



# NATURAL ENVIRONMENT & HAZARD DEVELOPMENT PERMIT APPLICATION FORM

**Applicant(s) name:**

\_\_\_\_\_

**Applicant(s) address**

\_\_\_\_\_

**Owner(s) of property:**

\_\_\_\_\_

**Legal description of property:**

\_\_\_\_\_

**PID Number:** \_\_\_\_\_

**Street address of property:**

\_\_\_\_\_

**Owner contact information:**

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

The undersigned wish to make the above-noted application to the Planning Department and agree to pay any additional cost incurred in processing the application.

**Signature of owner/agent (title):**

\_\_\_\_\_

**Type of development application** (please check):

- Environmental Development Permit
- Environmental Development Permit with Variances
- Foreshore Development Permit
- Foreshore Development Permit with Variances
- Wildfire Hazard Development Permit

***Note:** For an Environmental Development Permit or Foreshore Development Permit involving tree work only please use the Foreshore or Watercourse Protection Area Tree Cutting Permit Application*

**Other development permits** (please check):

- Yes** – indicate below and proceed to “Registered Owner’s Authorization” (Page 3)
  - Area Development Permit (DP)
  - DP for Detached Secondary Suite (Coach House)
  - Development Variance Permit
  - Zoning Amendment
  - Official Community Plan (OCP) Amendment
  - Other: \_\_\_\_\_
- No** – Are NEW residential dwelling units proposed?
  - Yes – Complete “Housing Form” (Page 2)
  - No – Proceed to “Registered Owner’s Authorization” (Page 3)

# HOUSING FORM

The below information is mandatory for all development permit applications where new residential dwelling units are proposed. The District of West Vancouver is required to collect housing unit counts by the Province of British Columbia under the *Housing Supply Act*. For more information, please visit the BC Provincial website: <https://www2.gov.bc.ca/gov/content/housing-tenancy/local-governments-and-housing/housing-targets>. For questions regarding housing forms, contact the Planning department via [housing@westvancouver.ca](mailto:housing@westvancouver.ca).

## 1. Are there EXISTING residential dwelling units that will be DEMOLISHED?

Yes – complete below     No

Structure type		Bedroom size per unit	
<input type="checkbox"/> single family	_____ units	studio	_____ units <input type="checkbox"/> none
<input type="checkbox"/> duplex	_____ units	1-bedroom	_____ units <input type="checkbox"/> none
<input type="checkbox"/> secondary suite	_____ units	2-bedroom	_____ units <input type="checkbox"/> none
<input type="checkbox"/> detached secondary suite (DSS)	_____ units	3-bedroom	_____ units <input type="checkbox"/> none
<input type="checkbox"/> ground-oriented	_____ units	4+ bedroom	_____ units <input type="checkbox"/> none
<input type="checkbox"/> apartment	_____ units		

## 2. Are there proposed NEW single family, duplex, secondary suites or DSS?

Yes – provide total number of units by structure type below     No

<input type="checkbox"/> single family	_____ studio	_____ 1-bedroom	_____ 2-bedroom	_____ 3-bedroom	_____ 4+bedroom
<input type="checkbox"/> duplex	_____ studio	_____ 1-bedroom	_____ 2-bedroom	_____ 3-bedroom	_____ 4+bedroom
<input type="checkbox"/> secondary suite	_____ studio	_____ 1-bedroom	_____ 2-bedroom	_____ 3-bedroom	_____ 4+bedroom
<input type="checkbox"/> DSS	_____ studio	_____ 1-bedroom	_____ 2-bedroom	_____ 3-bedroom	_____ 4+bedroom

## 3. Are there proposed NEW multi-family or mixed-use residential units?

Yes – complete table below     No – proceed to “Registered Owner’s Authorization” (page 3)

structure and bedroom size		Total number of NEW units by tenure (see definitions on pg. 7)						
		none	owned	market rental	non-market rental	below-market rental	below-market rental with on-site supports	co-op housing
structure type	ground-oriented							
	apartment							
bedroom size	studio							
	1-bedroom							
	2-bedroom							
	3-bedroom							
	4+ bedroom							

# REGISTERED OWNER'S AUTHORIZATION

To: The Director of Planning & Development Services

I/we, \_\_\_\_\_ (the "owner"), own: \_\_\_\_\_

Civic address, P.I.D., and legal description (add separate sheet if more than one property)

I/we confirm the appointment of:

Name: \_\_\_\_\_ Mailing address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email address: \_\_\_\_\_

As my/our agent with respect to the above-described lands and my/our application(s) for:

- Environmental Development Permit (EDP)     Wildlife Hazard Development Permit (WHDP)
- Foreshore Development Permit (FDP)     Development Variance Permit (DVP)  
(the "Development Application")

It is understood and agreed that:

1. the District of West Vancouver shall deal solely and exclusively with my/our above-noted agent with respect to all matters pertaining to the Development Application and is under no obligation to communicate with me/us on matters pertaining to the Development Application that are specifically excluded from my/our agent's authority as noted below;
2. unless otherwise noted below, the above-noted agent has authority to make the Development Application on my/our behalf and to act on my/our behalf in relation to all matters pertaining to the Development Application; and
3. a written letter from the Owner is required to cancel this appointment.

MY AGENT DOES NOT HAVE AUTHORITY TO:

<p><b>WITNESS</b></p> <p>Signature: _____</p> <p>Print name: _____</p>	<p><b>OWNER/S</b></p> <p>Signature: _____</p> <p>Email: _____</p> <p>Telephone: _____</p>
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Information that must be submitted at the time of permit application:

*\*Please note that application fee slips, and payment instructions will be provided upon receipt of application documents.*

## ENVIRONMENTAL DEVELOPMENT PERMIT APPLICATION CHECKLIST

- Completed application form**
- Owner authorization:** required for an applicant who is not the owner to act on behalf of the registered owner(s) of the subject property(ies).
- Land Title Certificate for the property(ies)**
- Application fees:**

Application fees are outlined in the District's Fees and Charges Bylaw and may be subject to change. To confirm the applicable fees, please contact staff directly or visit *Fees and Charges Bylaw*

*\*Note additional fees will apply if the application involves zoning bylaw variances.*
- Site survey:** A plan drawn to scale and prepared by a BC Land Surveyor, showing:
  - lot dimensions and area;
  - topography and natural site features such as trees and watercourses;
  - legal encumbrances such as easements and rights-of-way;
  - watercourse, top of bank, 5 m setback from top of bank, 15 m setback from top of bank;
  - features adjacent to the site including trees and above ground infrastructure such as driveways, the edge of roadway, parking, telephone poles, hydro kiosks, and street lamps.
- Environmental assessment report:** for any development within 15 m of top of watercourse bank, prepared by a Qualified Environmental Professional (i.e. Registered Professional Biologist), describing how the proposed development complies with the District's *Official Community Plan Guidelines NE13*.
- Riparian planting plan:** for landscaping within 15 m of top of watercourse bank including replacement trees and native riparian plants.
- Arborist report:** applicable for tree work on "protected trees" as defined in Section 4.3 of the *Tree Bylaw*. See Section 8.2 of the *Tree Bylaw* for reporting requirements.
- Erosion and sediment control plan**

### For Environment Development Permit with Zoning Variances:

- Type of development and/or land use proposed
  - Community / neighbourhood benefit and impact of proposal
  - Project data and development statistics – confirming compliance with the zoning bylaw and showing any required variances
  - Building elevations, sections, and finishes
  - Visual analysis showing photos or drawings of the view of the project from important vantage points
  - Other information as required by the Planning Department
- A fee applies to register an Environmental Development Permit to the Land Title:** applicable to new single-family dwellings, additions, or structures. Please refer to staff or consult the District's *Fees and Charges Bylaw* for the applicable fee.

### PLANNING, DEVELOPMENT & ENVIRONMENT SERVICES

750 17th Street, West Vancouver BC V7V 3T3  
604-925-7040 | [planning@westvancouver.ca](mailto:planning@westvancouver.ca)

Information that must be submitted at the time of permit application:

*\*Please note that application fee slips, and payment instructions will be provided upon receipt of application documents.*

## FORESHORE DEVELOPMENT PERMIT APPLICATION CHECKLIST

- Completed application form**
- Owner authorization:** required for an applicant who is not the owner to act on behalf of the registered owner(s) of the subject property(ies).
- Land Title Certificate for the property(ies)**
- Application fees:**

Application fees are outlined in the District's Fees and Charges Bylaw and may be subject to change. To confirm the applicable fees, please contact staff directly or visit *Fees and Charges Bylaw*

*\*Note additional fees will apply if the application involves zoning bylaw variances.*
- Environmental assessment report:** For any development within 15 m of the natural boundary (high water mark) of the ocean, prepared by a Qualified Environmental Professional (i.e. Registered Professional Biologist), describing how the proposed development complies with the District's *Guidelines NE2 Foreshore Development Permit Area Sections IV-VII*.
- Coastal engineering report:** Must include a Flood Hazard Assessment and a Flood Hazard and Risk Assessment Statement.
- Architectural drawings:** Must show that the proposed habitable space meets the District's *Guidelines NE2 Foreshore Development Permit Area Sections I-III* and recommendations from the Coastal Engineer, if applicable.
- Arborist report:** Applicable for tree work on "protected trees" as defined in Section 4.3 of the *Tree Bylaw*. See Section 8.2 of the *Tree Bylaw* for reporting requirements.
- Landscape plans:** Must show all proposed hardscaping (impervious and semi-impervious surfaces) and soft scaping within 15 m of the natural boundary of the ocean.

### For Environmental Development Permit with Zoning Variances:

- Type of development and/or land use proposed
  - Community / neighbourhood benefit and impact of proposal
  - Project data and development statistics – confirming compliance with the zoning bylaw and showing any required variances
  - Building elevations, sections, and finishes
  - Visual analysis showing photos or drawings of the view of the project from important vantage points
  - Other information as required by the Planning Department
- A fee applies to register a Foreshore Development Permit to Title:** applicable to new single-family dwellings, additions, or structures. Please refer to staff or consult the District's *Fees and Charges Bylaw* for the applicable fee.

Information that must be submitted at the time of permit application:

*\*Please note that application fee slips, and payment instructions will be provided upon receipt of application documents.*

## WILDLIFE HAZARD DEVELOPMENT PERMIT APPLICATION CHECKLIST

- Completed application form**
- Owner authorization:** required for an applicant who is not the owner to act on behalf of the registered owner(s) of the subject property(ies).
- Application fee:**

Application fees are outlined in the District's Fees and Charges Bylaw and may be subject to change. To confirm the applicable fee, please contact staff directly or visit *Fees and Charges Bylaw*
- Site survey:** a plan drawn to scale and prepared by a BC Land Surveyor, showing:
  - lot dimensions and area;
  - topography and natural site features such as trees and watercourses;
  - legal encumbrances such as easements and rights-of-way;
  - features adjacent to the site including; trees and above ground infrastructure such as driveways, the edge of roadway, parking, telephone poles, hydro kiosks, and street lamps.
- Wildfire hazard assessment report:** prepared by a Qualified Professional (i.e. Registered Professional Forester).
- Architectural drawings:** must include list of fire resistive building materials and finishes and incorporate the recommendations made in the Wildfire Hazard Assessment Report.
- Arborist report:** applicable for tree work on "protected trees" as defined in Section 4.3 of the *Tree Bylaw*. See Section 8.2 of the *Tree Bylaw* for reporting requirements.
- Landscape plan:** plan must include tree work as recommended in the Wildfire Hazard Assessment Report, replacement trees, quantity of fire-resistant plants, location of each fire-resistant plant to be installed, etc.
- A fee applies to to register a Wildfire Hazard Development Permit to Title:** applicable to new single-family dwellings, additions, or structures. Please refer to staff or consult the *District's Fees and Charges Bylaw* for the applicable fee.

## DEFINITIONS FOR HOUSING FORM

**Dwelling, single family:** a building designed for use exclusively as a principal dwelling unit and includes a secondary suite and other accessory uses.

**Secondary suite:** a dwelling unit accessory to a principal dwelling, either located within or abutting to the principal building.

**Detached secondary suite (DSS, or Coach House):** a self-contained, detached dwelling unit accessory to a single family dwelling, or a duplex dwelling where permitted.

**Dwelling, duplex:** a building designed, constructed and occupied or intended to be occupied as two separate dwelling units structurally adjoined side-by-side or one above the other and includes secondary suites and other accessory uses.

**Dwelling, ground-oriented:** two or more principal dwellings and/or principal residential buildings – such as triplexes, multiplexes, rowhouses, and townhouses, each with access to the street, lane or site without the use of common, enclosed stairwells or corridors – that may be on a single lot or subdivided into separate lots.

**Building, apartment:** a building, except as otherwise defined herein, containing three or more dwelling units in separate, multiple storeys, but does not include: (a) townhouses; or (b) dwellings over commercial premises.

**Market rental units** are units rented at market rate (i.e., without any legal restrictions binding the rental unit to a certain level of rent).

**Non-market rental units** are units with a legal obligation (i.e., housing agreement, zoning) to be rented at a non-market rate.

**Below-market rental units** are units rented at or below 30% of the local Housing Income Limits (HIL) per unit size (please refer to most recent BC Housing HIL levels published for Vancouver).

**Below-market rental units with on-site supports** are units rented at the Income Assistance Shelter rate providing permanent housing and on-site supports for people to transition out of homelessness.

**Co-op housing:** also known as housing co-operative, means housing provided to members of an organization incorporated under the Cooperative Association Act, and includes non-profit housing co-operatives and equity co-operatives.

**Freedom of Information and Protection of Privacy Act Notice for supporters of this local area service request:** By signing below and indicating your support for this local area service request, you are voluntarily consenting to the collection of your personal information by the District of West Vancouver through the requestor named above. This information is being collected by the District of West Vancouver pursuant to section 26 (c) and (e) of the *Freedom of Information and Protection of Privacy Act*.

If you have any questions about the collection of this personal information, please contact the Privacy Officer: foippa@westvancouver.ca; 604-921-3497; 750 17th Street, West Vancouver BC V7V 3T3.