



DEVELOPMENT PERMITS

PLANNING AND DEVELOPMENT DIVISION
AUGUST 1998

In a Development Permit Area, before a building permit may be obtained for Multiple Family, Commercial, Industrial or some Institutional developments, a Development Permit must first be issued by Council. Where a Development Permit is a prerequisite to a building permit, Council may set forth conditions under which development may take place. These supplementary requirements must in all cases be satisfied by the applicant/developer prior to a building permit being obtained.

Development permit conditions are in addition to normal zoning, servicing and building requirements. Development Permit requirements may supersede zoning bylaw requirements by setting terms and conditions that differ from or supplement those in the Zoning Bylaw. A Development Permit, however, may not vary the permitted uses or densities of land use prescribed by existing zoning regulations. In a Development Permit Area, a Development Permit must first be obtained not only for the construction of new buildings and structures, but also additions or alterations to existing buildings and structures.

DEVELOPMENT PERMIT AREAS:

Development Permit areas have been established for the following reasons:

- to establish objectives and guidelines for the form and character of multiple family, commercial, industrial and institutional developments. This is the most common form of Development Permit Area designation intended to ensure that the development being proposed is attractive and coordinated with respect to form and character, including landscaping and the siting, exterior design and finish of buildings and structures;
- for the revitalization of downtown areas designated by the Minister of Municipal Affairs. In Langley, this applies to designated downtown areas to enhance their attractiveness for business and visitors;
- for the protection of the natural environment and the protection of development from hazardous conditions. This designation most commonly applies to watercourses or lands designated for conservation/open space purposes in Community Plans. In this case, the Development Permit may specify what lands are to remain free of development, what natural watercourses are to be preserved or dedicated, and what conservation practices are to be followed. Where requested by the Ministry of Environment and Parks, the Development Permit may also require that vegetation be retained to control erosion, protect banks or protect fisheries; and
- for heritage conservation purposes where a heritage revitalization agreement is required.

DEVELOPMENT PERMITS:

Generally, when Council considers issuance of a Development Permit, it may deem that the development proposal can proceed in substantial compliance with specific plans prepared by the applicant's consultants. If Council deems these plans to be satisfactory, they are then attached as schedules to the Development Permit. Council, however, may require that the plans be amended to comply with Municipal objectives and guidelines. General guidelines have been prepared and adopted by Council for Development Permit Areas in Community Plans to assist applicants in preparing proposals that would meet the objectives intended for that area.

Building appearance and landscaping are considered by Council to be important elements of a Development Permit. Accordingly, an applicant is encouraged to retain the services of an architect, landscape architect or other design professional to prepare building, site, signage (where required) and landscape plans.

Where necessary, other requirements that may be included as Development Permit conditions are:

- specific building appearance, landscaping and signage improvements;
- road improvements including sidewalks and boulevards;
- access considerations;
- environmental requirements (including necessary restrictive covenants);
- servicing standards (including the requirement to enter into a servicing agreement);
- siting restrictions (or relaxations); and
- other conditions dealing with the development of the site.

PRIOR TO SUBMITTING AN APPLICATION:

1. Determine whether your property is located in a Development Permit Area. Development Permit Area designations are delineated in the Township's various Community Plans, and for convenience, on the Master Zoning Bylaw located in the Planning and Development Division.
2. Before plans are prepared, consult with Planning and Development Division staff to familiarize yourself with the review process, the nature of the Development Permit area, and the time frame involved in the issuance of a Development Permit.
3. Pay particular attention to ensuring that your proposed development plans are consistent with Municipal objectives and guidelines for the Development Permit Area. Generally, the more a development proposal conforms to Municipal objectives, the less time it takes to process and the greater the chance of it being approved by Council without amendments being required. Time spent at the outset of a project ascertaining Municipal requirements is often more than compensated for later in the process.
4. Retain the services of an architect, landscape architect, planner, engineer or other design professional. One individual of this team (or the applicant) should be specifically assigned the responsibility of coordinating the application process. Applicants are reminded that the submission of high quality plans will assist in the successful and timely consideration of the Development Permit application.

APPLICATION REQUIREMENTS:

1. Complete the Development Application Form (available from the Planning and Development Division), include the application fee (please ask for current fee schedule), and a current state of title certificate (available from the Land Title Office, 625 Agnes Street, New Westminster, B.C. V3M 5Y4, Telephone 660-8141).
 2. For Multiple Family, Commercial, Industrial and some Institutional developments, the following information is recommended to support an application for a Development Permit:
 - a detailed site plan (coloured) indicating the siting of all buildings and structures, property lines, dimensions, easements, rights of way, roads, driveways, parking spaces, landscape areas, phasing, and significant physical features;
 - a detailed statement of land and building uses, the number of residential units (if applicable), lot sizes, density, coverage, building height, staging and the area of landscape and amenity areas;
 - a coloured rendering or perspective drawing indicating the form and character of the proposed development. Provide sufficient detail to give Council an indication of the proposed building's appearance in terms of exterior design, finishing materials and colour treatments;
 - building elevation plans;
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- a detailed landscape plan including specification of all plant materials, screening, fencing and surfacing treatments, including an itemized written statements of the estimated cost of the proposed landscape and fencing works;
- a signage plan (for commercial and industrial developments) indicating the nature, dimension, colour and location of signs proposed for the development; and
- six (6) black and white copies of all plans should also be provided, including one 8.5 x 11 inch original reduction of each.

APPLICATION REVIEW:

These submission are reviewed by the Planning and Development Division, and where required, referred to other Municipal departments (Permits and Licences, Fire, Engineering, and Parks and Recreation) and outside agencies (Ministry of Highways, Ministry of Health and Ministry of Environment, etc.). A staff report is then prepared providing Council with a recommendation on the Development Permit request.

NOTICE TO ADJACENT OWNERS:

In accordance with Council's procedure bylaw, a copy of the staff report incorporating the proposed Development Permit is mailed/delivered to property owners adjacent to the development site. The Development Permit request is then considered by Council at a regular Council meeting (usually on a Monday evening) where affected residents are given the opportunity to provide input to Council on the proposed permit. Although not mandatory, an applicant should be prepared to make a presentation of the proposal to Council at the meeting.

DEVELOPMENT PERMIT ISSUANCE:

If Council decides to issue the Development Permit (by resolution), a notice of issuance of the Permit is filed in the Land Title Office. As a result, the Development Permit (and its conditions) has the force and effect of running with the land and is binding upon the applicant and subsequent owners. Amendments must be authorized by Council through the same procedure as the original Development Permit.

AFTER ISSUANCE OF PERMIT:

Following the issuance of the Development Permit, an application for a building permit may be made to the Permits and Licences Department. At the applicant's option and risk, however, it may be submitted earlier in the process. The building permit application must be in compliance with the Development Permit, including the rendering/perspective drawing, site plan, signage plan (where required) and landscape plan which are attached as schedules to the Development Permit. In addition to building and fire code requirements, the specific conditions of the Development Permit must also be satisfied prior to issuance of a building permit.

Applicants also are reminded that prior to issuance of a building permit, the approved landscape works must be secured by the posting of a letter of credit, and that Development Cost Charges (where required) must be paid.

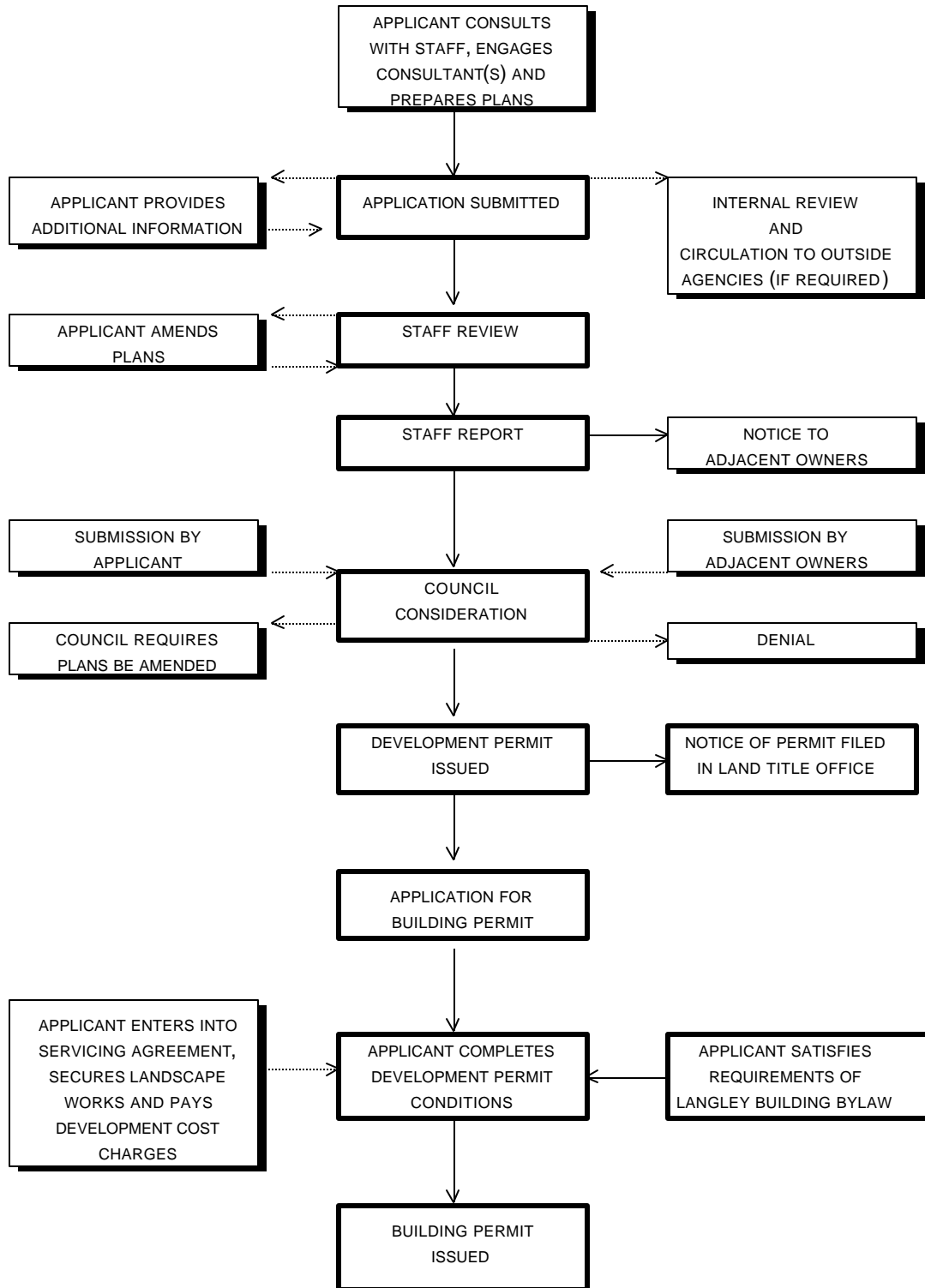
INFORMATION AND APPLICATION FORMS:

Development Permit application forms and the current fee schedule are available from the Planning and Development Division. Staff of the Division are available to answer questions and to provide clarification of the Development Permit process as it applies to a specific property or application. Please direct any further inquiries to:

Township of Langley
Planning and Development Division
4914 - 221 Street
Langley, B.C. V3A 3Z8

Telephone (604) 533-6034
Telefax (604) 533-6110

DEVELOPMENT PERMIT FLOW CHART



NOTE: A BROKEN ARROW LINE INDICATES ITEMS WHICH MAY OR MAY NOT BE APPLICABLE.

THE ABOVE FLOW CHART PROVIDES GENERAL INFORMATION ONLY. PLEASE CONSULT WITH MUNICIPAL STAFF AND THE RELEVANT BYLAWS OF THE TOWNSHIP PRIOR TO SUBMITTING AN APPLICATION.