



Multi-Unit Residential Rezoning and Development Permit Application Guide

Key Stages of Application Process

For your information and project planning, this guide sets out Delta's application process with reference to the applicant's responsibilities at each stage. The process or timing may change dependent on each individual application.

If you have any questions, contact the Application Centre. We are here to help you!



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Pre-Application Meeting

Applicant Steps

A Pre-Application Meeting is strongly recommended prior to completing the detailed design of a multi-unit residential development.

When a Pre-Application Meeting request is received, the file will be assigned to a Planner for review. The Planner will review the proposal and circulate the file to appropriate City Departments for comments.

- Provide a complete application.
- Pay the application fee (fee will be credited to your development application if submitted within 6 months of the Pre-Application Meeting).
- Provide clarification on the proposal if requested by the Planner.
- Attend a meeting with City staff.

timing

- Our goal is to set up a meeting with you within 4 to 6 weeks to discuss staff's comments on the proposal, the required application process and to answer any questions.

helpful tips

- Provide as much information about your proposal as possible to receive more detailed comments.
- You are encouraged to invite your consultants to the Pre-Application Meeting. Contact your Planner to discuss which consultants would be helpful to attend the meeting.
- Contact neighbouring residents and work with them to address any concerns in advance of submitting the application.
- Revise your proposal to address Pre-Application Meeting comments prior to submitting your application.



Application Review

Applicant Steps

Staff will review the application to ensure that all submission requirements have been met. If the application is found to be incomplete, it will be returned back to you.

Once a complete application is received, the file will be assigned to a Planner for review. The Planner will circulate the application to appropriate City Departments and external agencies for comments.

The Planner will also send a notice to neighbouring owners and tenants notifying them of the proposal and inviting them to provide comments. You will receive instructions for posting a development notice sign(s) on the property.

- Provide a complete and coordinated application.
- Pay the application fees.
- Contact the Planner to confirm application completeness, provide clarification on the proposal or missing documentation, and next steps.
- Post the development notice sign(s) on the property.
- Send a photo of the posted sign(s) and the date it was put up to the Planner.

timing

- Our goal is to provide you with the Planner's name and contact information via email within 2 to 3 business days after submitting your application.

helpful tips

- Have an engineer prepare a preliminary master key servicing plan to avoid conflicts with the proposed development and proposed off-site services (i.e. streetlights, sidewalk, etc.).
- Once you have received the instructions for the development notice sign(s), put up the sign(s) as soon as possible. Your application may be put on hold if the sign(s) is not put up or if it is taken down.

Once the Planner receives the circulation comments and responses from the public, the Planner will meet with other City staff and complete their review of the proposal. The review will include compliance/consistency with:

- Official Community Plan policies;
- Development permit area guidelines;
- Urban design principles;
- Road, lane, walkway and emergency vehicle access;
- Traffic impacts and required road dedication or cancellation;
- Tree removal; and
- Sewer, water, street light, and other services.

Upon completing the review, the Planner will provide a Preliminary Development Requirements Letter which will include a comprehensive set of comments.

Upon receipt of the Preliminary Development Requirements Letter,

- ❑ Revise proposal and plans, or otherwise address the comments raised in the letter. The goal of the revision stage is to craft an application that addresses all comments.
- ❑ Provide all revised plans and documents in a single submission for staff review. In order to provide clear direction, the Planner may defer review of your submission until all requested plans and information are available.
- ❑ Resubmit revised plans and documents if needed (multiple sets of comments may be provided if comments are not addressed or if new plans or information is received).

timing

- Depending on the scope and complexity of the project, our goal is to send you the Preliminary Development Requirements letter within 8 to 10 weeks from the date of receiving a complete application.

helpful tips

- The application may be referred to an Advisory Committee(s) for comments.
- Meet with the Planner and Development Technologist to discuss the Preliminary Development Requirements Letter. They can answer questions and provide further direction on revising the proposal or plans.
- To progress your application to 1st and 2nd readings quickly, address all comments in the Preliminary Development Requirements Letter and coordinate revisions among your consultants.
- If you are proposing to remove privately owned trees on a neighbouring property, written permission from the property owners is required. If they do not give permission, you will need to revise your proposal so that the off-site trees can be retained.

A Public Information Meeting is required in most cases. The meeting is intended to provide the public with an opportunity to learn about the proposal, ask questions and share their views.

If required, the Planner will prepare the public notification of the meeting as well as boards which will include information about the City's policies and bylaws and the application process.

Staff will attend the meeting to answer questions from the public.

For the Public Information Meeting:

- ❑ Pay the Public Information Meeting fee.
- ❑ Prepare boards outlining the scope of the proposed development including building design, unit types, landscaping and trees, parking and traffic, etc.
- ❑ Send a copy of the boards to the Planner no less than 2 weeks before the meeting for review.
- ❑ Attend the Public Information Meeting with your consultants and answer questions from the public.

timing

- The Planner will coordinate scheduling a Public Information Meeting date and time at your convenience. When choosing a date, consideration must be given to providing adequate public notice and scheduling around public holidays.

helpful tips

- Bring name tags for yourself as well as your consultants to identify your team to the public as well as your boards, easels and other supplies to set up your display.
- Do not bring a petition or request signatures in support of your application.
- Be prepared to respond to community interests that may arise during the consultation process.



STAGE

5 Council–1st & 2nd Readings

Applicant Steps

Once final plans and documents are received, staff will prepare a report and applicable bylaw(s) for Council’s consideration.

At time of 1st and 2nd readings, Council will review your proposal for the first time. If the readings are granted, a Public Hearing will be scheduled on an upcoming agenda.

- ❑ If any comments are raised by Council about the proposal, the applicant may be required to address those comments prior to the Public Hearing.

timing 

- The timing of scheduling an application for 1st and 2nd readings is dependent on the applicant providing final plans and documents that address all of staff’s comments. Following receipt of final plans, the Council Meeting date would generally be in 4 to 8 weeks’ time.

helpful tip 

- A copy of the final Council Report will be emailed to you in advance of the meeting.

STAGE

6 Council–Public Hearing & 3rd Reading

Applicant Steps

The Public Hearing is intended to provide the public with a final opportunity to share their views regarding your proposal. Following the Public Hearing, Council may grant 3rd reading, deny the application or otherwise provide a resolution on the application.

Prior to the Public Hearing, staff will provide notice of the Public Hearing via the newspaper and mailed notices to the properties within the public notification area (as required by the *Local Government Act*).

Staff will attend the Public Hearing to respond to questions but will not make a presentation regarding your application.

- ❑ Attend the Public Hearing with your consultants. You will be given the opportunity to make a brief presentation on behalf of your application.
- ❑ Contact the Planner if you wish to make a PowerPoint presentation. The presentation would be required to be submitted no less than one week prior to the Public Hearing. The presentation may be no longer than 5 minutes.
- ❑ Contact the Planner if you will not be available to attend the Public Hearing.

timing 

- The Public Hearing will typically be held 2 to 6 weeks following 1st and 2nd readings.

helpful tip 

- Arrive early at the Public Hearing to introduce yourself to staff and to ask any last minute questions. If you cannot arrive early, plan to arrive at the start of the Public Hearing as the exact timing for each item is unknown and is dependent on the number of speakers and other factors.

If 3rd reading is granted, the Planner will prepare a 3rd Reading Letter which will outline all requirements that need to be met before proceeding for final consideration and adoption.

You will have 1 year to complete the requirements noted in the letter. If more than 1 year passes, you must request a 3rd reading extension.

After 3rd reading, stay in touch with the Planner about any issues that arise and when you intend to complete the application. The Planner will be available to answer questions and provide further direction where needed.

Upon receipt of the 3rd Reading Letter:

- ❑ Complete requirements outlined in the letter within 1 year of 3rd reading. Requirements may include:
 - ❑ Paying for legal documentation;
 - ❑ Providing final versions of plans if there have been any changes;
 - ❑ Completing and submitting engineering design drawings (on-site and off-site works);
 - ❑ Paying all fees, deposits and securities;
 - ❑ Paying property taxes and utility bills;
 - ❑ Providing executed legal documents; and
 - ❑ Providing signed legal plans and documents.

timing 

- Our goal is to send you the 3rd Reading Letter within 2 weeks of 3rd Reading.

helpful tips 

- If there will be any changes to the title of the property (e.g. change in ownership, mortgage holder or mortgage type), contact the Planner to discuss. If changes take place following the legal documents being drafted, additional fees will be required and there may be a delay with the application processing.
- If there are any existing dwellings occupied by tenants, consider the requirements of the *Residential Tenancy Act* early in the process to coordinate the timing of demolition.

Once all of the requirements in the 3rd Reading Letter have been met, staff will prepare a final report for Council's consideration at an upcoming Council Meeting date.

Following final consideration and adoption:

- ❑ Complete the demolition or relocation of any buildings where required (if not already complete). A Certificate of Non-Encroachment is required if any buildings will be retained.

timing 

- The timing of scheduling an application for final consideration and adoption is dependent on the applicant satisfying the requirements in the 3rd Reading Letter.

helpful tips 

- If invoices for property taxes or utilities have been issued after final consideration and adoption, payment will be required prior to subdivision approval.
- If more than 90 days has passed since a required legal plan was prepared, a new legal plan and Application to Deposit will need to be provided for the Approving Officer's signature.



Once final reading has been granted, the legal documents will be signed by the Mayor and City Clerk. Any legal plans will need to be signed by the Approving Officer.

Once all documentation has been signed, the documents will be provided to your lawyer or solicitor for registration with the Land Title Office.

- ❑ Follow up with your lawyer or solicitor regarding document registration. Please note that any document requiring Approving Officer signature must be registered within 60 days of signing.

timing 

- Allow 1 to 2 months following final reading for the legal documentation to be signed and registered with the Land Title Office.

helpful tip 

- You may choose to begin preparing the building permit application at this stage. A building permit application will be accepted once document registration with the Land Title Office is complete.

A Plans Examiner will review your building permit application for zoning and building code compliance.

Building designs must be in compliance with the development permit and/or design covenant, landscaping covenant, tree retention covenant and any other legal documents that were registered as part of the rezoning application.

- ❑ Review the Multi-Family New Buildings and Additions Guide for further information on submitting your building permit application. Each building requires its own separate building permit application.
- ❑ Contact the Application Centre if you have questions about the building permit application requirements or process.
- ❑ Submit the building permit application.
- ❑ Pay the cash-in-lieu of parkland dedication prior to depositing the strata plan for registration.
- ❑ Review covenant documentation to ensure all conditions of building occupancy have been addressed.

helpful tips 

- Development cost charges are payable at time of building permit issuance.
- Review the covenant documentation for instructions on how to request release of any tree or landscaping securities. Contact the Planner if you have any further questions about the release of securities taken at time of rezoning.
- If your property is within a steep slope area, all excavation, foundation work, slope alteration, pile driving, or anchor placement shall only take place between May 31 and October 1. Building permit issuance may be withheld during the winter months.

