)

For Commercial, Industrial, and **Multiple Unit Residential** applications, also include:

- Coloured elevation drawings
- Drawings of street elevation with relationship to buildings on adjacent properties
- Size and location of any proposed signage
- Coloured rendering(s) including complete building elevations and landscaping
 - For smaller-scale developments, a minimum of one coloured rendering is required; for larger-scale developments, photo realistic coloured renderings from multiple perspectives that show the details of finished materials are required
 - Additional renderings may be required at the discretion of the **Department Manager, Development Planning**
- For applications within the **Core Area Neighbourhood Designation**, also include a Streetscape Drawing that contains the following:
 - Front elevation of proposed building and adjacent buildings on each side
 - Projections, doors, windows, overhead doors
 - Roof slopes labelled
 - Property lines extend vertically
 - Existing and proposed grade
- Materials Board - that can be duplicated (no physical samples) including:
 - Roofing material and colour
 - Exterior materials and colours
 - Window, door, and trim materials and colours
 - Any additional materials and colours (e.g. balconies, railings, etc.)

- **Landscape Plan**

Landscape Plan with drawings to scale, in metric units with north arrow, as per the requirements set by the **Department Manager, Development Planning** based on the **City** of Kelowna Landscape Plan Terms of Reference, which may include:

- 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."
- Outline of existing and proposed buildings(s)
- Parking layout and surface treatment
- Soft landscaping (trees, hedges, planting beds, vines, lawn, etc.), including vegetation within public road right-of-way

- Plant list of trees, shrubs, perennials and ground covers including quantities, botanical and common names, planting sized on centre spacing
- Hard landscaping (paving stone, brick, concrete, etc.) including materials within public road right-of-way
- Permeable paving, materials and details of proposed system/design
- Landscape structures (fences, trellis, arbours, retaining walls, lighting, etc.)
- Location and size of amenity areas, play areas, and private open space, if applicable
- Green roof or on-slab landscape areas including details of proprietary systems or custom design
- Where a **Landscape Plan** is required as a condition of a Natural Environmental **Development Permit**, the plan will be stamped and sealed by a **Qualified Professional**
- Bicycle parking / storage facility
- Irrigation layout plan
- Location and treatment of garbage enclosure (including materials and dimensions)
- Notation of any proposed boulevard trees and off-site landscaping
- Grading including all existing and proposed geodetic elevations, top and bottom of retaining walls and slopes, slope ratios
- Performance Security and preliminary construction cost estimate in accordance with Section 2.9 of this Bylaw

If the preliminary landscape construction estimate exceeds \$50,000.00 the **Landscape Plan** must be prepared by a Registered **Landscape Architect** and include the additional details:

- Letter of understanding; BC Society of **Landscape Architects** Schedule L is required at time of **Building Permit** Submission.
 - Notation on all drawings; "Landscape Construction Drawings and BCSLA Schedule L is 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"
 - Irrigation Hydrozone Plan drawing
 - All items noted above in Schedule 1 (l)"
- Pre-Development Tree Inventory
 - At the discretion of the **Department Manager, Development Planning**, a Pre-development inventory completed by a **Qualified Professional** may be required. If required, it shall include all trees located on and off the property with overhanging branches or root systems, with a basic description of species, trunk diameter and location, highlighting invasive species, fruit trees, and cultivated trees may be required
 - At the discretion of the **Department Manager, Development Planning**, a tree condition assessment may be required describing tree health including estimated life span and impacts of the proposed development on tree viability
 - Existing trees and vegetated areas to be retained and to be removed overlain on a site plan drawing of the proposed development with Tree Protection Zones drawn to scale (zone size based on trunk diameter as per Bylaw No. 8041)

- Environmental Assessment Report – prepared as per the **City** of Kelowna Environmental Assessment Terms of Reference, signed and sealed by a Registered Professional Biologist licensed to practice in BC, which assesses potential impacts of the proposed development and provides avoidance, mitigation and/or compensation methods as applicable. The assessment will include but is not limited to a biophysical inventory that stratifies and maps environmentally sensitive areas, a habitat balance sheet, a cumulative effects assessment, and a gap analysis.
- Habitat Restoration Plan - prepared, signed and sealed by a **Qualified Professional**, which identifies and recommends restoration areas and details measures necessary to restore the subject property(s) to a level acceptable to the **City**. The plan will include but is not limited to:
 - A **landscape plan** that includes descriptions of all polygon treatments proposed, representative descriptions and images for each treatment type and a recommended inspection and maintenance schedule;
 - A cost estimate that includes the anticipated costs of implementing the **landscape plan** and provisions for inspections, maintenance and environmental effectiveness monitoring; and
 - An “as-built” report may be requested upon completion of the habitat restoration work as a condition of the **Development Permit** that describes and justifies any departures from the proposed restoration prescriptions, provides images and descriptions for each treatment type as completed, recommends additional mid- to long-term measures to enhance the success of the project, and includes a summary of final project costs.
- Environmental Monitoring Plan - prepared, signed and sealed by a **Qualified Professional**, including a cost estimate for all monitoring and associated works, that assures project construction activities both on-**site** and off-**site** (such as staging/disposal) comply with environmental provisions defined in authorizations and permits, applicable legislation, **City** environmental management guidelines and policies and industry best management practices. A monitoring schedule must be identified including regular submission of monitoring reports directly to the **City** of Kelowna. An Environmental Monitoring Plan will assure that appropriate levels of protection are in place to prevent or minimize environmental impacts, will prepare timely, accurate and unbiased reporting.
- Information about the historical significance and architectural merit of a property. A statement of significance and / or heritage review, prepared by a **Qualified Heritage Professional**, may be required in accordance with terms of reference outlined by the **Development Planning** Department, at the discretion of **Department Manager, Development Planning**.

Schedule '2' – Current

Schedule '2' – Applications to Amend an Official Community Plan Bylaw or a Zoning Bylaw

This Schedule describes the process applicants must follow to amend an OCP or Zoning Bylaw, including the application requirements and processing procedure. Following the steps outlined below does not grant a right to development approval.

1.0 APPLICATION REQUIREMENTS

1.1. The following information is required for applications to amend an OCP or Zoning Bylaw. See Schedule '1' of this bylaw for a description of each application requirement.

a) Application Form	f) Project Rationale
b) State of Title	g) Site Plan
c) Owner's Authorization Form (if applicable)	h) Floor Plan (if available)
d) Site Profile (if applicable)	i) Elevation Drawings (if available)
e) Zoning Analysis Table	j) Landscape Plan

1.2. Additional Development Approval Information may be required by the Department Manager, Development Planning in accordance with Section 2.4 of this bylaw to adequately evaluate an amendment application.

2.0 PROCESSING PROCEDURE

An amendment application submitted in accordance with this bylaw will be processed as follows:

- a) Upon receipt of an application package submitted to the City in accordance with the requirements of this bylaw, staff will issue a fee receipt to the applicant.
- b) Development Planning will review the application for completeness. If the application is incomplete, staff will request the required information from the applicant. Staff will only process the file when the application package is complete.
- c) Development Planning will refer the application to all relevant City departments, as well as applicable government and external agencies.
- d) Development Planning will evaluate the proposal for compliance with relevant City bylaws and policies.
- e) The applicant will complete public notification and consultation as required by Section 4 of this bylaw.
- f) Development Planning will prepare a staff report and refer the application to any relevant Council committee(s). The applicant is encouraged to attend any Council committee meeting(s) at which the application is being considered. The Council committee will provide a recommendation to Development Planning staff.
- g) Development Planning will prepare a staff report for consideration by Council. The applicant is encouraged to attend the Council meeting(s) at which the application will be considered.
- h) If Council decides to proceed with the application, an amending bylaw will be given first reading and conditions will be established, where appropriate. Council may alternatively decide to refer, table or deny the application.

- i) Should the amending bylaw receive first reading, a Public Hearing will be held to allow the public to comment on the application. Notice of a Public Hearing will be given pursuant to the Local Government Act. Should Council choose to waive the Public Hearing for an application to amend the Zoning Bylaw, notice of a waived Public Hearing will be given pursuant to the Local Government Act.
- j) Following the Public Hearing or waiving of the Public Hearing, Council will consider the amendment bylaw and may proceed with second and third readings, refer, table or deny the application. Upon third reading, an amendment bylaw may need to be sent to relevant provincial ministry(s) for approval before proceeding to adoption.
- k) When the applicant has adequately addressed all the conditions associated with the application, Council will consider the adoption of the bylaw(s), subject to Section 2.2.1(b) of this bylaw.
- l) Following reading consideration, the Office of the City Clerk will notify the applicant in writing of Council's decision.

Schedule '2' – Proposed

Schedule '2' – Applications to Amend an Official Community Plan Bylaw and/or a Zoning Bylaw

This Schedule describes the process applicants must follow to amend an **OCP** or **Zoning Bylaw**, including the application requirements and processing procedure. For the purposes of processing applications, Text Amendments shall follow the same process as a Zoning Bylaw Amendment as per the *Local Government Act*. Following the steps outlined below does not grant a right to development approval.

1.0 APPLICATION REQUIREMENTS

- 1.1. The following information is required for applications to amend an **OCP** or **Zoning Bylaw**. See Schedule '1' of this bylaw for a description of each application requirement.

Application Form	Zoning Analysis Table
State of Title	Project Rationale
Owner's Authorization Form	Photographs
Site Profile	Site Plan

- 1.2. Additional Development Approval Information may be required by the **Department Manager, Development Planning** in accordance with Section 2.4 of this bylaw to adequately evaluate an amendment application.

2.0 PROCESSING PROCEDURE

An amendment application submitted in accordance with this bylaw will be processed as follows:

- a) Upon receipt of an application package submitted to the **City** in accordance with the requirements of this bylaw, staff will issue a fee receipt to the applicant.
- b) **Development Planning** will review the application for completeness. If the application is incomplete, it will be processed in accordance with Section 2.10 Incomplete Applications of this bylaw.
- c) **Development Planning** will refer the application to all relevant **City** departments, as well as applicable government and external agencies.
- m) **Development Planning** will evaluate the proposal for compliance with relevant **City** bylaws and policies. **Department Manager, Development Planning** may require the application to be processed in accordance with Schedule '15' – Early Consideration Applications.
- d) The applicant will complete public notification and consultation as required by Section 4 of this bylaw.
- e) **Development Planning** will prepare a staff report and refer the application to any relevant **Council** committee(s). The applicant is encouraged to attend any **Council** committee meeting(s) at which the application is being considered. The **Council** committee will provide a recommendation to **Development Planning** staff.
- f) **Development Planning** will prepare a staff report for consideration by **Council**. The applicant is encouraged to attend the **Council** meeting(s) at which the application will be considered.

- g) **Council** will consider the application in accordance with Section 2.2.1(a) of this bylaw regarding reading considerations and **Public Hearings**, as provided for in section 464 of the *Local Government Act*.
- h) When the applicant has adequately addressed all the conditions associated with the application, **Council** will consider the adoption of the bylaw(s), subject to Section 2.2.1(b) of this bylaw.
- i) Following reading consideration, the Office of the **City Clerk** will notify the applicant in writing of **Council's** decision.

Schedule '3' – Current

Schedule '3' – Development Permit Applications

This Schedule describes the process applicants must follow for Development Permit applications, including application requirements and processing procedures. Following the steps outlined below does not grant a right to development approval.

1.0 FORM AND CHARACTER & FARM PROTECTION DEVELOPMENT PERMITS

1.1. Form and Character & Farm Protection Direct Development Permits

1.1.1. Restriction on Delegation

Direct Development Permits are approved by the Department Manager, Development Planning. As a restriction on Section 2.3.5(a), the Department Manager, Development Planning may only issue Development Permits that meet the following criteria:

- a) Form and Character Development Permits not containing any residential uses, where:
 - i. The application does not require Ministry of Transportation and Infrastructure approval;
 - ii. The proposed development does not impact adjacent or abutting residential developments; and
 - iii. The proposed development is generally consistent with applicable Development Permit guidelines in the OCP.
- b) Form and Character Development Permits for residential development on an MF1 – Infill Housing zoned property where:
 - i. The proposed development is generally consistent with the applicable Development Permit guidelines in the OCP.
- c) Farm Protection Development Permits, where:
 - i. The proposed development is generally consistent with the applicable Development Permit guidelines in the OCP.

Applications not eligible for issuance or amendment by the Department Manager, Development Planning must be considered by Council and are subject to the requirements listed in Schedule '3', Section 1.2 – Form and Character & Farm Protection Council Development Permits, below.

1.1.2. Application Requirements

- a) The following information is required for Form and Character and Farm Protection Direct Development Permit applications. See Schedule '1' of this bylaw for a description of each application requirement.

Direct Form and Character Development Permit
a) Application Form
b) State of Title
c) Owner's Authorization Form (if applicable)
d) Site Profile (if applicable)
e) Zoning Analysis Table
f) Project Rationale
g) Photographs
h) Site Plan
i) Floor Plan
j) Elevation Drawings
k) Materials Board
l) Landscape Plan

Direct Farm Protection Development Permit
a) Application Form
b) State of Title
c) Owner's Authorization Form (if applicable)
d) Site Profile (if applicable)
e) Zoning Analysis Table
f) Project Rationale
g) Photographs
h) Site Plan
i) Elevation Drawings
j) Landscape Plan

- b) Additional Development Approval Information may be required by the Department Manager, Development Planning in accordance with Section 2.4 of this bylaw to adequately evaluate, issue, and/or deny a Development Permit application.

1.1.3. Processing Procedure

An Form and Character or Farm Protection Direct Development Permit application submitted in accordance with this bylaw will be processed as follows:

- a) Upon receipt of an application package submitted to the City in accordance with the requirements of this bylaw, staff will issue a fee receipt to the applicant.
- b) Development Planning will review the application for completeness. If the application is incomplete, staff will request the required information from the applicant. Staff will only process the file when the application package is complete.
- c) Development Planning will refer the application to all relevant City departments, as well as applicable government and external agencies.
- d) Development Planning will evaluate the proposal for compliance with relevant City bylaws and policies. Where applicable, a staff design review will consider the merits of the proposal.
- e) Relevant referral agency comments will be considered by the Department Manager, Development Planning.
- f) Development Planning will notify the applicant in writing of the decision of the Department Manager, Development Planning.
- g) If authorized for issuance by the Department Manager, Development Planning, staff will prepare the required Development Permit and related schedules for signature and obtain the required security pursuant to Section 2.9 of this bylaw.
- h) Upon sign-off of the Development Permit by the Department Manager, Development Planning and receipt of the required security, the Development Permit will be issued and then registered against the title of the property(s) at the Land Title Office.

1.2. Form and Character & Farm Protection Council Development Permits

1.2.1. Application Requirements

- a) The following information is required for Form and Character and Farm Protection Council Development Permit applications. See Schedule '1' of this bylaw for a description of each application requirement.

Council Form and Character Development Permit
a) Application Form
b) State of Title
c) Owner's Authorization Form (if applicable)
d) Site Profile (if applicable)
e) Zoning Analysis Table
f) Project Rationale
g) Photographs
h) Site Plan
i) Floor Plan
j) Elevation Drawings
k) Materials Board
l) Landscape Plan

Council Farm Protection Development Permit
a) Application Form
b) State of Title
c) Owner's Authorization Form (if applicable)
d) Site Profile (if applicable)
e) Zoning Analysis Table
f) Project Rationale
g) Photographs
h) Site Plan
i) Elevation Drawings
j) Landscape Plan

- b) Additional Development Approval Information may be required by the Department Manager, Development Planning in accordance with Section 2.4 of this bylaw to adequately make a recommendation to Council regarding a Development Permit application.

1.2.2. Processing Procedure

An Form and Character and Farm Protection Council Development Permit application submitted in accordance with this bylaw will be processed as follows:

- a) Upon receipt of an application package submitted to the City in accordance with the requirements of this bylaw, staff will issue a fee receipt to the applicant.
- b) Development Planning will review the application for completeness. If the application is incomplete, staff will request the required information from the applicant. Staff will only process the file when the application package is complete.
- c) Development Planning will refer the application to all relevant City departments, as well as applicable government and external agencies.
- d) Development Planning will evaluate the proposal for compliance with relevant City bylaws and policies. Where applicable, a staff design review will consider the merits of the proposal.
- e) Development Planning will prepare a staff report and refer the application to any relevant Council Committee(s). The applicant is encouraged to attend any Council committee meeting(s) at which the application is being considered. The Council committee will provide a recommendation to Development Planning staff.
- f) Upon receipt of the recommendation of the Council committee and comments from other referral agencies, Development Planning will prepare a staff report and draft Development Permit for consideration by Council. The applicant is encouraged to attend the Council meeting at which the application is being considered.
- g) The Office of the City Clerk will notify the applicant in writing of the decision of Council.

- h) If authorized for issuance by Council, Development Planning staff will prepare the required Development Permit and related schedules for signature and obtain the required security, pursuant to Section 2.9 of this bylaw.
- i) Upon sign-off of the Development Permit by the Department Manager, Development Planning and receipt of the required security, the Development Permit will be issued and then registered on the State of Title of the subject property(s).

2.0 NATURAL ENVIRONMENT AND HAZARDOUS CONDITIONS DEVELOPMENT PERMITS

2.1. Restriction on Delegation

As a restriction on Section 2.3.5(a), the Department Manager, Development Planning may only issue or amend Natural Environment and Hazardous Conditions Development Permits that meet the following criteria:

- a) The permit is consistent with OCP Development Permit Guidelines; and
- b) No variances to the Zoning Bylaw are required.

Applications not eligible for issuance or amendment by the Department Manager, Development Planning must be considered by Council and are subject to the requirements listed in Schedule '3', Section 2.4 – Environment and Hazardous Conditions Council Development Permit, below.

2.2. Minor Direct Development Permit

2.2.1. Application Requirements

- a) The following information is required for Minor Direct Natural Environment and Hazardous Conditions Development Permit applications. See Schedule '1' of this bylaw for a description of each application requirement.

Minor Direct Natural Environment Development Permit	Minor Direct Hazardous Conditions Development Permit
a) Application Form	a) Application Form
b) State of Title	b) State of Title
c) Owner's Authorization Form (if applicable)	c) Owner's Authorization Form (if applicable)
d) Site Profile	d) Site Profile (if applicable)
f) Project Rationale	f) Project Rationale
g) Photographs	g) Photographs
h) Site Plan	h) Site Plan
o) Environmental Monitoring Plan	i) Geotechnical Letter (if applicable)

- b) For a Natural Environment Development Permit, proof of contract between the owner(s) and a Qualified Professional to prepare an Environmental Monitoring Plan and any associated work.
- c) For a Natural Environment Development Permit, a Letter of Authorization to Halt Work, signed by the owner(s) authorizing the contracted Qualified Professional to halt or modify any construction activity necessary to ensure compliance with the requirements of the Development Permit and best management practices.
- d) Additional Development Approval Information may be required by the Department Manager, Development Planning in accordance with Section 2.4 of this bylaw to adequately evaluate, issue, and/or deny a Development Permit application.

2.2.2. Processing Procedures

A Minor Direct Natural Environment or Hazardous Conditions Development Permit application submitted in accordance with this bylaw will be processed as follows:

- a) Upon receipt of an application package submitted in accordance with the requirements of this bylaw, staff will issue a fee receipt to the applicant.
- b) Development Planning will review the application for completeness. If the application is incomplete, staff will request the required information from the applicant. Staff will only process the file when the application package is complete.
- c) Development Planning will refer the application to all applicable City departments.
- d) Development Planning will evaluate the proposal for compliance with relevant City bylaws and policies.
- e) Relevant technical comments will be considered by the Department Manager, Development Planning.
- f) Development Planning will notify the applicant in writing of the decision of the Department Manager, Development Planning.
- g) If authorized for issuance by the Department Manager, Development Planning, staff will prepare the required Development Permit and related schedules for signature, and obtain the required security, pursuant to Section 2.9 of this bylaw.
- h) Upon sign-off of the Development Permit by the Divisional Director, Planning & Development Services and receipt of the required security, the Development Permit will be issued and then registered on the State of Title of the subject property(s).

2.3. Major Direct Development Permit

2.3.1. Application Requirements

- a) The following information is required for Major Direct Natural Environment and Hazardous Conditions Development Permit applications. See Schedule '1' of this bylaw for a description of each application requirement.

Major Direct Natural Environment Development Permit
a) Application Form
b) State of Title
c) Owner's Authorization Form (if applicable)
d) Site Profile
f) Project Rationale
g) Photographs
h) Site Plan
m) Environmental Assessment Report
n) Habitat Restoration Plan
o) Environmental Monitoring Plan

Major Direct Hazardous Conditions Development Permit
a) Application Form
b) State of Title
c) Owner's Authorization Form (if applicable)
d) Site Profile (if applicable)
f) Project Rationale
g) Photographs
h) Site Plan
i) Geotechnical Assessment

- b) For a Natural Environment Development Permit, proof of contract between the owner(s) and a Qualified Professional to prepare an Environmental Monitoring Plan and any associated work.
- c) For a Natural Environment Development Permit, a Letter of Authorization to Halt Work, signed by the owner(s) authorizing the contracted Qualified Professional to halt or modify any construction activity necessary to ensure compliance with the requirements of the Development Permit and best management practices.
- d) Additional Development Approval Information may be required by the Department Manager, Development Planning in accordance with Section 2.4 of this bylaw to adequately evaluate, issue, and/or deny a Development Permit application.

2.3.2. Processing Procedures

A Major Direct Natural Environment or Hazardous Conditions Development Permit application submitted in accordance with this bylaw will be processed as follows:

- a) Upon receipt of an application package submitted in accordance with the requirements of this bylaw, staff will issue a fee receipt to the applicant.
- b) Development Planning will review the application for completeness. If the application is incomplete, staff will request the required information from the applicant. Staff will only process the file when the application package is complete.
- c) Development Planning will refer the application to all relevant City departments, as well as applicable government and external agencies.
- d) Development Planning will evaluate the proposal for compliance with relevant City bylaws and policies. An internal staff development review will consider the merits of the proposal.
- e) Relevant technical comments will be considered by the Department Manager, Development Planning.
- f) Development Planning will notify the applicant in writing of the decision of the Department Manager, Development Planning.
- g) If authorized for issuance by the Department Manager, Development Planning, staff will prepare the required Development Permit and related schedules for signature, and obtain the required security, pursuant to Section 2.9 of this Bylaw.
- h) Upon sign-off of the Development Permit by the Divisional Director, Planning & Development Services and receipt of the required security, the Development Permit will be issued and then registered on the State of Title of the subject property(s).

2.4. Natural Environment and Hazardous Conditions Council Development Permit

2.4.1. Application Requirements

- a) The following information is required for Natural Environment and Hazardous Conditions Council Development Permit applications. See Schedule '1' of this bylaw for a description of each application requirement.

Council Natural Environment Development Permit
a) Application Form
b) State of Title
c) Owner's Authorization Form (if applicable)
d) Site Profile
f) Project Rationale
g) Photographs
h) Site Plan
m) Environmental Assessment Report
n) Habitat Restoration Plan

Council Hazardous Conditions Development Permit
a) Application Form
b) State of Title
c) Owner's Authorization Form (if applicable)
d) Site Profile (if applicable)
f) Project Rationale
g) Photographs
h) Site Plan
i) Geotechnical Assessment

- b) For a Natural Environment Development Permit, proof of contract between the owner(s) and a Qualified Professional to prepare an Environmental Monitoring Plan and any associated work.
- c) For a Natural Environment Development Permit, a Letter of Authorization to Halt Work, signed by the owner(s) authorizing the contracted Qualified Professional to halt or modify any construction activity necessary to ensure compliance with the requirements of the Development Permit and best management practices.
- d) Additional Development Approval Information may be required by the Department Manager, Development Planning in accordance with Section 2.4 of this bylaw to adequately make a recommendation to Council regarding a Development Permit application.

2.4.2. Processing Procedures

A Natural Environment or Hazardous Conditions Council Development Permit application submitted in accordance with this Bylaw will be processed as follows:

- a) Upon receipt of an application package submitted in accordance with the requirements of this bylaw, staff will issue a fee receipt to the applicant.
- b) Development Planning will review the application for completeness. If the application is incomplete, staff will request the required information from the applicant. Staff will only process the file when the application package is complete.
- c) Development Planning will refer the application to all relevant City departments, as well as applicable government and external agencies.
- d) Development Planning will evaluate the proposal for compliance with relevant City bylaws and policies. An internal staff development review will consider the merits of the proposal.
- e) Development Planning will prepare a staff report and refer the application to any relevant Council Committee(s). The applicant is encouraged to attend any Council committee meeting(s) at which the application is being considered. The Council committee will provide a recommendation to Development Planning staff.
- f) Upon receipt of the recommendation of the Council committee and comments from other referral agencies, Development Planning staff will prepare a staff report and draft Development Permit for consideration by Council. The applicant is encouraged to attend the Council meeting at which the application is being considered.

- g) The Office of the City Clerk will notify the applicant in writing of the decision of Council.
- h) If authorized for issuance by Council, Development Planning staff will prepare the required Development Permit and related schedules for signature, and obtain the required security, pursuant to Section 2.9 of this bylaw.
- i) Upon sign-off of the Development Permit by the Department Manager, Development Planning and receipt of the required security, the Development Permit will be issued and then registered on the State of Title of the subject property(s).

Schedule '3' – Proposed

Schedule '3' – Development Permit Applications

This Schedule describes the process applicants must follow for **Development Permit** applications, including application requirements and processing procedures. Following the steps outlined below does not grant a right to development approval.

1.0 FORM AND CHARACTER & FARM PROTECTION DEVELOPMENT PERMITS

1.1. Form and Character & Farm Protection Direct **Development Permits**

1.1.1. Restriction on Delegation

Direct **Development Permits** are approved by the **Department Manager, Development Planning**. As a restriction on Section 2.3.5(a), the **Department Manager, Development Planning** may only issue **Development Permits** that meet the following criteria:

- a) Form and Character **Development Permits** not containing any **residential** uses, where:
 - i. The application does not require Ministry of Transportation and Infrastructure approval;
 - ii. The proposed development does not impact adjacent or abutting **residential** developments; and
 - iii. The proposed development is generally consistent with applicable **Development Permit** guidelines in the **OCP**.
- b) Form and Character **Development Permits** for **Multiple Unit Residential** of three (3) to six (6) units per site where:
 - i. The proposed development is generally consistent with the applicable **Development Permit** guidelines in the **OCP**.
- c) Farm Protection **Development Permits**, where:
 - i. The proposed development is generally consistent with the applicable **Development Permit** guidelines in the **OCP**.

Applications not eligible for issuance or amendment by the **Department Manager, Development Planning** must be considered by **Council** and are subject to the requirements listed in Schedule '3', Section 1.2 – Form and Character & Farm Protection **Council Development Permits**, below.

1.1.2. Application Requirements

- a) The following information is required for Form and Character and Farm Protection Direct **Development Permit** applications. See Schedule '1' of this bylaw for a description of each application requirement.

Direct Form and Character Development Permit
Application Form
State of Title
Owner's Authorization Form
Site Profile (if applicable)
Zoning Analysis Table
Project Rationale
Photographs
Site Plan
Floor Plan
Elevation Drawings
Streetscape Drawing
Materials Board
Landscape Plan

Direct Farm Protection Development Permit
Application Form
State of Title
Owner's Authorization Form
Site Profile (if applicable)
Zoning Analysis Table
Project Rationale
Photographs
Site Plan
Elevation Drawings
Landscape Plan

- b) Additional Development Approval Information may be required by the **Department Manager, Development Planning** in accordance with Section 2.4 of this bylaw to adequately evaluate, issue, and/or deny a **Development Permit** application.

1.1.3. Processing Procedure

A Form and Character or Farm Protection Direct **Development Permit** application submitted in accordance with this bylaw will be processed as follows:

- a) Upon receipt of an application package submitted to the **City** in accordance with the requirements of this bylaw, staff will issue a fee receipt to the applicant.
- b) **Development Planning** will review the application for completeness. If the application is incomplete, it will be processed in accordance with Section 2.10 Incomplete Applications of this bylaw.
- c) **Development Planning** will refer the application to all relevant **City** departments, as well as applicable government and external agencies.
- d) **Development Planning** will evaluate the proposal for compliance with relevant **City** bylaws and policies. Where applicable, a staff design review will consider the merits of the proposal.
- e) Relevant referral agency comments will be considered by the **Department Manager, Development Planning**.
- f) **Development Planning** will notify the applicant in writing of the decision of the **Department Manager, Development Planning**.
- g) If authorized for issuance by the **Department Manager, Development Planning**, staff will prepare the required **Development Permit** and related schedules for signature and obtain the required security pursuant to Section 2.9 of this bylaw.
- h) Upon sign-off of the **Development Permit** by the **Department Manager, Development Planning** and receipt of the required security, the **Development Permit** will be issued and then registered against the title of the property(s) at the Land Title Office.

1.2. Form and Character & Farm Protection Council **Development Permits**

1.2.1. Application Requirements

- a) The following information is required for Form and Character and Farm Protection **Council Development Permit** applications. See Schedule '1' of this bylaw for a description of each application requirement.

Form and Character Council Development Permit	Farm Protection Council Development Permit
Application Form	Application Form
State of Title	State of Title
Owner's Authorization Form	Owner's Authorization Form
Site Profile (if applicable)	Site Profile (if applicable)
Zoning Analysis Table	Zoning Analysis Table
Project Rationale	Project Rationale
Photographs	Photographs
Site Plan	Site Plan
Floor Plan	Elevation Drawings
Elevation Drawings	Landscape Plan
Materials Board	
Landscape Plan	

- b) Additional Development Approval Information may be required by the **Department Manager, Development Planning** in accordance with Section 2.4 of this bylaw to adequately make a recommendation to **Council** regarding a **Development Permit** application.

1.2.2. Processing Procedure

A Form and Character and Farm Protection **Council Development Permit** application submitted in accordance with this bylaw will be processed as follows:

- a) Upon receipt of an application package submitted to the **City** in accordance with the requirements of this bylaw, staff will issue a fee receipt to the applicant.
- b) **Development Planning** will review the application for completeness. If the application is incomplete, it will be processed in accordance with Section 2.10 Incomplete Applications of this bylaw.
- c) **Development Planning** will refer the application to all relevant **City** departments, as well as applicable government and external agencies.
- d) **Development Planning** will evaluate the proposal for compliance with relevant **City** bylaws and policies. Where applicable, a staff design review will consider the merits of the proposal. **Department Manager, Development Planning** may require the application to be processed in accordance with Schedule '15' – Early Consideration Applications.
- e) **Development Planning** will prepare a staff report and refer the application to any relevant **Council** Committee(s). The applicant is encouraged to attend any **Council** committee meeting(s) at which the application is being considered. The **Council** committee will provide a recommendation to **Development Planning** staff.
- f) Upon receipt of the recommendation of the **Council** committee and comments from other referral agencies, **Development Planning** will prepare a staff report and draft **Development**

Permit for consideration by **Council**. The applicant is encouraged to attend the **Council** meeting at which the application is being considered.

- g) The Office of the **City Clerk** will notify the applicant in writing of the decision of **Council**.
- h) If authorized for issuance by **Council**, **Development Planning** staff will prepare the required **Development Permit** and related schedules for signature and obtain the required security, pursuant to Section 2.9 of this bylaw.
- i) Upon sign-off of the **Development Permit** by the **Department Manager, Development Planning** and receipt of the required security, the **Development Permit** will be issued and then registered on the State of Title of the subject property(s).

2.0 NATURAL ENVIRONMENT AND HAZARDOUS CONDITIONS **DEVELOPMENT PERMITS**

2.1. Restriction on Delegation

As a restriction on Section 2.3.5(a), the **Department Manager, Development Planning** may only issue or amend Natural Environment and Hazardous Conditions **Development Permits** that meet the following criteria:

- a) The permit is consistent with **OCP Development Permit** Guidelines; and
- b) No variances to the **Zoning Bylaw** are required.

Applications not eligible for issuance or amendment by the **Department Manager, Development Planning** must be considered by **Council** and are subject to the requirements listed in Schedule '3', Section 2.4 – Environment and Hazardous Conditions Council **Development Permit**, below.

2.2. Minor Direct **Development Permit**

2.2.1. Application Requirements

- a) The following information is required for Minor Direct Natural Environment and Hazardous Conditions **Development Permit** applications. See Schedule '1' of this bylaw for a description of each application requirement.

Minor Direct Natural Environment Development Permit	Minor Direct Hazardous Conditions Development Permit
Application Form	Application Form
State of Title	State of Title
Owner's Authorization Form (if applicable)	Owner's Authorization Form (if applicable)
Site Profile	Site Profile (if applicable)
Project Rationale	Project Rationale
Photographs	Photographs
Site Plan	Site Plan
Environmental Monitoring Plan	Geotechnical Letter (if applicable)

- b) For a Natural Environment **Development Permit**, proof of contract between the owner(s) and a **Qualified Professional** to prepare an Environmental Monitoring Plan and any associated work.
- c) For a Natural Environment **Development Permit**, a Letter of Authorization to Halt Work, signed by the owner(s) authorizing the contracted **Qualified Professional** to halt or modify

any construction activity necessary to ensure compliance with the requirements of the **Development Permit** and best management practices.

- d) Additional Development Approval Information may be required by the **Department Manager, Development Planning** in accordance with Section 2.4 of this bylaw to adequately evaluate, issue, and/or deny a **Development Permit** application.

2.2.2. Processing Procedures

A Minor Direct Natural Environment or Hazardous Conditions **Development Permit** application submitted in accordance with this bylaw will be processed as follows:

- a) Upon receipt of an application package submitted in accordance with the requirements of this bylaw, staff will issue a fee receipt to the applicant.
- b) **Development Planning** will review the application for completeness. If the application is incomplete, it will be processed in accordance with Section 2.10 Incomplete Applications of this bylaw.
- c) **Development Planning** will refer the application to all applicable **City** departments.
- d) **Development Planning** will evaluate the proposal for compliance with relevant **City** bylaws and policies.
- e) Relevant technical comments will be considered by the **Department Manager, Development Planning**.
- f) **Development Planning** will notify the applicant in writing of the decision of the **Department Manager, Development Planning**.
- g) If authorized for issuance by the **Department Manager, Development Planning**, staff will prepare the required **Development Permit** and related schedules for signature, and obtain the required security, pursuant to Section 2.9 of this bylaw.
- h) Upon sign-off of the **Development Permit** by the **Department Manager, Development Planning** and receipt of the required security, the **Development Permit** will be issued and then registered on the State of Title of the subject property(s).

2.3. Major Direct **Development Permit**

2.3.1. Application Requirements

- a) The following information is required for Major Direct Natural Environment and Hazardous Conditions **Development Permit** applications. See Schedule '1' of this bylaw for a description of each application requirement.

Major Direct Natural Environment Development Permit
Application Form
State of Title
Owner's Authorization Form (if applicable)
Site Profile
Project Rationale
Photographs
Site Plan
Environmental Assessment Report
Habitat Restoration Plan
Environmental Monitoring Plan
Grading Plan
Stormwater Management Plan
Erosion and Sediment Control Plan

Major Direct Hazardous Conditions Development Permit
Application Form
State of Title
Owner's Authorization Form (if applicable)
Site Profile (if applicable)
Project Rationale
Photographs
Site Plan
Geotechnical Assessment
Grading Plan
Stormwater Management Plan
Erosion and Sediment Control Plan

- b) For a Natural Environment **Development Permit**, proof of contract between the owner(s) and a **Qualified Professional** to prepare an Environmental Monitoring Plan and any associated work.
- c) For a Natural Environment **Development Permit**, a Letter of Authorization to Halt Work, signed by the owner(s) authorizing the contracted **Qualified Professional** to halt or modify any construction activity necessary to ensure compliance with the requirements of the Development Permit and best management practices.
- d) Additional Development Approval Information may be required by the **Department Manager, Development Planning** in accordance with Section 2.4 of this bylaw, such as a hydrogeological or wildfire hazard mitigation assessment to adequately evaluate, issue, and/or deny a **Development Permit** application.

2.3.2. Processing Procedures

A Major Direct Natural Environment or Hazardous Conditions **Development Permit** application submitted in accordance with this bylaw will be processed as follows:

- a) Upon receipt of an application package submitted in accordance with the requirements of this bylaw, staff will issue a fee receipt to the applicant.
- b) **Development Planning** will review the application for completeness. If the application is incomplete, it will be processed in accordance with Section 2.10 Incomplete Applications of this bylaw.
- c) **Development Planning** will refer the application to all relevant **City** departments, as well as applicable government and external agencies.
- d) **Development Planning** will evaluate the proposal for compliance with relevant **City** bylaws and policies. An internal staff development review will consider the merits of the proposal.
- e) Relevant technical comments will be considered by the **Department Manager, Development Planning**.
- f) **Development Planning** will notify the applicant in writing of the decision of the **Department Manager, Development Planning**.

- g) If authorized for issuance by the **Department Manager, Development Planning**, staff will prepare the required **Development Permit** and related schedules for signature, and obtain the required security, pursuant to Section 2.9 of this Bylaw.
- h) Upon sign-off of the **Development Permit** by the **Department Manager, Development Planning** and receipt of the required security, the **Development Permit** will be issued and then registered on the State of Title of the subject property(s).

2.4. Natural Environment and Hazardous Conditions Council **Development Permit**

2.4.1. Application Requirements

- a) The following information is required for Natural Environment and Hazardous Conditions **Council Development Permit** applications. See Schedule '1' of this bylaw for a description of each application requirement.

Natural Environment Council Development Permit	Hazardous Conditions Council Development Permit
Application Form	Application Form
State of Title	State of Title
Owner's Authorization Form	Owner's Authorization Form
Site Profile	Site Profile (if applicable)
Project Rationale	Project Rationale
Photographs	Photographs
Site Plan	Site Plan
Environmental Assessment Report	Geotechnical Assessment
Habitat Restoration Plan	Grading Plan
Grading Plan	Stormwater Management Plan
Stormwater Management Plan	Erosion and Sediment Control Plan
Erosion and Sediment Control Plan	

- b) For a Natural Environment **Development Permit**, proof of contract between the owner(s) and a **Qualified Professional** to prepare an Environmental Monitoring Plan and any associated work.
- c) For a Natural Environment **Development Permit**, a Letter of Authorization to Halt Work, signed by the owner(s) authorizing the contracted **Qualified Professional** to halt or modify any construction activity necessary to ensure compliance with the requirements of the **Development Permit** and best management practices.
- d) Additional Development Approval Information may be required by the **Department Manager, Development Planning** in accordance with Section 2.4 of this bylaw to adequately make a recommendation to **Council** regarding a **Development Permit** application.

2.4.2. Processing Procedures

A Natural Environment or Hazardous Conditions Council **Development Permit** application submitted in accordance with this Bylaw will be processed as follows:

- a) Upon receipt of an application package submitted in accordance with the requirements of this bylaw, staff will issue a fee receipt to the applicant.

- b) **Development Planning** will review the application for completeness. If the application is incomplete, it will be processed in accordance with Section 2.10 Incomplete Applications of this bylaw.
- c) **Development Planning** will refer the application to all relevant **City** departments, as well as applicable government and external agencies.
- d) **Development Planning** will evaluate the proposal for compliance with relevant **City** bylaws and policies. An internal staff development review will consider the merits of the proposal. **Department Manager, Development Planning** may require the application to be processed in accordance with Schedule '15' – Early Consideration Applications.
- e) **Development Planning** will prepare a staff report and refer the application to any relevant **Council** Committee(s). The applicant is encouraged to attend any **Council** committee meeting(s) at which the application is being considered. The **Council** committee will provide a recommendation to **Development Planning** staff.
- f) Upon receipt of the recommendation of the **Council** committee and comments from other referral agencies, **Development Planning** staff will prepare a staff report and draft **Development Permit** for consideration by **Council**. The applicant is encouraged to attend the **Council** meeting at which the application is being considered.
- g) The Office of the **City Clerk** will notify the applicant in writing of the decision of **Council**.
- h) If authorized for issuance by **Council**, **Development Planning** staff will prepare the required **Development Permit** and related schedules for signature, and obtain the required security, pursuant to Section 2.9 of this bylaw.
- i) Upon sign-off of the **Development Permit** by the **Department Manager, Development Planning** and receipt of the required security, the **Development Permit** will be issued and then registered on the State of Title of the subject property(s).

Schedule '4' – Current

Schedule '4' – Development Variance Permit Applications

This Schedule describes the process applicants must follow for Development Variance Permit applications, including application requirements and processing procedures. Following the steps outlined below does not grant a right to development approval.

1.0 DEVELOPMENT VARIANCE PERMITS

1.1 Minor Development Variance Permits

1.1.1 Restriction on Delegation – Minor Criteria

As a restriction on Section 2.3.7(a), only 'Minor' Development Variance Permits can be approved by the Department Manager, Development Planning. As required by Section 498.1(2)a of the Local Government Act, the criteria for determining whether a proposed variance is minor is determined by the following:

1. Minor variances only apply to Zoning Bylaw No. 12375 (except Section 9 of Zoning Bylaw No. 12375) and not to other bylaws (such as the Sign Bylaw); AND
 - a) A Development Variance Permit application is submitted when an associated Form and Character Development Permit application is not required; OR
 - b) A Development Variance Permit application is submitted for any commercial or industrial development in which the authority for the Form and Character Development Permit has been delegated to the Department Manager, Development Planning; OR
 - c) A Heritage Alteration Permit application is submitted with variances in which the authority for the Heritage Alteration Permit has been delegated to the Department Manager, Development Planning.

1.1.2 Restriction on Delegation – Guidelines

As required by Section 498.1(2)b of the Local Government Act, the guidelines the delegate must consider in deciding whether to issue a Development Variance Permit is determined by the following:

1. Scope and scale of variances.
 - a) For example, if a significant parking variance is proposed then the delegate could deny the permit and the applicant can apply to have the permit reconsidered by Council.
2. Use and enjoyment of neighbouring lands.
 - a) A variance could negatively impact or affect adjacent buildings and uses. For example, a setback variance that would result in a primary window of neighbouring property staring at a large blank wall, then the delegate could deny the permit and the applicant can apply to have the permit reconsidered by Council.
3. Effects on the natural environment.
 - a) For example, if a variance would have a detrimental effect on the environment as determined through the Natural Environment Development Permit approval process, then the delegate could deny the permit and the applicant can apply to have the permit reconsidered by Council.
4. Appropriateness of the development.

- a) A variance could decrease the appropriateness of the development if certain Official Community Plan policies and guidelines were not followed due to the variance. For example, if a setback variance increases the area of the home within a 30% steep slope area, then this would decrease the appropriateness of the development and then the delegate could deny the permit and the applicant can apply to have the permit reconsidered by Council.
5. Intent of the Zoning Bylaw
- a) A variance could undermine the purpose of a regulation. For example, the purpose of the 70% maximum upper floor area limit on carriage houses relative to the carriage house footprint is to prevent carriage house 'box' designs and a variance to this regulation could undermine the purpose of this regulation. Then the delegate could deny the permit and the applicant can apply to have the permit reconsidered by Council.
6. Public interest in variances
- a) For example, if a variance triggers a significant public response to the Development Planning Department Manager during the public consultation period, then the delegate could deny the permit and the applicant can apply to have the permit reconsidered by Council.

Applications not eligible for issuance or amendment by the Department Manager, Development Planning must be considered by Council and are subject to the requirements listed in Schedule '4', Section 1.2 – Development Variance Permits, below.

1.1.3 Application Requirements

- a) The following information is required for Development Variance Permit applications. See Schedule '1' of this bylaw for a description of each application requirement.

Application Form	Photographs
State of Title	Site Plan
Owner's Authorization Form	Floor Plan
Site Profile (if applicable)	Elevation Drawings
Zoning Analysis Table	Landscape Plan (if applicable)
Project Rationale	Materials Board (if applicable)

- b) Additional Development Approval Information may be required by the **Department Manager, Development Planning** in accordance with Section 2.4 of this bylaw to adequately make a recommendation to Council regarding a **Development Variance Permit** application.

1.1.4 Processing Procedure

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

- 1.2 Upon receipt of an application package submitted to the **City** in accordance with the requirements of this bylaw, staff will issue a fee receipt to the applicant.
 - a) **Development Planning** will review the application for completeness. If the application is incomplete, staff will request the required information from the applicant. Staff will only process the file when the application package is complete.

- b) **Development Planning** will refer the application to all relevant **City** departments, as well as applicable government and external agencies.
- c) **Development Planning** will evaluate the proposal for compliance with relevant **City** bylaws and policies.
- d) Relevant referral agency comments will be considered by the **Department Manager, Development Planning**.
- e) **Development Planning** will notify the applicant in writing of the decision of the **Department Manager, Development Planning**.
- f) If authorized for issuance by the **Department Manager, Development Planning**, staff will prepare the required **Development Permit** and related schedules for signature and obtain the required security pursuant to Section 2.9 of this bylaw.
- g) Upon sign-off of the **Development Permit** by the **Department Manager, Development Planning** and receipt of the required security, the **Development Permit** will be issued and then registered against the title of the property(s) at the Land Title Office.

1.3 Development Variance Permits

1.3.1 Application Requirements

- a) The following information is required for **Development Variance Permit** applications. See Schedule '1' of this bylaw for a description of each application requirement.

Application Form	Photographs
State of Title	Site Plan
Owner's Authorization Form	Floor Plan
Site Profile (if applicable)	Elevation Drawings
Zoning Analysis Table	Landscape Plan (if applicable)
Project Rationale	

- b) Additional Development Approval Information may be required by the **Department Manager, Development Planning** in accordance with Section 2.4 of this bylaw to adequately make a recommendation to **Council** regarding a **Development Variance Permit application**.

1.3.2 Processing Procedure

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

- a) Upon receipt of an application package submitted to the **City** in accordance with the requirements of this bylaw, staff will issue a fee receipt to the applicant.
- b) **Development Planning** will review the application for completeness. If the application is incomplete, staff will request the required information from the applicant. Staff will only process the file when the application package is complete.
- c) **Development Planning** will refer the application to all relevant **City** departments, as well as applicable government and external agencies.
- d) **Development Planning** will evaluate the proposal for compliance with relevant **City** bylaws and policies.

- e) The applicant will complete public notification and consultation as required by Section 4 of this bylaw.
- f) Development Planning will prepare a staff report and refer the application to any relevant Council committee(s). The applicant is encouraged to attend any Council committee meeting(s) at which the application is being considered. The Council committee will provide a recommendation to Development Planning staff.
- g) Upon receipt of the comments of other referral agencies, Development Planning staff will prepare a staff report and draft Development Variance Permit for consideration by Council. The applicant is encouraged to attend the Council meeting at which the application is being considered.
- h) The Office of the City Clerk will notify the applicant in writing of the decision of Council.
- i) If authorized for issuance by the Council, Development Planning staff will prepare the required Development Variance Permit and related schedules for signature, and obtain any required security, pursuant to Section 2.9 of this bylaw.
- j) Upon sign-off of the Development Variance Permit by the Department Manager, Development Planning and receipt of required security, the Development Variance Permit will be issued and then registered on the State of Title of the subject property(s).

Schedule '4' – Proposed

Schedule '4' – Development Variance Permit Applications

This Schedule describes the process applicants must follow for **Development Variance Permit** applications, including application requirements and processing procedures. Following the steps outlined below does not grant a right to development approval.

1.0 DEVELOPMENT VARIANCE PERMITS

1.1 Minor Development Variance Permits (Direct Delegated)

1.1.1 Restriction on Delegation – Minor Criteria

As a restriction on Section 2.3.7(a), only 'Minor' **Development Variance Permits** can be approved by the **Department Manager, Development Planning**. As required by Section 498.1(2)a of the *Local Government Act*, the criteria for determining whether a proposed variance is minor is determined by the following:

1. Minor variances include variances to the **Zoning Bylaw** (except Section 9 – Specific Use Regulations) and **Sign Bylaw** where:
 - a) A **Development Permit** is not required; or
 - b) A **Development Permit** has been delegated to the **Department Manager, Development Planning** in accordance with Schedule '3', Section 1.1.1 of this bylaw; or
 - c) A **Heritage Alteration Permit** has been delegated to the **Department Manager, Development Planning** in accordance with Schedule '13', Section 1.1 of this bylaw.

1.1.2 Restriction on Delegation – Guidelines

As required by Section 498.1(2)b of the *Local Government Act*, the guidelines the delegate must consider in deciding whether to issue a **Development Variance Permit** is determined by the following:

1. Scope and scale of variances.
 - a) For example, if a significant parking variance is proposed then the delegate could deny the permit and the applicant can apply to have the permit reconsidered by **Council**.
2. Use and enjoyment of neighbouring lands.
 - a) A variance could negatively impact or affect adjacent buildings and uses. For example, a setback variance that would result in a primary window of neighbouring property staring at a large blank wall, then the delegate could deny the permit and the applicant can apply to have the permit reconsidered by **Council**.
3. Effects on the natural environment.
 - a) For example, if a variance would have a detrimental effect on the environment as determined through the Natural Environment **Development Permit** approval process, then the delegate could deny the permit and the applicant can apply to have the permit reconsidered by **Council**.
4. Appropriateness of the development.
 - a) A variance could decrease the appropriateness of the development if certain **Official Community Plan** policies and guidelines were not followed due to the variance. For example, if a setback variance increases the area of the home within a 30% steep slope

area, then this would decrease the appropriateness of the development and then the delegate could deny the permit and the applicant can apply to have the permit reconsidered by **Council**.

5. Intent of the **Zoning Bylaw** and **Sign Bylaw**:

- a) A variance could undermine the purpose of a regulation. For example, the purpose of the 70% maximum upper floor area limit on carriage houses relative to the carriage house footprint is to prevent carriage house 'box' designs and a variance to this regulation could undermine the purpose of this regulation. Then the delegate could deny the permit and the applicant can apply to have the permit reconsidered by **Council**.

6. Public interest in variances:

- a) For example, if a variance triggers a significant public response to the **Department Manager, Development Planning** during the public consultation period, then the delegate could deny the permit and the applicant can apply to have the permit reconsidered by **Council**. In addition, the delegate shall consider public voices that are typically underrepresented to serve the whole public interest.

Applications not eligible for issuance or amendment by the **Department Manager, Development Planning** must be considered by **Council** and are subject to the requirements listed in Schedule '4', Section 1.2 – **Development Variance Permits**, below.

1.1.3 Application Requirements

- a) The following information is required for **Development Variance Permit** applications. See Schedule '1' of this bylaw for a description of each application requirement.

Application Form	Photographs
State of Title	Site Plan
Owner's Authorization Form	Floor Plan
Site Profile (if applicable)	Elevation Drawings
Zoning Analysis Table	Landscape Plan (if applicable)
Project Rationale	Materials Board (if applicable)

- b) Additional Development Approval Information may be required by the **Department Manager, Development Planning** in accordance with Section 2.4 of this bylaw to adequately make a recommendation to **Council** regarding a **Development Variance Permit** application.

1.1.4 Processing Procedure

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

- a) Upon receipt of an application package submitted to the **City** in accordance with the requirements of this bylaw, staff will issue a fee receipt to the applicant.
- b) **Development Planning** will review the application for completeness. If the application is incomplete, it will be processed in accordance with Section 2.10 Incomplete Applications of this bylaw.
- c) **Development Planning** will refer the application to all relevant **City** departments, as well as applicable government and external agencies.

- d) **Development Planning** will evaluate the proposal for compliance with relevant **City** bylaws and policies.
- e) The applicant will complete public notification and consultation as required by Section 4 of this bylaw.
- f) Relevant referral agency comments will be considered by the **Department Manager, Development Planning**.
- g) Development Planning will notify the applicant in writing of the decision of the **Department Manager, Development Planning**.
- h) If authorized for issuance by the **Department Manager, Development Planning**, staff will prepare the required **Development Permit** and related schedules for signature and obtain the required security pursuant to Section 2.9 of this bylaw.
- i) Upon sign-off of the **Development Permit** by the **Department Manager, Development Planning** and receipt of the required security, the **Development Permit** will be issued and then registered against the title of the property(s) at the Land Title Office.

1.2 Development Variance Permits (Council)

1.2.1 Application Requirements

- a) The following information is required for **Development Variance Permit** applications. See Schedule '1' of this bylaw for a description of each application requirement.

Application Form	Photographs
State of Title	Site Plan
Owner's Authorization Form	Floor Plan
Site Profile (if applicable)	Elevation Drawings
Zoning Analysis Table	Landscape Plan (if applicable)
Project Rationale	

- b) Additional Development Approval Information may be required by the **Department Manager, Development Planning** in accordance with Section 2.4 of this bylaw to adequately make a recommendation to **Council** regarding a **Development Variance Permit** application.

1.2.2 Processing Procedure

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

- a) Upon receipt of an application package submitted to the **City** in accordance with the requirements of this bylaw, staff will issue a fee receipt to the applicant.
- b) **Development Planning** will review the application for completeness. If the application is incomplete, staff will request the required information from the applicant. Staff will only process the file when the application package is complete.
- c) **Development Planning** will refer the application to all relevant **City** departments, as well as applicable government and external agencies.
- d) **Development Planning** will evaluate the proposal for compliance with relevant **City** bylaws and policies.

- e) The applicant will complete public notification and consultation as required by Section 4 of this bylaw.
- f) **Development Planning** will prepare a staff report and refer the application to any relevant **Council** committee(s). The applicant is encouraged to attend any **Council** committee meeting(s) at which the application is being considered. The **Council** committee will provide a recommendation to **Development Planning** staff.
- g) Upon receipt of the comments of other referral agencies, **Development Planning** staff will prepare a staff report and draft **Development Variance Permit** for consideration by **Council**. The applicant is encouraged to attend the **Council** meeting at which the application is being considered.
- h) The Office of the **City Clerk** will notify the applicant in writing of the decision of **Council**.
- i) If authorized for issuance by the **Council**, **Development Planning** staff will prepare the required **Development Variance Permit** and related schedules for signature, and obtain any required security, pursuant to Section 2.9 of this bylaw.
- j) Upon sign-off of the **Development Variance Permit** by the **Department Manager**, **Development Planning** and receipt of required security, the **Development Variance Permit** will be issued and then registered on the State of Title of the subject property(s).

Schedule '15' – Current

Schedule '15' – Early Consideration Applications

This Schedule describes the process applicants must follow for Early Consideration applications, including application requirements and processing procedures. Following the steps outlined below does not grant a right to development approval.

Early Consideration of an application is limited to those projects with a scope and that does not meet current policy and objectives of pertinent bylaws. This is not intended to be a means for applications to circumvent standard application processes as outlined in this bylaw.

1.0 APPLICATION REQUIREMENTS

1.1. Submission of a complete application in accordance with Schedules '1', '2' and '3' of this bylaw.

2.0 PROCESSING PROCEDURES

An Early Consideration application submitted in accordance with this bylaw will be processed as follows:

- a) Upon receipt of an application package submitted to the City in accordance with the requirements of this bylaw, Development Planning may bring forward a report to Council at the discretion of the Department Manager, Development Planning.
- b) Development Planning will evaluate the proposal for compliance with relevant City bylaws, policies and one or more of the following general criteria:
 - i. The creation of 250 or more new dwelling units;
 - ii. Involves a major change to the Future Land Use class (including, but not limited to, Residential to Commercial, Commercial to Industrial, Resource Protection to Residential) of the applicable parcels(s) or portions thereof;
 - iii. Involves a change of two (2) increments within a Future Land Use class (including, but not limited to, Single / Two Unit Residential to Multiple Unit Residential (Medium Density)).
 - iv. Involves a major change in land use intensity (including, but not limited to, local to urban centre commercial, or business to heavy industrial).
 - v. The creation of a Comprehensive Development zone; or
 - vi. The project is not considered to meet relevant City bylaws or policies.
- c) Development Planning will prepare a staff report and refer the application to any relevant Council committee(s). The applicant is encouraged to attend any Council committee meeting(s) at which the application is being considered. The Council committee will provide a recommendation to Development Planning staff.
- d) Development Planning will prepare a staff report for consideration by Council. The applicant is encouraged to attend the Council meeting(s) at which the application will be considered.
- e) If Council decides to proceed with the application, the application will proceed as outlined in Schedule '2' or '3' of this bylaw. Council may alternatively decide to refer, table or deny the application.

Schedule '15' – Proposed

Schedule '15' – Early Consideration Applications

This Schedule describes the process applicants must follow for **Early Consideration** applications, including application requirements and processing procedures. Following the steps outlined below does not grant a right to development approval.

Early Consideration of an application is limited to those projects with a scope and that does not meet current policy and objectives of pertinent bylaws. This is not intended to be a means for applications to circumvent standard application processes as outlined in this bylaw.

1.0 APPLICATION REQUIREMENTS

1.1. Submission of a complete application in accordance with Schedules '2' and '3' of this bylaw.

2.0 PROCESSING PROCEDURES

An **Early Consideration** application submitted in accordance with this bylaw will be processed as follows:

- a) Upon receipt of an application package submitted to the **City** in accordance with the requirements of this bylaw, **Development Planning** may bring forward a report to **Council** at the discretion of the **Department Manager, Development Planning**.
- b) **Development Planning** will evaluate the proposal for compliance with relevant **City** bylaws, policies and one or more of the following general criteria:
 - i. The creation of 250 or more new dwelling units;
 - ii. Involves a major change to the **Future Land Use class** (including, but not limited to, **Residential** to Commercial, Commercial to Industrial, Resource Protection to **Residential**) of the applicable parcels(s) or portions thereof;
 - iii. The creation of a Comprehensive Development zone; or
 - iv. The project is not considered to meet relevant **City** bylaws or policies.
- c) **Development Planning** will prepare a staff report and refer the application to any relevant **Council** committee(s). The applicant is encouraged to attend any **Council** committee meeting(s) at which the application is being considered. The **Council** committee will provide a recommendation to **Development Planning** staff.
- d) **Development Planning** will prepare a staff report for consideration by **Council**. The applicant is encouraged to attend the **Council** meeting(s) at which the application will be considered.
- e) If **Council** decides to proceed with the application, the application will proceed as outlined in Schedule '2' or '3' of this bylaw. **Council** may alternatively decide to refer, table or deny the application.