

**VILLAGE OF LYTTON**  
**DEVELOPMENT APPROVAL PROCEDURES BYLAW NO. 731, 2023**  
**A BYLAW TO ESTABLISH PROCEDURES FOR THE PROCESSING OF LAND**  
**DEVELOPEMENT APPLICATIONS**

**WHEREAS** the Council of the Corporation of the Village of Lytton has adopted an Official Community Plan and a Zoning bylaw;

**AND WHEREAS** the Council of the Corporation of the Village of Lytton must by bylaw, define procedures to amend an Official Community Plan or Zoning bylaw, or issue a Permit under Part 14 of the *Local Government Act*;

**AND WHEREAS** Section 502 of the *Local Governmental Act*, require that the applicant for a permit under Part 14 of the *Local Government Act* provide security in an amount stated in the permit by an irrevocable letter of credit or the deposit of securities in a form satisfactory to the local government;

**AND WHEREAS** Section 154(1)(b) of the *Community Charter* empowers Council to delegate its powers, duties and functions, including those specifically established by an enactment to its officers and employees, its committees or its members or to other bodies established by Council;

**AND WHEREAS** Council desires to delegate its authority for certain matters where delegation would foster good government;

**AND WHEREAS** *Bill 2-2022, Municipalities Enabling and Validating (No.4) Act, 2022* allows Lytton to replace a specified bylaw or part of a bylaw that was lost in the fire of 2021.

**NOW THEREFORE**, the Council of the Corporation of the Village of Lytton, in open meeting assembled, enacts as follows:

"Village of Lytton Development Approval Procedures Bylaw No. 429, 1994" (and any amendments thereto) are/ is hereby repealed.

GIVEN FIRST, SECOND AND THIRD READINGS this 10th day of May, 2023

THIRD READING RESCINDED THIS 24<sup>th</sup> day of May, 2023

GIVEN FIRST, SECOND AND THIRD READINGS as altered this 24<sup>th</sup> day of May, 2023

ADOPTED this 14<sup>th</sup> day of June, 2023



Mayor Denise O'Connor



Corporate Officer, Alba Banman

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# **1 INTRODUCTION**

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## **1.1 Title**

This Bylaw may be cited as “Development Approval Procedures Bylaw No. 731, 2023”.

## **1.2 Interpretation**

A reference in this bylaw to any enactment of British Columbia is a reference to the enactment and regulations thereto, as amended, revised, consolidated or replaced from time to time. Any bylaw referred to herein is a reference to an enactment of the Council of the Village of Lytton, as amended, revised, consolidated or replaced from time to time.

If any section, subsection, sentence, clause or phrase of this bylaw is held to be invalid by a court of competent jurisdiction, that section, subsection, sentence, clause or phrase, as the case may be, will be severed and the validity of the remaining portions of the bylaw will not be affected.

The schedules attached to this bylaw form part of this bylaw.

The headings given to the sections and paragraphs in this bylaw are for convenience of reference only. They do not form part of this bylaw and will not be used in the interpretation of this bylaw.

## **1.3 Scope**

This bylaw applies to:

- a) An application to amend an Official Community Plan Bylaw, a Zoning Bylaw, or both;
- b) An application for:
  - i. Development Permit;
  - ii. Development Variance Permit;
  - iii. Temporary Use Permit; or
- c) Preparation of a Comprehensive Development Plan.

## **1.4 Powers, Duties and Functions of Council**

For clarity, subject to the *Local Government Act*, unless a power or duty or function of Council have been expressly delegated by this bylaw or another municipal bylaw, all of the powers, duties and functions of Council remain with Council.

## **1.5 Delegation to Persons Holding Position**

Where this bylaw delegates a power, duty or function to a named position, the delegation of the power, duty or function is to the person who holds the position and to any person who is the deputy of the person.

## 1.6 No Delegation by a Delegate

For clarity, a person to whom a power, duty or function has been delegated under this bylaw has no authority to further delegate to another person any power, duty or function that has been delegated by this bylaw.

## 1.7 Definitions

**Advisory Planning Commission or APC** means an Advisory Planning Commission established by the Village from time to time.

**Amending Bylaw** means a bylaw to change the provisions of an official community plan or a zoning bylaw.

**Applicant** means any person who makes application for development under provisions of this bylaw as authorized by the **Owner** of the property.

**Building Inspector** means the Building Official of the Village of Lytton.

**Bylaw Enforcement Officer** means the Bylaw Enforcement Officer of the Village of Lytton.

**Administrative Officer or CAO** means the person appointed by the Village of Lytton Council as CAO and any person who, from time to time, is the deputy CAO or is appointed by Council to act in the capacity of the CAO in the CAO's absence.

**Comprehensive Development Plan** means a plan authorized by the OCP for lands designated as Special Development Areas which have not been thoroughly assessed for development potential or where significant constraints have been identified which may affect the potential development of the site (e.g. infrastructure, servicing, access, topography, visual impact or environmentally sensitive areas).

**Council** means the Council of the Village of Lytton.

**Development Permit** means a permit authorized by section 489 of the *Local Government Act*.

**Staff** means the Village of Lytton's Staff.

**Development Variance Permit** means a permit authorized by section 498 of the *Local Government Act*.

**Director** means the person appointed as such by the Council of the Village of Lytton and includes his/her designate.

**Fees and Charges Bylaw** means the Village of Lytton's Fees and Charges Bylaw as amended or replaced from time to time.

**"FCL"** means flood construction level.

**Lot** means a parcel of land, including Crown Land title to which has been registered in the Land Title Office by the deposit of a plan or other description, but does not include a highway.

**Minor Development Permit** means a permit approved pursuant to section 2.3.4 of this bylaw.

**Minor Variance Development Permit** means a permit approved pursuant to section 2.3.5 of this bylaw.

**Official Community Plan or OCP** means the Village of Lytton Official Community Plan as amended or replaced from time to time.

**Owner** means the registered owner of property in fee simple, or his/her agent authorized in writing and includes the tenant for life under a registered life estate, the registered holder of the last registered agreement for sale, and the holder or occupier of land held in the manner described in section 228 of the *Community Charter*.

**Public Hearing** means a public hearing of Council pursuant to the *Local Government Act*;

**Qualified Environmental Professional or “QEP”** means an applied scientist or technologist acting alone or together with another QEP, if:

- a) The individual is registered and in good standing in British Columbia with an appropriate professional organization constituted under an Act, acting under that association's code of ethics and subject to disciplinary action by that association (includes, but is not limited to, Biologists, Foresters, Agrologists, Engineers, Geologists, Technicians and Technologists);
- b) The individual's area of expertise is recognized by the assessment methods as one that is acceptable for the purpose of providing all or part of an assessment report in respect of that development proposal; and
- c) The individual is acting within their area of expertise.

**Qualified Professional** means a professional engineer, geoscientist, architect, biologist, planner or other professional licensed or otherwise eligible to practice in British Columbia with experience relevant to the applicable matter, as determined by Staff and includes a Qualified Environmental Professional.

**Site** means an area of land consisting of a lot or two or more abutting lots.

**Technical Development Permit** means a Development Permit that the Director is authorized by this bylaw to issue.

**Temporary Use Permit** means a permit authorized by section 493 of the *Local Government Act*.

**Village** means the Village of Lytton.

**Zoning Bylaw** means the Village of Lytton Zoning Bylaw, as amended or replaced from time to time.

## **2 GENERAL PROVISIONS**

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### **2.1 Making Application**

#### **2.1.1 General Requirements for All Applications**

The following are required for all applications made under this bylaw:

- a) An application made pursuant to this bylaw will be made to Staff.
- b) An application will be executed in writing by the owner(s) of the land that is subject to the application. An owner may authorize an agent to act on their behalf by submitting an Owner's Authorization form.
- c) An application made pursuant to this bylaw will be submitted to the Village on the prescribed application form designated by the Director and will include an application fee, payable to the Village, in accordance with the Schedule 'F' of the Charges of the Fees and Charges Bylaw.

#### **2.1.2 Change of Ownership**

If there is a change of ownership of a parcel of land that is the subject of an application pursuant to this bylaw, the new owner must provide written authorization and a title search print before the application proceeds further.

#### **2.1.3 Application Requirements and Processing**

- a) An application for amendment of an Official Community Plan Bylaw or Zoning Bylaw, will be made and processed substantially as outlined in Schedule '2' of this bylaw.
- b) An application for a Development Permit will be made and processed substantially as outlined in Schedule '3' of this bylaw.
- c) An application for a Development Variance Permit will be made and processed substantially as outlined in Schedule '4' of this bylaw.
- d) An application for a Temporary Use Permit, or an application to renew a Temporary Use Permit will be made and processed substantially as outlined in Schedule '5' of this bylaw.
- e) An application for a Comprehensive Development Plan will be made and processed substantially as outlined in Schedule '6' of this bylaw.

#### **2.1.4 Number of Development Permit Applications**

Where land is subject to more than one Development Permit Area designation, only one (1) development permit application is required. However, the application should address the requirements of each applicable Development Permit Area as per the Official Community Plan. Additional application fees may be required as per the Village of Lytton Fees and Charges Bylaw.



### **2.1.5 Development Permit required prior to any land preparation**

In all Development Permit Areas, a Development Permit must be approved before land is subdivided or development occurs unless otherwise exempted from requiring a Development Permit as specified in the Official Community Plan.

## **2.2 Council Decisions**

### **2.2.1 Bylaw Amendments**

- a) Upon receipt of a report from Staff 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 [where zoning bylaw is not consistent with the Official Community Plan or Council decides a Public Hearing is appropriate] or give notice of first reading [where zoning bylaw is consistent with the Official Community Plan];
  - iii. Reject or refuse the application;
  - iv. Defer or otherwise deal with the application.
- b) Council may consider final adoption of an amendment bylaw:
  - 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 Staff 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.
- c) Notwithstanding Schedule '2' of this bylaw, Council may, by resolution, agree to postpone giving consideration to individual amendments to an Official Community Plan Bylaw or Zoning Bylaw until completion of any major review that the said bylaw may be undergoing at the time of the request.

### **2.2.2 Development Permits, Development Variance Permits and Temporary Use Permits**

Except for Permits which may be issued by the Director pursuant to Section 2.3 of this bylaw, Council may, upon receipt of a report from Staff respecting an application under Schedules '3', '4', '5' and '6':

- a) Issue, amend, or refuse the permit;
- b) Impose requirements and set conditions or standards;
- c) Impose conditions for the sequence and timing of construction;
- d) Require security; or
- e) Defer or otherwise deal with the Permit Application.

## **2.3 Delegation of Authority**

Pursuant to Section 154(1)(b) of the *Community Charter*, Council delegates to the Director the duties and powers of Council as follows:

### **2.3.1 Form and Content of Application Forms**

The Director may designate the form and content of application forms and in so doing may prescribe different forms for different categories of applications based on the nature or complexity of the application.

### **2.3.2 Development Approval Information**

#### **a) Types of Information**

The Director may exercise the powers of Council under Section 487 of the *Local Government Act* to require development approval information in respect of an application made under this bylaw to be provided by the applicant, at the applicant's expense including but not limited to the following:

- i. Environmental Impact Assessment;
- ii. Environmental Management Plan;
- iii. Construction Management Plan;
- iv. Functional Servicing Report;
- v. Geotechnical Study;
- vi. Site Access and Servicing Plan;
- vii. Stormwater Management Study;
- viii. Traffic Access and Circulation Analysis;
- ix. Traffic Impact Assessment;
- x. Tree Assessment Study;
- xi. Visual Impact Assessment;
- xii. Wildfire Hazard Assessment;
- xiii. Demand for Local Community Services Study; and
- xiv. Other Studies as deemed necessary.

#### **b) Engagement of Qualified Professionals**

Where the Official Community Plan specifies circumstances or designates areas in which development approval information may be required, the Director may require, where rationale is provided, that the applicant provide development approval information in a written report certified by a Qualified Professional that:

- i. Complies with, and fully addresses, the terms of reference which must be approved by the Director prior to completion of the report;
- ii. Addresses the potential impacts on land use, traffic, the environment, utilities and other Village facilities (if applicable);
- iii. Identifies and defines the context, interaction, scope, magnitude and significance of the anticipated impacts of the activity or development on the community, as well as the data and methodological accuracy, assumptions, uncertainties and acceptability thresholds on which the report is based and how the anticipated impacts may cumulatively contribute to existing risks, stressors and threats;
- iv. Provides recommendations for conditions or requirements that Council or the Director may impose to mitigate or compensate for anticipated impacts; and
- v. Provides recommendations and detailed costs for modifications to the environment, or construction of works, to mitigate or compensate for anticipated impacts.

c) Preparation of the Terms of Reference

The applicant will be required to work with Staff to review and confirm the Terms of Reference for the report or impact study in accordance with current Village policy. The terms of reference may require the applicant to provide information on and a systematic detailed assessment of other types of issues not addressed in policy, including but not limited to:

- i. Compliance of the activity or development with the Official Community Plan and any other relevant Village bylaw, plan or policy in preparation or adopted by Council;
- ii. Compatibility with adjacent and community land uses, functions, form, character, aesthetics and scale of development;
- iii. Socio-economic impacts affecting the day-to-day quality of life of people and communities, including direct and indirect economic impacts, demographics, housing, local services and socio-cultural issues;
- iv. Land use impacts such as noise, vibration, glare and electrical interference;
- v. Landscape and visual impacts (nature, significance and magnitude) including view corridors and shadows, visual envelope, prominent features, experiential characteristics and landscape character;
- vi. Transportation Demand Management (TDM) strategies, including, but not limited to transportation impacts, public transit, parking demand, traffic safety, pedestrian, cyclist and vehicular traffic flow or operation, trip generation, site access and egress, network connectivity and accessibility;
- vii. Retail impacts of a proposed commercial development, including but not limited to, the effects of additional competition, traffic impacts, the effects on tenancy and the impacts to neighbourhood stability;
- viii. Air quality impacts including, but not limited to, pollution, dust, fumes, smoke and odours;
- ix. Impacts to ground and surface water quality including, but not limited to, soil composition, profile, classification, agricultural suitability and capability, geologic process and terrain stability;
- x. Hydrological and/or hydrogeological assessment including, but not limited to, infiltration, interception, groundwater and overland flow, as well as hydrologic processes including accretion and erosion;
- xi. Terrestrial and aquatic ecology including, but not limited to, biological diversity, impacts to flora and fauna, habitat size, complexity, fragmentation or isolation, change to suitability or capability, restoration, creation or enhancement;
- xii. Historical, cultural and archaeological buildings, sites or assets;
- xiii. The phasing and timing of the activity or development;
- xiv. Hazardous conditions including, but not limited to, mud flow, debris torrents, erosion, land slip, rock falls, subsidence, avalanche, wildfire, flood, inundation or other hazard (including appropriate construction elevations and setbacks);
- xv. Compatibility with adjacent Village owned land, rights-of-way, covenants and easements;
- xvi. Local infrastructure and site servicing including, but not limited to, drainage, water, sewer or other utilities;
- xvii. Community facilities and services including, but not limited to, schools, parks, recreation, emergency protective and health services;
- xviii. Any other topic in relation to which the Director considers the proposed activity or development impacts the jurisdiction of the Village.

d) Selection of Personnel

The applicant will be required to provide the reports and impact studies prepared by Qualified Registered Professionals at the applicant's expense in accordance with the Terms of Reference for Professional Reports. The Village may require an independent review of the study results in certain circumstances including but not limited to: staff capacity and to ensure the timely review of the study results. The applicant will be notified if an independent review of the study results is required.

e) Incomplete or Deficient Reports

If it is determined by the Director that a report containing development approval information is incomplete or deficient, the applicant will be notified in writing the nature of deficiencies and the timeframe to resubmit the corrected report.

f) Presentation of Reports or Impact Studies

The Village may request, at the applicant's expense, the presentation of the report or impact study to Council, the community or Staff by the Qualified Registered Professional(s) that prepared the document.

g) Publication of Information

The Village may distribute and publicize a report containing development approval information requested under this bylaw.

### **2.3.3 Performance Security**

The Director may exercise the powers of Council under Sections 489 and 502 of the *Local Government Act* to require security as a condition of the issuance of a Development Permit, Temporary Use Permit or Development Variance Permit in accordance with Section 2.6 of this bylaw for the following:

- a) Landscaping ("Landscape Security");
- b) An unsafe condition or damage to the natural environment that may result as a consequence of a contravention of a condition in a permit ("Remediation Security"); or
- c) To guarantee the performance of the terms of a Temporary Use Permit ("Performance Security").

### **2.3.4 Development Permits - Delegated**

- a) The Director may exercise the powers of Council under Section 489 of the *Local Government Act* to issue, to refuse and to amend Development Permits in respect of the following Development Permit areas established by an Official Community Plan:
  - i. Revitalization
  - ii. Hazardous Conditions
  - iii. Environmentally Sensitive Areas
  - iv. Wildfire Interface

subject to the restrictions identified in 2.3.5 of this bylaw. This includes the powers of Council to require that the applicant provide security for the purpose of Section 502 of the *Local Government Act*, to establish the conditions of the permit and to determine whether such requirements and conditions have been met.

- b) The Director may exercise the powers of Council under section 489 of the *Local Government Act* to approve Development Permits that are limited to:
  - i. Minor design modifications, including façade alterations, that do not alter the overall form and character of development of commercial, multi-unit residential and industrial buildings;
  - ii. Renovation, alterations or additions not exceeding 50m<sup>2</sup> (538 ft<sup>2</sup>) to existing Commercial, Industrial and Multi-unit residential or mixed-use buildings;
  - iii. Sign placements; or
  - iv. Commercial exterior signage.

### **2.3.5 Development Variance Permits – Delegated**

The Development Officer is designated under Section 498.1 of the *Local Government Act* to issue a Development Variance Permit where the Development Variance Permit satisfies (a), (b), (c) and (d) below.

The Director is permitted to issue a Development Variance Permit, Minor:

- a) The Director may exercise the powers of Council under section 489 of the *Local Government Act* to approve Development Variance Permits that are limited to:
  - i. reduce minimum setback;
  - ii. increase maximum height; or
  - iii. increase the developed area

by no more than ten percent (10%) of the bylaw regulation, whether a minimum for maximum.
- b) Where, in the opinion of the Director, issuance of the Development Variance Permit will not:
  - i. Result in inappropriate development of the site;
  - ii. Adversely affect the natural environment;
  - iii. Substantially affect the use and enjoyment of adjacent land;
  - iv. Vary permitted uses and densities under the Village's Zoning Bylaw; or,
  - v. Defeat the intent of the bylaw; and
- c) Where no written correspondence opposing the requested variance(s) has been received from Owners or tenants in occupation of parcels within 60 metres of the subject property within the prescribed circulation period; and
- d) If the Development Variance Permit has not been applied for as a result of an active bylaw enforcement investigation.

### **2.3.6 Restrictions on Delegation**

As a restriction on Section 2.3.4, the Director may only issue Development Permits that meet the following criteria:

- a) The application does not require Ministry of Transportation and Infrastructure approval;
- b) The proposed development does not impact adjacent or abutting residential developments, as determined by a Qualified Professional;

- c) No variances to the Zoning Bylaw are required; and
- d) The Development Permit authorizes minor design modifications that do not alter the overall form and character of development and that do not reduce minimum setbacks, or increase maximum height or density including:

### **2.3.7 Delegated Authority – Referral to Council**

The Director may refer any Application describe in Section 2.3.4 or 2.3.5 to Council for consideration of issuance.

## **2.4 Council Reconsideration**

All of the following apply to any decision by the Director under Section 2.3:

- a) Any owner of property that is subject to a decision under section 2.3 who is dissatisfied with the decision is entitled to have the decision reconsidered by Council, at no charge, in accordance with this section.
- b) An owner who wishes to have a decision reconsidered by Council must apply for the reconsideration by delivering to the Chief Administrative Officer or their delegate, a reconsideration application in writing, which must set out all of the following:
  - i. the name of the delegate who made the decision, the date of the decision and the nature of the decision;
  - ii. reasons why the owner wishes the decision to be reconsidered by Council;
  - iii. the decision the owner requests be made by Council, with brief reasons in support of the requested decision; and
  - iv. a copy of any materials considered by the owner to be relevant to the reconsideration by Council.
- c) A reconsideration application must be considered by Council at a regular meeting of Council held at least two (2) weeks and no more than ten (10) weeks after the date on which the reconsideration application is delivered to the Village;
- d) The Chief Administrative Officer or their delegate must:
  - i. Notify the Director of each request for reconsideration and the Director will, prior to the date of the meeting at which the reconsideration will occur, provide a written report to Council setting out, at the level of detail the Director considers appropriate, the rationale for their decision;
  - ii. Place each reconsideration application on the agenda for a regular meeting of Council in accordance with section 2.5.1(c);
  - iii. Give notice of each reconsideration by Council in accordance with any notice requirements in respect of the original application that are set out in Schedule `3` of this bylaw or the *Local Government Act*;
  - iv. Notify the applicant of the date of the meeting at which reconsideration will occur; and
  - v. Before each reconsideration by Council, deliver to each Council member a copy of the materials that were considered by the delegate in making the decision that is to be reconsidered.
- e) In reconsidering a decision, the Council must consider the same material as was considered by the delegate in making the decision.

- f) At a reconsideration of a decision, the owner and any other person who is interested in the decision are entitled to be heard by Council.
- g) Council is entitled to adjourn a reconsideration of a decision; and
- h) Council will either confirm the decision of the Director, or substitute its own decision, including Permit conditions.

## **2.5 Plans Completed by a Registered Professional**

Where a development proposal indicates a building that meets any of the following criteria, all building plans, elevations and floor plans must be completed by a registered architect and/or engineer in good standing and licensed to practice in British Columbia:

- a) The building footprint exceeds 600m<sup>2</sup>;
- b) The building height exceeds four (4) storeys;
- c) a mixed-use building that has a gross area of 470 m<sup>2</sup> or more and that has one or more dwelling units
- d) a commercial, industrial or mixed-use building that has a gross area of 470 m<sup>2</sup>
- e) The building is used for Assembly Occupancies, this includes, but is not limited to assembly uses, eating establishments, educational facilities, recreational facilities and theatres;
- f) The building is used for Care and Detention Occupancies, this includes, but is not limited to, care facilities, hospitals, prisons;
- g) The building is used for High Hazard Occupancies as defined by the BC Building Code; or
- h) The building requires firewalls as provided for in the *BC Building Code* with a common egress system for occupants.
- i) The building contains five (5) residential units or greater in accordance with the *Professional Governance Act, Architects Regulations*.

## **2.6 Performance Security**

### **2.6.1 Form of Security**

Security required by permits will be in the form of a certified cheque or an automatically renewing irrevocable letter of credit, effective for a period to be determined by Staff. Such irrevocable letter of credit will be clean and unconditional, automatically renewing and redeemable at a local financial institution chartered under the *Bank Act* (Canada) or *Financial Institutions Act* (Provincial) and may be subject to additional conditions to be specified by the Director.

### **2.6.2 Amount of Security**

The amount of security will be determined by the Director using the following guidelines:

- a) An estimate or quote provided at the applicant's expense by a professional qualified to undertake or supervise the works for which the securities are required;
- b) The amount of security may be calculated using such methodologies as the Director may prescribe from time to time.

### **2.6.3 Conditions of Security**

Where security is a condition of a Permit,

- a) In the case of a condition in a permit respecting landscaping works, the amount will be 125% of the cost of the works, including inspections, monitoring and maintenance, paid in full prior to permit issuance;
- b) In the case of an unsafe condition that might result from a contravention of a permit condition, the amount of security will reflect the nature of the permit condition, the nature of the unsafe condition and the cost to the Village of entering on the land, undertaking work to correct the unsafe condition, including the cost of repairing any damage to land and improvements that may have been caused by the unsafe condition or that may have occurred in connection with the repair work.
- c) In the case of damage to the natural environment that might result from a contravention of a permit condition, the amount will reflect the nature of the permit condition, the nature of the damage to the environment and restoring or enhancing the natural environment to compensate for the damage that has been caused by the contravention of the permit condition.
- d) Where security is required pursuant to Sections 2.6.3(b) of this bylaw, the Village will return to the applicant 100% of the security deposit upon receipt of a Letter of Assurance, certifying that the unsafe condition or damage to the natural environment has been corrected, from a Qualified Professional.
- e) Where security is required as a condition of a Permit for landscaping, the following will also apply:
  - i. The landscape works (including irrigation) will be considered substantially complete upon receipt of written certification that the landscape and irrigation works have been completed in accordance with the approved Development Permit, or as determined by Staff.
  - ii. Upon substantial completion, the Village will return to the applicant ninety (90%) of the security deposit. The Village will withhold the remaining ten percent (10%) for up to two (2) growing seasons.
  - iii. At least one (1) year after substantial completion of the landscape works, the Village may return the remainder of the security deposit on the condition that the landscaping remains in substantial compliance with the approved Development Permit.
- f) Where security is required as a condition of an Environmentally Sensitive Area or Hazardous Condition, the following will also apply:
  - i. The works will be considered substantially complete upon receipt of a letter from a Qualified Professional certifying that the works have been completed in accordance with the approved Development Permit, or as determined by Staff.
  - ii. Upon substantial completion, the Village will return to the applicant ninety percent (90%) of the security deposit. The Village will withhold the remaining ten percent (10%) for up to two (2) growing seasons to ensure the landscape works have been demonstrated to function (ecologically or as designed).
  - iii. At least one (1) year after substantial completion of the works, the Village may return the remainder of the security deposit on the condition that a Letter of Assurance has been submitted by a Qualified Professional certifying that the works remain in substantial compliance with the approved Development Permit.
- g) If the works are not completed in substantial compliance with the approved Development Permit by the date of expiry of the Permit, or an unsafe condition or damage to the natural environment has resulted as a consequence of the violation of the permit, the Village may cash the security deposit for the purposes of entering upon the subject property and completing the landscape works or undertaking works to correct the unsafe condition or to correct the damage to the natural environment. No Occupancy Permit will be issued prior to completion of the landscape requirements in accordance with the Landscape Plan attached to and forming part of a Development Permit unless securities are in place.



## **2.7 Notice of Decision**

- a) All applicants will be notified within 21 days of a Council decision to issue, refuse, reject, amend or proceed with an amending bylaw, development permit or a development variance permit.
- b) Written notice of a Council decision will be mailed or otherwise delivered by the Village to an applicant at the address provided on the application form. Email will be deemed delivered on the date sent by the Village.

## **2.8 Incomplete Applications**

If Staff determines that an application is incomplete during the initial review, the application will be placed on hold and the applicant will be requested to provide the required information. The applicant may be required to provide additional information beyond the standard checklist of items by the Director. If the applicant does not provide the information within three (3) months of the request, the application and refundable portion of the fee will be returned, and the file closed.

## **2.9 Lapse of Application**

### **2.9.1 Lapse of Application**

- a) In the event that an application made pursuant to this bylaw is Twelve (12) months old or older and has been inactive for a period of six (6) months or greater;
  - i. The application will be deemed to be abandoned and the applicant will be notified in writing that the file will be closed;
  - ii. Any bylaw that has not received final adoption will be considered abandoned;
- b) Upon written request by the applicant prior to the lapse of the application, Council may extend the deadline for a period of twenty four (24) months by passing a resolution to that affect.
- c) If applicable, a refund will be paid to the applicant in accordance with the Development Application Fees Bylaw for proposals that have been deemed to have lapsed.
- d) In order for an application that has lapsed under Section 2.9 (a) or (b) to proceed, a new application (including fee), will be required.

## **2.10 Re-application**

- a) Subject to Section 460 of the *Local Government Act*, where an application made pursuant to this bylaw has been refused by Council, re-application will not be accepted for a six (6) month period immediately following the date of refusal.
- b) Where an applicant intends to appeal to Council to vary the time limit set in section 2.9 (a), and pursuant to section 463(3) of the *Local Government Act*, the applicant will submit, in writing, a detailed statement as to why the time limit for the reapplication should varied.

## **2.11 Enforcement**

### **2.11.1 Inspection**

The Director, Bylaw Enforcement Officer and the Building Inspector and any other authorized representative of the Village under their direction is hereby authorized to enter all reasonable times upon any premise to ascertain whether the regulations and provisions of this bylaw are being or have been complied with.

### **2.11.2 Offence**

- a) Every person who violates a provision of this bylaw commits an offence and is liable on summary conviction to a penalty not exceeding two thousand dollars (\$2000) and costs of prosecution.
- b) Each day a violation of the provisions of this bylaw exists or is permitted to exist will constitute a separate offence.
- c) No person or owner will alter a building or land in a Development Permit area as designated by the Official Community Plan unless the owner holds a valid permit issued pursuant to this bylaw.
- d) No person will interfere with or obstruct the entry of a Bylaw Enforcement Officer or any authorized Village representative onto any land or into any building to which entry is made or attempted pursuant to the provisions of this bylaw.

### **3 APPLICATION FEES**

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#### **3.1 Application Fee Requirement**

- a) At the time of application, the applicant will pay to the Village any application fees in the amounts as set out in the Fees and Charges Bylaw.
- b) Where a Public Information Meeting is required by Council, the applicant will pay all costs associated with the Public Information Meeting.
- c) The fees prescribed in the Fees and Charges Bylaw apply to lot for which the application is made, as follows:
  - i. If an application involves two or more contiguous parcels of land, they will be treated as one proposal;
  - ii. If an application involves two or more parcels of land that are not contiguous, they will be treated as separate applications and the fee prescribed in the Development Application Fees Bylaw applies to lot for which the application is made.

#### **3.2 Refund of Application Fees**

Refund of application fees will be considered in accordance with the Fees & Charges Bylaw.

## 4 PUBLIC NOTIFICATION & CONSULTATION

### 4.1 Public Notification & Consultation Requirements

All applications made pursuant to this bylaw require the forms of public notification and consultation described in this section.

**Table 1 – Forms of Public Notification and Consultation**

Application Type	Developer-Directed Public Information Session	Development Notice Sign	Neighbour Notification	Website Notification
Official Community Plan Amendment*	N	N	Y	Y
Zoning Amendment *	N	N	Y	Y
Comprehensive Development Plan	Y	Y	Y	Y
Development Permit	N	N	N	N
Development Variance Permit **	N	N	Y	Y
Temporary Use Permit	N	N	Y	Y
Temporary Use Permit Renewal	N	N	N	Y

Y = Required

N = No notification/consultation requirements

\* = Applications for Commercial, Industrial and Multi-unit Residential Development

\*\* = Development Variance Permit decided by Delegated Authority are excluded from neighbourhood notification requirements of this section as per s. 499.1.1 of the *Local Government Act*

### 4.2 Public Notification Specifications

#### 4.2.1 Giving Notice for Public Hearings or consideration of a Temporary Use Permit

- a) In accordance with the *Local Government Act*, the Village will mail or otherwise deliver individual notices to all owners and tenants in occupation of the subject property for which an application is being made, and all owners and tenants in occupation of properties within the Village boundaries, advising of a scheduled:
  - i. Public Hearing for an Official Community Plan, Zoning Bylaw amendment or Comprehensive Development Plan; or
  - ii. Council meeting for considering issuance of a Temporary Use Permit.
- b) The notification outlined 4.2.1(a) is not required if ten (10) or more parcels owned by ten (10) or more persons are subject to the application.
- c) Individual notices will be mailed or otherwise delivered not less than ten (10) days prior to Council consideration of a Development Variance or Temporary Use Permit, and not less than ten (10) days prior to the holding of a Public Hearing for an Official Community Plan or Zoning Bylaw amendment.

#### **4.2.2 Neighbour Notification for Development Variance Permit Applications**

- a) In accordance with the *Local Government Act*, District staff 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 all other properties within a distance of not less than 60 metres measured from the boundaries of any subject property to which the application pertains, advising of:
  - i. a scheduled Council meeting for considering a Development Variance Permit; or
  - ii. the issuance of a Development Variance Permit by the Director.
- b) Individual notices will be mailed or otherwise delivered not less than fifteen (15) days prior to Council consideration of a Development Variance Permit or issuance of a Development Variance Permit under Delegated Authority.
- c) Where Development Variance Permit approval is considered pursuant to delegated authority and no correspondence opposing the requested variance(s) is received within the time period specified, the permit will be considered for approval.
- d) Where Development Variance Permit approval is considered pursuant to delegated authority and correspondence opposing the requested variance(s) is received, the Development Variance Permit application will be provided to Council for a decision.

#### **4.2.3 Website Notification**

Village staff will post monthly on its website information on the number and type of complete applications submitted to the Village and notification of all scheduled public meetings and/or Public Hearings.

#### **4.2.4 Developer-Directed Public Information Meetings**

- a) A Public Information Meeting is required to be held by the developer prior to Council consideration of a Comprehensive Development Plan. Applicants are encouraged as a best practice to hold public information meetings prior to the application being considered by Council to provide an additional opportunity for the public to access information and to inquire about the proposal beyond that available through the standard application referral and public hearing processes.
- b) The developer/applicant will organize, conduct and pay all costs associated with the public information meeting.
- c) The notice of a public information meeting will be mailed or distributed in the same manner as would be required for a public hearing; or where the application is for a permit, in the same manner as if it were a notice of a proposed Development Variance Permit.
- d) Applicants are encouraged to submit a report to the Village summarizing the meeting to provide the following information:
  - i. Location, time and duration of meeting;
  - ii. Number of attendees;
  - iii. How the meeting was advertised and how surrounding property owners were notified;
  - iv. Information provided at the meeting; and

- v. A summation of questions raised and major discussion points.

#### **4.2.5 Scheduling of a Public Information Meeting**

- a) A public information meeting will be arranged and conducted according to the following guidelines:
  - i. A public information meeting should commence no later than 7:00 p.m.
  - ii. A public information meeting should be held Monday through Thursday, excluding holidays. Where the Village considers appropriate, a public information meeting may be held on a day of the weekend, if in the event that members of the public or adjacent property owners would otherwise have difficulty attending a meeting held on a weekday. A public information meeting held on a weekend should be in the afternoon.
  - iii. Where possible, a public information meeting should be held in the area of the community most affected by the respective application.

#### **4.2.6 Giving Notice for Public Information Meetings**

To ensure the public and persons who may be affected by a bylaw amendment have adequate notice of a public information meeting, the applicant must notify adjacent property owners and residents within a distance not less than 60 metres of the boundaries of the subject property in person, by mail or by handbill left at each adjacent property. BC Assessment rolls should be used in preparing an adjacent-property owner list. Village staff may assist in preparing the list.

#### **4.2.7 Posting a Development Notice Sign**

Except for Development Permit, renewal of a Temporary Use Permit applications and Amendment Applications involving ten (10) or more parcels owned by ten (10) or more persons, an applicant under this bylaw must, at his or her cost, erect a Development Notice Sign on that parcel of land which is the subject of the application, in accordance with the following:

##### **a) Timing**

For applications that require a statutory Public Hearing, Development Notice Signs will be posted a minimum of ten (10) days prior to the Public Hearing for the application. For all other applications, Development Notice Signs will be posted a minimum of ten (10) days prior to the Council meeting at which the application is scheduled for consideration.

Development Notice Signs must remain in place until the conclusion of the Public Hearing, until Council has considered the Development Variance Permit, until Council has adopted the amending bylaw if the Public Hearing has been waived, or until the development application has been abandoned. Development notice signs must be removed within seven (7) days of the conclusion of a Public Hearing.

##### **b) Location**

All Development Notice Signs will be placed on a property that is subject to an application pursuant to this bylaw so that they are clearly visible from the street, approximately three (3) metres inside the property line.

c) Number

One sign is required for each 100 metres of road frontage provided that no more than three (3) signs are required for any one site.

d) Sign Content

The sign(s) will include the following information, as applicable to the application:

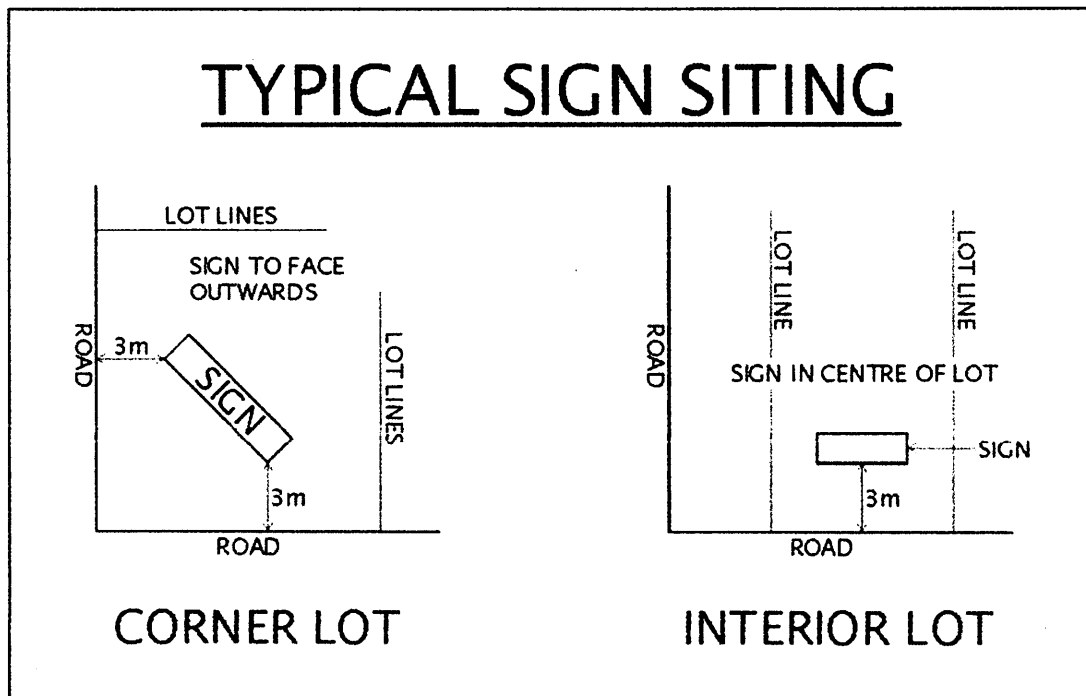
- i. The Village's development application file number;
- ii. A brief project description;
- iii. The date(s) of the relevant Public Hearing and/or Council meeting at which the application is to be considered, or the final date for receipt of public input if the Public Hearing has been waived; and
- iv. Any additional information Staff may require.

e) Sign Preparation

Development Notice Signs will be prepared in accordance with the Village of Lytton Staff standard at the applicant's expense. The Village's standard signage format must be used and the signage content must be approved by Village staff prior to posting of the sign.

f) Sign Installation

Development Notice Signs will be located in a manner which does not interfere with pedestrian or vehicular traffic or obstruct visibility from streets, lanes or driveways and must be installed in a safe, sturdy manner capable of withstanding wind and weather.



g) Photographic Evidence Required

The applicant must provide Staff with photographic evidence confirming that all Development Notice Signs required by this bylaw have been installed on the subject property before the application will be considered at a Public Hearing or a regular meeting of Council.

h) Failure to Post and Maintain

Failure to post the required Development Notice Sign(s) in accordance with this bylaw will result in the postponement of consideration of the application by Council or consideration by the Director. Non-compliance with this section due to the removal, destruction, or alteration of the sign by vandalism or natural occurrence will not affect the validity of the application or postpone a Council meeting or consideration by the Director as long as reasonable efforts have been taken by the applicant to maintain the sign.

i) Maintenance of Sign

It is the responsibility of the applicant to ensure the sign(s) remain intact and visible as per the sign siting specifications until such time the sign can be removed, in accordance with Section k.

j) Amendments to Application

If any significant amendments are made to the application, the applicant will be required to install new sign(s) reflecting the change in application. The applicant will provide a mock-up of the sign to staff for review and approval prior to final printing.

k) Sign Removal

The Notice of Application Sign will be removed by the applicant within seven (7) days following:

- i. The conclusion of the public hearing or adoption of the amending bylaw if the public hearing is not held; or
- ii. The final consideration of an application by Council or the Director; or
- iii. The abandonment of the application.

### **4.3 Agency Referral Process**

**4.3.1** When dealing with an application under this bylaw, Staff will develop a referral list of agencies, organizations or levels of government to which the amendment must be sent for review and comment.

**4.3.2** Each agency, organization or level of government will be given a minimum of twenty-one (21) calendar days from the date of the referral to provide any comments. If after a minimum of twenty-eight (28) calendar days the agency, organization or level of government has not notified the Village in writing about their concerns or advised of a delay in response, the agency, organization or level of government is considered to have no concern.



## **5.0 Repeal**

Bylaw No. cited as "Development Procedures Bylaw No. 429, 1994" and all amendments thereto are hereby repealed.

## **6.0 Effective Date**

This Bylaw will take effect upon its adoption by the Council of the Corporation of the Village of Lytton.

## **7.0 Irregularity**

The failure of Council or a Committee to observe the provisions of this bylaw does not affect the validity of resolutions passed or bylaws enacted by Council.

Read a first time this \_\_\_\_ day of \_\_\_\_\_, 2023.

Read a second time this \_\_\_\_ day of \_\_\_\_\_, 2023.

Read a third time this \_\_\_\_ day of \_\_\_\_\_, 2023.

Adopted by the Municipal Council of the Corporation of the Village of Lytton this \_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Corporate Officer

## Schedule '1' – Submission Standards

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The information and types of development approval information listed below may be required for applications under this bylaw in accordance with Schedules '2' to '6' of this bylaw. Where they are required, the following standards apply:

### a) Application Submission

- i. **Application Form** (Completed)
- ii. **State of Title Certificate** or **Title Search** print and copies of registered easements, rights-of-way and covenants obtained within the past 90 days from the Land Title Office.
- iii. **Owner's Authorization** if the applicant is not the registered landowner and has been appointed an agent.
- iv. **Site Declaration** or Disclosure Statement in accordance with the *Environmental Management Act*.
- v. **Zoning Analysis Table** illustrating how the proposal meets or deviates from the requirements of the current and any proposed zone(s).
- vi. **Project Description** including the design rationale explaining the project's conformity with the Official Community Plan including relevant development permit guidelines and in the case of Form and Character Development Permits with respect to form, materials, context, objectives, design philosophy, relationship to adjacent development; how accessibility and Crime Prevention through Environmental Design considerations will be addressed if applicable.
- vii. **Photographs** of the site and surrounding context i.e. neighbouring properties, on-site structures, boulevard trees, sidewalks, overhead utilities) in colour and at a size which is legible to the reader.

### b) Site Plan (Minimum 1:200 scale) in metric units including:

- ♦ Civic address and legal address
- ♦ Site Plan Data Table including:
  - Site Area (m<sup>2</sup>)
  - Site Coverage (%)
  - Gross Floor Area (m<sup>2</sup>)
  - Floor Area Ratio (FAR)
  - Number of proposed units
- ♦ Property lines and dimensioned setbacks (maximum building footprint)
- ♦ Easements, right-of-way and covenant areas
- ♦ Outline of existing and proposed buildings (accurately measured and dimensioned).
- ♦ Parking layout (dimensioned setbacks to property line, depth and width of stalls and manoeuvring aisles) including disabled parking stalls and Visitor Parking stalls
- ♦ Site lighting
- ♦ Location and area of private open space (also labelled on corresponding Landscape Plan)

For Commercial, Industrial, Institutional and Multi-unit residential applications also include:

- ♦ Provision of universal accessibility
- ♦ Location and number of bicycle, scooter and motorcycle parking spaces and parking spaces for persons with disabilities (accurately dimensioned)
- ♦ Location of any Loading Spaces
- ♦ Location of any existing and proposed signage
- ♦ Locations of refuse and recycling bins and enclosures
- ♦ Private Open Space calculations
- ♦ Expanded Data Table to include Parking and Private Open Space calculations
- ♦ Connectivity to public sidewalks and trails
- ♦ Lighting plan showing illuminated areas

c) **Floor Plans** for each floor including the basement (Minimum 1:200 scale) in metric units including:

- ♦ Layout of all exterior and interior walls (dimensioned)
- ♦ Location of doors and windows
- ♦ Use of each room (e.g. bedroom, bathroom, etc.)
- ♦ Dimensions of each room

d) **Elevation Drawings** (Minimum 1:200 scale) in metric units including:

- ♦ Exterior of subject building(s) with all elevations and directions labelled
- ♦ Existing average site grade and grade of existing buildings
- ♦ Proposed average site grade and finished grade of proposed buildings
- ♦ Where existing grade is altered, indicate the finished grade at all bordering properties and streets
- ♦ Dimensioned height from grade on all elevations (indicate number of storeys)
- ♦ Materials and proposed colour details of all exposed surfaces (e.g. roof (including vents, chimneys and elevator housing), trim, facade)

For Commercial, Industrial, Institutional and Multi-unit residential applications also include:

- ♦ Drawings of street elevation with relationship to buildings on adjacent properties
- ♦ Lighting locations around entrance, exits and emergency access routes
- ♦ Sign Plan as per section 16.0.1 of the Sign Bylaw showing the location of any existing and proposed signage
- ♦ Materials and proposed colour details of windows, doors, trim, balconies, railings, etc.
- ♦ Coloured rendering (showing complete building elevations and proposed landscaping)

e) **Colour Board** submitted in a form that can be replicated including:

- ♦ Roofing material and colour
- ♦ Main exterior material(s) and colour(s)
- ♦ Materials and proposed colour details of windows, doors, trim, balconies, railings, etc.

For Commercial, Industrial, Institutional and Multi-unit residential applications also include:

- ♦ One (1) Colour Board with samples of actual materials use (including lighting fixture, signage details, etc.).

- f) **Landscape Plan** (Minimum 1:200 scale) in metric units detailing:
- ♦ Outline of existing and proposed building(s) with existing trees or treed areas
  - ♦ Parking layout and surface treatment
  - ♦ Hard landscaping (precast pavers, brick, concrete, etc.) including materials within the public road right-of-way
  - ♦ Soft landscaping (trees, hedges, planting beds, vines, lawn, etc.) including vegetation within the public road right-of-way
  - ♦ Landscape structures (fences, trellis, arbours, retaining walls, lighting, etc.)
  - ♦ Location and size of amenity areas, play areas and private open space (if applicable)

For Commercial, Industrial, Institutional and Multi-unit residential applications also include:

- ♦ A proposed plant list of trees, shrubs, perennials and ground covers including quantities, botanical and common names, planting sizes and on center spacing
  - ♦ An Irrigation Plan, certified by a Qualified Professional showing direction of drainage, catch basins and sub-drains marked with the proposed rim and invert elevations;
  - ♦ Location, material and height of refuse and recycling enclosures (accompanied by detailed elevation drawings)
  - ♦ Landscape cost estimate indicating topsoil, mulches, vegetative materials, hard and soft landscaping, irrigation, structures, fencing/materials, play equipment, site furniture, etc. The estimate should include the labour costs for monitoring activities in accordance with the terms of the restoration or maintenance period
  - ♦ Where a Landscape Plan is required as a condition of a Natural Environment Development Permit, the Plan must be stamped and sealed by a Qualified Professional
  - ♦ Preliminary grading information sufficient to determine special treatment or provisions to retaining elements that corresponds to the Grading Plan
  - ♦ Location and species of boulevard trees (if proposed) and preliminary construction drawings for the landscape elements.
- g) **Topographic and Feature Survey** prepared by a registered professional showing:
- ♦ Natural/existing slope contours at a 1 to 2 metre interval including but not limited to knolls, bedrock outcrops, cliffs and slope transitions, seasonal and permanent watercourses, drainage routes, vegetation, top of bank and ridgelines
  - ♦ Spot elevations
  - ♦ Existing roads, improvements and servicing (e.g. swales and similar infrastructure)
- h) **Preliminary Concept Plan** prepared by a registered professional showing the following minimum information where not included on other plans submitted:
- ♦ Areas to be developed
  - ♦ Natural areas to be preserved
  - ♦ Existing and proposed development
  - ♦ Site grading, topographic contour plans, slopes, water courses, road layout, proposed land uses, preliminary site servicing and tree cutting limits
- i) **Grading Concept Plan** showing:
- ♦ Pre and post-development contours in 1 metre intervals
  - ♦ Location of existing creeks, watercourses, natural drainage channels and other pertinent topographic features, including all large or desirable trees on or near proposed roadways
  - ♦ Pre and post-development cross sections
  - ♦ Building footprints
  - ♦ Sections through proposed building(s) indicating line of existing and finished grade
  - ♦ Circulation network and access to adjacent lands
  - ♦ Proposed landscape works, including any proposed retaining walls

- j) **Visual Impact Assessment** showing:
- ♦ Pre and post-development conditions, including a 3D digital terrain model illustrating pre and post-development conditions
  - ♦ Proposed buildings and structures
  - ♦ Road alignments
  - ♦ Extent of cuts and fills
  - ♦ Site features to be preserved or removed
  - ♦ Post-development impacts on views. A viewshed analysis should be provided from a select number of valley bottom locations outside of the development site to illustrate pre and post-development views to the site.
- k) **Tree and Vegetation Management Plan** prepared by a qualified environmental professional designed to:
- ♦ Promote the use of native plant species, plant health, minimize wildfire risk, minimize erosion and to ensure that the landscape retains a natural appearance
  - ♦ Re-vegetation should indicate existing vegetated areas that are to remain undisturbed and show all proposed landscaping. A full planting list is required
- l) **Stormwater and Drainage Management Plan** showing the entire site and the downstream basin(s) that may be affected. A site-specific Terms of Reference may be prepared by the Village to address storm water issues and describe report requirements. At a minimum the plan and report should demonstrate:
- ♦ Pre and post-development on-site and off-site stormwater conveyance systems including natural drainage courses, streams, ponds, springs, etc.
  - ♦ Tributary (upstream) drainage areas and major off-site drainage routes
  - ♦ Proposed development layout and stormwater management system(s), including overland emergency drainage routes from all low points on the proposed roads
  - ♦ Analysis of pre and post-development runoff peak flows and volumes generated from critical rainfall events and the proposed release rates
  - ♦ Analysis of potential downstream problems (i.e. system capacities, erosion, flooding, fish habitat) considering both peak and low flow conditions compared to the latest available information
  - ♦ Discussion of stormwater quality and drawings showing the location and details of proposed water quality Best Management Practices
  - ♦ Evidence of consultation with qualified professional(s) and relevant government agencies to determine fish flow requirements (i.e. low flow and pond requirements) and any relevant background information
  - ♦ Recommendations for mitigating impacts related to development activities on any downstream system or adjacent properties
- m) **Geotechnical and/or Hydrogeological Assessment** prepared by a suitably qualified professional engineer that concludes that the land is safe for the use intended and identifies areas which may be unsuitable for development. A site-specific Terms of Reference may be prepared by the Village to address specific hazard issues and describe report requirements. The Village may require owners to provide a new geotechnical if any of the prior studies produced by the proponent are outdated or do not meet the current regulations.
- n) **Erosion and Sediment Control Plan** prepared by a qualified registered professional engineer identifying:
- ♦ Potential for erosion and sedimentation
  - ♦ Measures to be taken to minimize that potential before, during and after site development

- o) **Retaining Walls Plan and Design** showing the location and design of retaining walls including plan and profile as well as materials (type, colour, specifications).
- p) **Snow Management Plan**
  - ♦ Site plan with an overlay
  - ♦ Description of the proposed activities
- q) **Utilities Design Brief** if requested includes:
  - ♦ Conceptual Design Drawings with modeling and field check for water (including Fire Flow calculations where applicable), sanitary and storm sewer services and roads in accordance with the Village of Lytton Subdivision, Development and Servicing Bylaw Pre-Design Report requirements;
  - ♦ Cost Estimate of Works required to meet Subdivision and Development Servicing Bylaw
- r) **Infrastructure and Services Life Summary** prepared by a qualified registered professional engineer identifying all infrastructure required to support the development and any sharing of that infrastructure with existing or future development by others. The summary must also identify the projected service life of each infrastructure component.
- s) **Environmental Assessment Report** prepared, signed and sealed by a Registered Professional Biologist (R.P. Bio.) licensed to practice in BC, which assesses potential impacts of the proposed development and proposes 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;
  - ♦ a gap analysis; and
  - ♦ recommended monitoring as applicable.

Where a site has been previously disturbed, an Environmental Management Plan outlining remediation may also be required. Overlays showing the proposed development concept in relation to the results of the feature survey, Geotechnical Hazard and Hydrological Assessment.

- t) **Habitat Restoration Plan** prepared, signed and sealed by a Qualified Professional, which identifies and recommends areas for restoration and details those measures necessary to restore the subject property(s) to a level acceptable to the Village, including but not limited to:
  - a. A Revegetation Plan that includes: descriptions of all polygon treatments proposed; representative descriptions and images for each treatment type and a recommended schedule for inspections and maintenance of the restoration area;
  - b. A Cost Estimate that includes the anticipated costs to implement the Revegetation Plan and which includes provisions for inspections, maintenance and environmental effectiveness monitoring; and
  - c. A Completion Report may be requested upon completion of the habitat restoration work as a condition of the Development Permit that:
    - i. describes and justifies any departures from the proposed restoration prescriptions;
    - ii. provides images and descriptions for each treatment type completed;
    - iii. recommends additional mid to long term measures to enhance the success of the project; and

- iv. includes a summary of final project costs.
- u) **Environmental Monitoring Plan** prepared, signed and sealed by a Qualified Professional, that assures project construction activities comply with environmental provisions defined in:
  - ♦ applicable legislation
  - ♦ Village of Lytton environmental management guidelines and policies (i.e. OCP policies and Terms of Reference for Professional Reports and Technical Studies)
  - ♦ Industry best practices

An Environmental Monitoring Plan will:

- ♦ Assure that appropriate levels of protection are in place to prevent or to minimize impacts to environmental resources;
- ♦ Prepare timely, accurate and unbiased reporting; and
- ♦ Include a cost estimate for all monitoring and associated works.

- y) **Wildfire Hazard Mitigation Report** prepared, signed and sealed by a Qualified Professional, that assures project construction activities comply with Urban Wildfire Interface management principles defined in:
  - ♦ Applicable legislation
  - ♦ Village of Lytton urban wildfire interface management guidelines and policies (i.e. OCP policies and Terms of Reference for Professional Reports and Technical Studies)
  - ♦ Industry best practices

A Wildfire Hazard Mitigation Report will:

- ♦ Recommend a Mitigation Strategy that will become the conditions of a development permit and/or registration of a restrictive covenant.

## Schedule '2' - Official Community Plan & Zoning Bylaw Amendments

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Providing this information does not entitle the applicant to development approval.

### 1.0 Application Requirements

- 1.1 The following information listed in Schedule '1' of this Bylaw will be required to accompany an application for an amendment under this Bylaw:
- a) Application Submission
    - i. Application Form
    - ii. State of Title Certificate or Title Search print
    - iii. Owner's Authorization Form (if applicable)
    - iv. Site Disclosure Statement or proof that *Environmental Management Act* requirements are satisfied
    - v. Zoning Analysis Table
    - vi. Project Description
    - vii. Photographs
  - b) Site Plan
  - c) Floor Plan (if requested)
  - d) Elevation Drawings (Conceptual if requested)
- 1.2 Additional Development Approval Information may be required by the Director to adequately evaluate an amendment application, in accordance with Section 2.4 of this bylaw.

### 2.0 Processing Procedure

An Amendment application will be processed substantially as follows:

- 2.1 Upon receipt of an application package submitted to the Village in accordance with the requirements of this bylaw, Staff will issue a Development Application File number to the applicant.
- 2.2 Staff will review the application submission to determine whether it is complete. If incomplete, the applicant will be advised of the information required to make the application complete. Staff will begin application processing only upon receipt of a complete submission package.
- 2.3 Staff will evaluate the proposal for compliance with relevant Village bylaws and policies. Staff may conduct a site visit to view the site as part of the evaluation process.
- 2.4 Staff will refer the application to all applicable internal Village departments, applicable external referral agencies and advisory bodies, including any adjacent local government where the application may affect the interests of that local government.
- 2.5 Staff may prepare a Comprehensive Letter(s), incorporating feedback received from the referral process to identify preliminary development conditions/requirements which will be sent to the applicant to:
- a) Resolve conditions/requirements identified in the Comprehensive Letter(s);
  - b) Submit any required report/studies; and
  - c) Complete any required approvals.
- 2.6 The applicant will undertake the form(s) of public notification and consultation required in accordance with Section 4 of this bylaw.
- 2.7 Upon confirmation of the preceding steps, Staff will prepare a staff report, including technical agency comments, advisory body comments and feedback received at the public information meeting (to be supplied by the applicant) and refer the application to Council for initial consideration.



- 2.8 Notification of First Reading consideration will be sent to applicant.
- 2.9 The applicant is encouraged to attend the Council meetings at which the amendment application is being considered.
- 2.10 Upon receipt of a recommendation Council will take appropriate action including the placement of conditions, where appropriate. Council may alternatively decide to refer, table or deny the application.
- 2.11 Council may consider Second Reading at the same meeting and/or forward to a Public Hearing, if required.
- 2.12 Public Notification will be conducted pursuant to the *Local Government Act*.
- 2.13 Following the Public Hearing, Council will consider the amendment bylaw and may proceed with Second and/or Third Reading as applicable, 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.
- 2.14 Once the applicant has adequately addressed all of the outstanding conditions identified (if any), Council will consider the adoption of the bylaw(s).
- 2.15 Following receipt of the Council Resolution Number from the Corporate Officer, Staff will notify the applicant in writing of Council's decision.

## **Schedule '3' - Development Permit Applications**

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Providing this information does not entitle the applicant to development approval.

### **1.0 Technical Development Permits (Delegated)**

#### **1.1 Sensitive Environment & Natural Hazard Area Development Permits**

##### **1.1.1 Application Requirements**

The following information may be required to accompany an application for a Sensitive Environment or Natural Hazard Development Permit(s):

- a) Application Submission
  - i. Application Form
  - ii. State of Title or Title Search print
  - iii. Owner's Authorization Form (if applicable)
  - iv. Site Disclosure Statement proof that *Environmental Management Act* requirements are satisfied
  - v. Zoning Analysis Table
  - vi. Project Description
  - vii. Photographs
- b) Site Plan
- c) Topographic and Feature Survey
- d) Preliminary Concept Plan
- e) Grading Concept Plan
- f) Visual Impact Assessment
- g) Tree and Vegetation Management Plan
- h) Stormwater and Drainage Management Plan
- i) Geotechnical and/or Hydrogeological Report
- j) Erosion and Sediment Control Plan
- k) Retaining Walls Plan and Design Information
- l) Infrastructure and Services Life Summary (if applicable)
- m) Environmental Assessment Report
- n) Habitat Restoration Plan (if applicable)
- o) Environmental Monitoring Plan
- p) Wildfire Hazard Mitigation Report (if applicable)
- q) Additional information may be required by the Director to evaluate adequately and to issue or deny a Development Permit, in accordance with Section 2.4 of this bylaw.
- r) Proof of contract between the owner(s) and a Qualified Professional to prepare a Monitoring Plan and any associated work.
- s) A Letter of Authorization for Halt Work, signed by the property owner(s) authorizing the contracted Qualified Professional to halt or to modify any construction activity necessary to ensure compliance with the requirements of the Development Permit.

#### **1.2 Minor Form & Character Development Permits - Delegated**

##### **1.2.1 Application Requirements**

The following information listed in Schedule '1' of this bylaw will be required to accompany an application for a Minor Form & Character Development Permit:

- a) Application Submission
  - i. Application Form
  - ii. State of Title or Title Search print
  - iii. Owner's Authorization Form (if applicable)
  - iv. Site Disclosure Statement or proof that *Environmental Management Act* requirements are satisfied
  - v. Zoning Analysis Table
  - vi. Project Description
  - vii. Photographs
- b) Site Plan
- c) Floor Plan (if available)
- d) Elevation Drawings (Conceptual)
- e) Additional information may be required by the Director to evaluate adequately and to issue or deny a Development Permit, in accordance with Section 2.4 of this bylaw.

### **1.3 Processing Procedures**

A Technical Development Permit application will be processed substantially as follows:

- 1.3.1 Upon receipt of an application package submitted in accordance with the requirements of this bylaw, staff will issue a Development Application File number to the applicant.
- 1.3.2 Staff will review the application to determine whether it is complete. If incomplete, the applicant will be advised of the information required to make the application complete. Staff will begin application processing only upon receipt of a complete submission package.
- 1.3.3 Staff will evaluate the proposal for compliance with relevant Village bylaws and policies. Staff may conduct a site visit to view the site as part of the evaluation process.
- 1.3.4 Staff will refer the application to all applicable internal Village departments and applicable external referral agencies, including any adjacent local government where the application may affect the interests of that local government.
- 1.3.5 An internal Staff development review will consider the merits of the proposal.
- 1.3.6 Staff will prepare a staff report, including technical agency comments for consideration of the Director.
- 1.3.7 Staff will notify the applicant in writing of the decision of the Director.
- 1.3.8 If authorized for issuance by the Director, staff will prepare the required Development Permit and related schedules for signature; obtain the required Landscape Security pursuant to Section 2.7 of this bylaw, and register a Notice of Permit against the title of the subject property(s) at the Land Title Office.

## **2.0 Form & Character Development Permits – Council Decision**

### **2.1 Application Requirements**

The following information listed in Schedule '1' of this bylaw will be required to accompany an application for a Form & Character Development Permit to be decided by Council:

- a) Application Submission
  - i. Application Form
  - ii. State of Title Certificate or Title Search print
  - iii. Owner's Authorization Form (if applicable)
  - iv. Site Disclosure Statement or proof that *Environmental Management Act* requirements are satisfied
  - v. Zoning Analysis Table
  - vi. Project Description

- vii. Photographs
- b) Site Plan
- c) Floor Plan (if available)
- d) Elevation Drawings (Conceptual)
- e) Landscape Plan
- f) Additional information may be required by the Director to evaluate adequately and to issue or deny a Development Permit, in accordance with Section 2.4 of this bylaw.

### **3.0 Processing Procedure**

A Form & Character Development Permit to be decided by Council application will be processed substantially as follows:

- 3.1.1 Upon receipt of an application package submitted in accordance with the requirements of this bylaw, staff will issue a Development Application File number to the applicant.
- 3.1.2 Staff will review the application to determine whether it is complete. If incomplete, the applicant will be advised of the information required to make the application complete. Staff will begin application processing only upon receipt of a complete submission package.
- 3.1.3 Staff will evaluate the proposal for compliance with relevant Village bylaws and policies. Staff may conduct a site visit to view the site as part of the evaluation process.
- 3.1.4 Staff will refer the application to all applicable internal Village departments and applicable external referral agencies, including any adjacent local government where the application may affect the interests of that local government.
- 3.1.5 An internal Staff development review will consider the merits of the proposal.
- 3.1.6 The applicant will undertake the form(s) of public notification and consultation required in accordance with Section 4 of this bylaw.
- 3.1.7 Staff will prepare a staff report, including technical agency comments, a draft Development Permit for consideration by Council.
- 3.1.8 The applicant is encouraged to attend the Council meeting at which the amendment application is being considered.
- 3.1.9 Council will authorize, authorize as amended, reject, refuse or otherwise deal with the application by resolution.
- 3.1.10 Once notified of the Council Resolution Number by the Corporate Officer, Staff will notify the applicant in writing of the decision of Council.
- 3.1.11 If authorized for issuance by Council, staff will prepare the required Development Permit and related schedules for signature; obtain the required Landscape Security pursuant to Section 2.7 of this bylaw; and register a Notice of Permit against the title of the subject property(s) at the Land Title Office. For clarity, the Permit is valid for two years from the date of Council authorization.

## Schedule '4' - Development Variance Permit Applications

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Providing this information does not entitle the applicant to development approval. For clarity, Development Variance Permits issued pursuant to Section 498 of the *Local Government Act* will be issued separately from Development Permits issued pursuant to Section 489 of the *Local Government Act*, except that Development Permits considered by Council may be combined at the discretion of the Director.

### 1.0 Application Requirements

The following information listed in Schedule '1' of this bylaw will be required to accompany an application for a Development Variance Permit to be decided by Council:

- a) Application Submission
  - i. Application Form
  - ii. State of Title Certificate or Title Search print
  - iii. Owner's Authorization Form (if applicable)
  - iv. Site Disclosure Statement or proof that Environmental Management Act requirements are satisfied
  - v. Zoning Analysis Table
  - vi. Project Description
  - vii. Photographs
- b) Site Plan
- c) Legal Survey Plan (if requested)
- d) Floor Plan (if requested)
- e) Elevation Drawings (Conceptual if requested)
- f) Additional information may be required by the Director to evaluate adequately and to issue or deny a Development Variance Permit, in accordance with Section 2.4 of this bylaw.

### 2.0 Processing Procedure – Council Decision

A Development Variance Permit to be decided by Council will be processed substantially as follows:

- 2.1 Upon receipt of an application package submitted in accordance with the requirements of this bylaw, staff will issue a Development Application File number to the applicant.
- 2.2 Staff will review the application to determine whether it is complete. If incomplete, the applicant will be advised of the information required to make the application complete. Staff will begin application processing only upon receipt of a complete submission package.
- 2.3 Staff will evaluate the proposal for compliance with relevant Village bylaws and policies. Staff may conduct a site visit to view the site as part of the evaluation process.
- 2.4 Staff will refer the application to all applicable internal Village departments and applicable external referral agencies, including any adjacent local government where the application may affect the interests of that local government.
- 2.5 An internal Staff development review will consider the merits of the proposal.
- 2.6 The applicant will undertake the form(s) of public notification and consultation required in accordance with Section 4 of this bylaw.
- 2.7 Staff will prepare a staff report, including technical agency comments, advisory body comments, feedback received at the public information meeting (to be supplied by the applicant) and a draft Development Variance Permit for consideration by Council.

- 2.8 The applicant is encouraged to attend the Council meeting at which the amendment application is being considered.
- 2.9 Council will authorize, authorize as amended, reject, refuse or otherwise deal with the application by resolution.
- 2.10 Once notified of the Council Resolution Number by the Corporate Officer, Staff will notify the applicant in writing of the decision of Council.
- 2.11 If authorized for issuance by Council, staff will prepare the required Development Variance Permit and related schedules for signature; obtain any required Security pursuant to Section 2.7 of this bylaw; and register a Notice of Permit against the title of the subject property(s) at the Land Title Office.

### **3.0 Processing Procedure – Delegated Decision**

A Development Variance Permit to be decided by the Director application will be processed substantially as follows:

- 2.12 Upon receipt of an application package submitted in accordance with the requirements of this bylaw, staff will issue a Development Application File number to the applicant.
- 2.13 Staff will review the application to determine whether it is complete. If incomplete, the applicant will be advised of the information required to make the application complete. Staff will begin application processing only upon receipt of a complete submission package.
- 2.14 Staff will evaluate the proposal for compliance with relevant Village bylaws and policies. Staff may conduct a site visit to view the site as part of the evaluation process.
- 2.15 Staff will refer the application to all applicable internal Village departments and applicable external referral agencies, including any adjacent local government where the application may affect the interests of that local government.
- 2.16 An internal Staff development review will consider the merits of the proposal.
- 2.17 The applicant will undertake the form(s) of public notification and consultation required in accordance with Section 4 of this bylaw.
- 2.18 Staff will prepare a staff report, including technical agency comments, advisory body comments, feedback received at any public information meeting (to be supplied by the applicant) and a draft Development Variance Permit for consideration by the Director.
- 2.19 If authorized for issuance by the Director, staff will prepare the required Development Variance Permit and related schedules for signature; obtain the required Security (if applicable), pursuant to Section 2.7 of this bylaw; and register a Notice of Permit against the title of the subject property(s) at the Land Title Office.

## Schedule '5' - Temporary Use Permit Applications

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Providing this information does not entitle the applicant to development approval.

### 1.0 Application Requirements

The following information listed in Schedule '1' of this bylaw will be required to accompany an application for a Temporary Use Permit or an application to renew a Temporary Use Permit to be decided by Council:

- a) Application Submission
  - i. Application Submission
  - ii. Application Form
  - iii. State of Title Certificate or Title Search print
  - iv. Owner's Authorization Form (if applicable)
  - v. Site Disclosure Statement or proof that *Environmental Management Act* requirements are satisfied
  - vi. Zoning Analysis Table
  - vii. Project Description
  - viii. Photographs
- b) Site Plan
- c) Floor Plan (if requested)
- d) Elevation Drawings (Conceptual if requested)
- e) Additional information may be required by the Director to evaluate adequately and to issue or deny a Development Variance Permit, in accordance with Section 2.4 of this bylaw.

### 2.0 Processing Procedure

A Temporary Use Permit, or an application to renew a Temporary Use Permit to be decided by Council application will be processed substantially as follows:

- 2.1 Upon receipt of an application package submitted in accordance with the requirements of this bylaw, staff will issue a Development Application File number to the applicant.
- 2.2 Staff will review the application to determine whether it is complete. If incomplete, the applicant will be advised of the information required to make the application complete. Staff will begin application processing only upon receipt of a complete submission package.
- 2.3 Staff will evaluate the proposal for compliance with relevant Village bylaws and policies. Staff may conduct a site visit to view the site as part of the evaluation process.
- 2.4 Staff will refer the application to all applicable internal Village departments, applicable external referral agencies and advisory bodies, including any adjacent local government where the application may affect the interests of that local government.
- 2.5 The applicant will undertake the form(s) of public notification and consultation required in accordance with Section 4 of this bylaw.
- 2.6 An internal Staff development review will consider the merits of the proposal. Staff may conduct a site visit to view the site as part of the evaluation process.
- 2.7 The applicant will undertake the form(s) of public notification and consultation required in accordance with Section 4 of this bylaw.
- 2.8 Staff will prepare a staff report, including technical agency comments, advisory body comments, feedback received at the public information meeting (to be supplied by the applicant), and a draft Temporary Use Permit for consideration by Council.

- 2.9 The applicant is encouraged to attend the Council meeting at which the permit application is being considered.
- 2.10 Council will authorize, authorize as amended, reject, refuse or otherwise deal with the application by resolution.
- 2.11 Once notified of the Council Resolution Number by the Corporate Officer, Staff will notify the applicant in writing of the decision of Council.
- 2.12 If authorized for issuance by Council, staff will prepare the required Temporary Use Permit and related schedules for signature; obtain the required Security (if applicable), pursuant to Section 2.7 of this bylaw; and register a Notice of Permit against the title of the subject property(s) at the Land Title Office.



## **Schedule '6' - Comprehensive Development Plans**

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Providing this information does not entitle the applicant to development approval.

### **1.0 Application Requirements**

The following information listed in Schedule '1' of this bylaw will be required to accompany an application for Council consideration of a Comprehensive Development Plan:

- a) Application Submission
  - i. Application Form
  - ii. State of Title Certificate or Title Search print
  - iii. Owner's Authorization Form (if applicable)
  - iv. Site Disclosure Statement or proof that *Environmental Management Act* requirements are satisfied
  - v. Zoning Analysis Table
  - vi. Project Description
  - vii. Photographs
- b) Site Plan
- c) Floor Plan (if available)
- d) Elevation Drawings (Conceptual)
- e) Utilities Design Brief
- f) Additional information may be required by the Director to evaluate adequately and to issue or deny a Development Variance Permit, in accordance with Section 2.4 of this bylaw.

### **2.0 Processing Procedure**

#### **2.0.1 Part A: Development of Terms of Reference for a Comprehensive Development Plan**

A request for the development of Terms of Reference for Comprehensive Development Plans will be substantially processed as follows:

- a) The applicant will have a Pre-Application Meeting to discuss the proposed Terms of Reference and application requirements for the Comprehensive Development Plan with Staff prior to submitting a formal application to the Village. Staff may refer the request for a Terms of Reference to Council for direction. Where applicable, the Village may require collaboration/joint applications between adjoining landowners to ensure comprehensive development planning as per the Official Community Plan.
- b) Upon receipt of an application submitted in accordance with the requirements of this bylaw, Staff will open a file and issue a Development Application File number to the applicant.
- c) The Applicant will post a Notice of Application sign as per Section 4 of this bylaw.
- d) Staff will review the proposal for compliance with relevant Village bylaws and policies and may meet with the applicant (as required). Staff may conduct a site visit(s) as part of the evaluation process.
- e) Staff will notify affected residents of the applicant's request to undertake a Comprehensive Development Plan as per Section 4 of this bylaw.
- f) The Director or delegate will work with the applicant to prepare a draft Terms of Reference for the Comprehensive Development Plan.

- g) Staff will refer the draft Terms of Reference to applicable Village departments, Council Committees, government ministries, agencies and organizations.
- h) Based on feedback received through the referral process, Staff may meet with the applicant and/or send the applicant a letter(s) identifying any outstanding issues to be addressed in order to finalize the draft Terms of Reference.
- i) Staff will prepare a technical report for Council's consideration of the draft Terms of Reference, incorporating feedback received from the referral process, the community and any recommendations from Council Committees (if applicable).
- j) The applicant is encouraged to attend the Council meeting at which the application will be considered to listen to the proceedings.
- k) Council will consider the technical report and may approve, approve with conditions, postpone or deny the draft Terms of Reference for the Comprehensive Development Plan.

## **2.0.2 Part B: Submission of a Comprehensive Development Plan**

A Comprehensive Development Plan will be processed substantially as follows:

- a) Once the Terms of Reference have been prepared and approved by Council, the applicant will commission a consulting firm to prepare the draft Comprehensive Development Plan in consultation with the Village and interested parties.
- b) The applicant will submit the draft plan in accordance with the authorized Terms of Reference, which may require the plan to be developed and submitted in distinct phases.
- c) The Applicant will post a Notice of Application sign as per Section 4 of this bylaw.
- d) Staff will review the draft plan for compliance with the Terms of Reference, relevant Village bylaws and policies, and may meet with the applicant to address any outstanding issues (as required). Staff may conduct a site visit as part of the evaluation process.
- e) Staff will refer the draft plan to all applicable Village departments, Council Committees, government ministries, agencies and organizations.
- f) The applicant will arrange and conduct a public consultation session at the applicant's expense, to present the draft plan to the community and solicit feedback. The proposed format and timing for the session must be submitted to Director or delegate for approval a minimum of one-month prior to the consultation session. The consultation may include a referral to the local neighbourhood association(s).
- g) Following the public consultation session, the applicant will be required to submit a report summarizing the session, including the following information at a minimum:
  - i. Location, time and duration of meeting;
  - ii. Number of attendees;
  - iii. How the meeting was advertised and how surrounding property owners were notified of the meeting;
  - iv. Information provided at the meeting; and
  - v. A summation of questions raised and major discussion points.
- h) Staff may prepare a Comprehensive Letter(s), incorporating feedback received from the referral process to identify preliminary development conditions/requirements which will be sent to the applicant to:
  - i. Resolve conditions/requirements identified in the Comprehensive Letter(s);
  - ii. Submit any necessary reports/studies; and
  - iii. Complete any required approvals.
- i) Staff will prepare a technical report for Council's consideration, incorporating feedback received from the referral process, the community and any recommendations from Council Committees.

- j) The applicant is encouraged to attend the Council meeting at which the draft plan will be considered to listen to the proceedings.
- k) Council will receive the technical report, and Council may approve the Comprehensive
- l) Development Plan or approve the Comprehensive Development Plan with conditions. Council may alternatively decide to postpone or deny the application.
- m) Once the minutes of the Council resolution have been prepared, the applicant will be notified of the outcome.
- n) If the Terms of Reference specify that the Comprehensive Development Plan be submitted or completed in distinct phases, the procedures outlined in this schedule will be repeated for each phase as applicable.

### **2.0.3 Part C: Official Community Plan Amendment**

Once Council has approved all phases of the Comprehensive Development Plan, Staff will bring forward an amendment to the Official Community Plan, in accordance with Schedule 2 of this bylaw, to ensure consistency with the Comprehensive Development Plan.