



Minor Additions and Façade Improvements

The *Development Approval Procedure Bylaw* provides a streamlined process for projects which fit into one of the following criteria:

- An addition of floor space less than 1,000 square feet or 10% of the floor space of the building, whichever is greater;
- A facade renovation for buildings affected by water penetration;
- Additions or exterior improvement which do not exceed \$100,000 in value.

If your project fits into one of the above categories, please consult the *Development Permits: Minor Additions and Façade Improvements* handout.

What is a Development Permit?

The *Local Government Act* allows the City to use the Development Permit as a tool to:

- establish and achieve objectives for the form and character of commercial, industrial or multi-family development;
- revitalize specific commercial areas;
- prevent development from creating hazardous conditions;
- protect the natural environment;
- establish and achieve objectives to promote water and energy conservation as well as to promote the reduction of greenhouse gases.

Under the *Official Community Plan*, objectives and guidelines were established for each Development Permit Area to direct and control, among other things, the form and character of the built environment, as it relates to architectural design and landscaping.

Development Permits are, therefore, required for facade improvements and minor changes to the building envelope, as well as for new buildings or major additions.

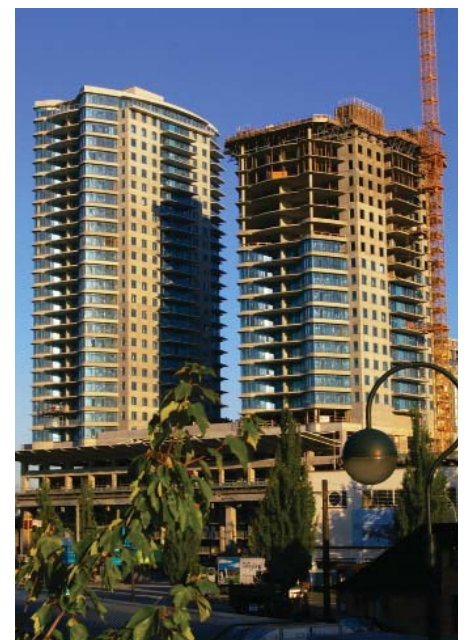
If the proposed project needs minor variances to the *Zoning Bylaw* regulations, a Development Variance Permit may be necessary. Development Permits and Development Variance Permits would be processed concurrently. For more information please refer to the *Development Variance Permits: A General Guide* handout.

Pre-Application

The pre-application stage is an opportunity to discuss the project concept with the Development Services Department, Planning Division. It is advisable to bring a site plan and photos of the site and surrounding properties to this first meeting.

Staff will discuss with the applicant how the proposal addresses, or needs to address, community goals and objectives. The proposal will receive an initial assessment for its conformance to the *New Westminster Official Community Plan*, and other policies and regulations that may apply to the property.

If the site has particular challenges, such as parking, traffic, tree retention or fire access, these should be given consideration early in the process to avoid later costly surprises.



Submit the Formal Application

Once the pre-application is finalized and you have received feedback from staff, the formal application can be submitted. The following information is required to make a formal application:

- The Development Permit Application form, provided by the Planning Division staff, signed by all persons whose names appear on the Title Certificate;
- Development Permit application fee;
- Current State of Title Certificate;
- If the applicant is applying on behalf of the registered owner(s) who appears on the State of Title Certificate, a letter of authorization signed by the owner(s) is required;
- Architectural drawings and a landscape plan in the following formats:
 - four (4) 11x17 sets
 - two (2) full sized sets (2' x 3')
 - digital copies in PDF format, formatted for printing to 11x17 paper;
- A covering letter briefly explaining the application; and
- A completed Sustainability Report Card;
- A completed Site Profile, where required.

Application Review

The Development Services Department reviews your proposal and, if necessary, forwards it to other City departments for specific review. Staff will notify you of the projects progress and, if necessary, will ask for additional information. Applicants should check with the City's Financing Growth Section of the website for all pertinent development costs.

Public Consultation

After submitting a formal application, applicants are required to host a community open house and present the proposal to the residents association. City Staff can offer assistance with this requirement.

The New Westminster Design Panel

The Director of Development Services will submit the application to the New Westminster Design Panel for review and recommendations. Submission guidelines for the panel are available on the website or in the Planning Division office.

The New Westminster Design Panel will make comments and recommendations that may translate into adjustments to the project's design. This comment/revision process may occur several times depending on how well the committee's concerns are addressed, particularly if the site is difficult or the proposal is controversial.

Report Submitted to Council

If the project meets bylaw requirements and once the final recommendations of the panel have been received, the Development Services Department will prepare a report to Council with recommendations regarding the development proposal. After receiving and considering the report, Council may approve or reject the project.

Development Approval

If Council decides to approve the development proposal, the Planning Division staff will register the Notice of Permit in the Land Titles Office. The title of the property will then carry a notice stating that the Development Permit applies to the property.

Application Timing

Specific time estimates for processing a Development Permit application are difficult to provide as the time required varies depending on the type, size and complexity of the project, the number of applications in progress, committee meeting schedules, approvals from outside agencies and the ability of the applicant to provide information when required.

Basic applications, such as minor development permits, may take only a few months, while more complex applications may take much longer to finalize.

Applicants may save time by first discussing the proposal with Planning Division staff, employing design professionals familiar with the Development Permit process (such as architects and landscape architects), and providing in a timely manner all the information required by the City throughout the process. The more information an applicant can initially provide in support of the application, the faster it can be processed.

If you are submitting a Development Permit Application in addition to a Rezoning Application, the same process applies; however, Council cannot approve and issue the Development Permit until the rezoning has been given final adoption.

Notes:

1. The Development Permit states that, if construction does not substantially commence within a specified time after the Development Permit issuance date, the Development Permit will lapse.
2. The Development Permit application process may require the submission of a Landscape Letter of Credit to ensure that construction respects the approved design.
3. A Development Permit is not a building permit. Before construction, the applicant must obtain a building permit. Please consult the Building Division for further details at 604.527.4580.

For more information:
Development Services Department,
Planning Division
604.527.4532