

# DEVELOPMENT PERMIT (DELEGATED)

Applications for a delegated development permits will be substantially processed as follows.

Please note, this guide should be used in conjunction with the District of West Vancouver [Development Procedures Bylaw](#).

Refer to the [Fees and Charges Bylaw](#) for applicable application costs.

Refer to our [Submitting a Development Application](#) webpage for the Planning Submission Checklist and Development Application form which includes the submission requirements.

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## About delegated development permits

Delegated development permits are used to ensure that a development is designed and constructed in accordance with a set of guidelines to respond to the streetscape, neighbourhood, and the unique characteristics of a site such as environmental conditions, the topography, or existing landscape. For each development permit area, objectives and guidelines are provided for new development, additions, and renovations in the guidelines section of the *Official Community Plan (OCP)*. Delegated development permits are assessed based on how well the development complies with the specific guidelines as outlined in the *OCP*.

## Delegated development permits

Section 19.2 of the *Development Procedures Bylaw* enables delegated approval authority for certain types of development permits to the Director of Planning & Development Services, provided that the application complies with certain conditions set out in section 19.8-19.21. Examples of delegated development permit applications include those for:

- detached secondary suites (coach house)
- duplexes
- sites with difficult terrain (steep slope) involving the creation of 3 or fewer lots
- watercourse protection
- Rogers Creek
- wildfire hazard
- neighbourhood designated areas within the Horseshoe Bay Local Area Plan
- foreshore

## Exemptions

Exemptions are to be confirmed with Planning Department staff. Development permit exemption criteria differ for each type of development permit. Review the development permit exemption criteria for each type of development permit in the Area Specific Policies and Guidelines section of the *OCP*.

An application fee applies.

## Processing Steps for Delegated Development Permits

### 1. Initial inquiry

Applicant makes an inquiry to the Planning Department regarding their development proposal. Prior to preparing detailed plans or submitting a development permit application, applicants are advised to discuss the proposal with Planning Department staff. Staff provide an overview of the process and application requirements.

### 2. Formal application submission

Applicant submits a formal application. District staff will review the application for completeness and accuracy and request any missing submission requirements before taking in the application for processing. Once a complete submission is received, staff will open the application file and generate the invoice.

### 3. Referral process

Staff prepare internal referrals by distributing an information and referral memo to all applicable District departments.

### 4. Post-referral review

Applicant receives feedback from the review process, outlines additional information requirements, and/or possible revisions. It is the responsibility of the applicant to respond to the feedback from the review process and resolve any conditions/requirements identified and submit any necessary reports or studies.

### 5. Application notification

The District issues neighbourhood notification to property owners and residents within 50 to 100 metres from site from the subject property. Information is posted on the District's webpage describing the proposal.

### 6. Director development permit consideration:

The application and planning report is referred to the Director for consideration.

The Director may:

- a. authorize the issuance of the development permit or authorize the issuance of the development permit with conditions;
- b. refer it back to staff for further information;
- c. reject the application; or
- d. refer the application directly to Council

If neighbourhood comments and public input cannot be resolved, the Director will refer the application to Council. However, the Director can, at his discretion, refer applications directly to Council.

Council may:

- a. approve the development permit; or
- b. refer the proposal back to staff for modifications or request further information; or
- c. reject the application



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7. **Notice on title:** If the development permit is granted, a notice of development permit will be registered on the title of the property at the Land Titles Office.
8. **Issuance of development permit:** Once development permit conditions are met, the District issues the development permit to the applicant.
9. **Building permit application:** Once a development permit is approved, the applicant will need to apply for a building permit.