

How Are Minor Additions and Façade Improvements Defined?

The *Development Approval Procedures Bylaw* defines a minor addition as one where the addition of floor space is 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, and additions or exterior improvements that do not exceed \$100,000 in value can also qualify for this approval process.

The approval process of Development Permit applications for minor additions and façade improvements is aimed at reducing the regulatory obstacles and costs for small business owners who undertake relatively minor changes to their premises. The process is simpler, faster, and less expensive than a regular Development Permit approval.

If the proposed project needs minor variances to the *Zoning Bylaw* regulations, a Development Variance Permit may be necessary. For more information please refer to the *Development Variance Permits: A General Guide* 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;
- to prevent development from creating hazardous conditions;
- to 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*, adopted in June 1998, 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. These can include the quality of design, and the relationship to existing context and streetscape.

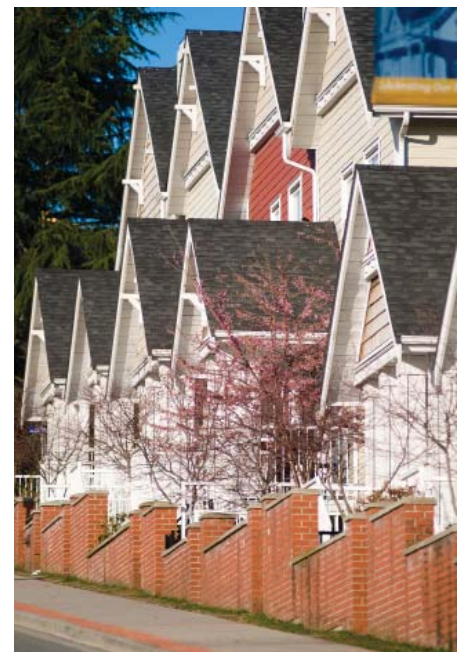
Development Permits are, therefore, required for facade improvements and minor changes to the building envelope, as well as for new buildings or major additions.

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 an Application

Submit the formal application accompanied by all requested drawings and payment of the application fee. The application for a Development Permit must provide the following:

- the Development Permit application form, provided by the Planning Division staff, which has to be signed by all persons whose names appear on the title certificate;
- four sets of architectural drawings;
- a covering letter briefly explaining the design rationale for the project;
- the current State of Title Certificate;
- if the applicant is applying on behalf of the owner, a Letter of Authorization signed by the owner(s) is required; and
- the Development Permit application fee.

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.

New Westminster Design Panel

If considered necessary, the Director of Development Services may submit the application to the New Westminster Design Panel for review and recommendations.

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.

Development Permit Issued and Approved

The Director of Development Services decides whether to approve the application. If approval is given, the Planning Division staff will register a Notice of Permit at the Land Title Office. The title of the property will then carry a notice stating that a Development Permit applies to the property.

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 the landscaping adheres to the approved plan.
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