

District of West Vancouver
PROCEDURE

Title: Local Area Service
Division: Engineering & Transportation Services
Procedure Number: 0205
File Number: 0282-20-0205

1. Governing Policy

- 1.1. This procedure is associated with Local Area Service Policy 0139.

2. Scope/Application

- 2.1. This procedure describes the process by which a Local Area Service (LAS) can be provided, initiated by a property owner(s) through application and petition.

3. Procedure

- 3.1. A LAS Applicant shall submit a LAS application. Contact engineeringdept@westvancouver.ca for further instruction.
The LAS application must include:
- 3.1.1. completed Request for Local Area Service form; and
 - 3.1.2. completed LAS initial Petition.
- 3.2. Once the LAS application submission has met all the requirements, it will be forwarded to the Director, Finance & Corporate Services and Director, Engineering & Transportation Services.
- 3.3. The Director, Finance & Corporate Services and Director, Engineering & Transportation Services will review the request and may:
- 3.3.1. request further information about the proposed LAS from the LAS Applicant;
 - 3.3.2. provide the LAS Applicant with a letter outlining the reasons why the District will not proceed with the proposed LAS; or
 - 3.3.3. provide the LAS Applicant with a letter:
 - accepting the LAS request;
 - providing a list of 'next steps' in order to proceed with preparing the LAS Package; and
 - instructions for paying the application fee in full.
- 3.4. Staff will provide the LAS Applicant with a LAS Package.
- 3.4.1. The LAS Package will include, but is not limited to, the design scope, investigations, and any other works to execute the Pre-construction Activities.

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- 3.4.2. The LAS Package will include a cost estimate to complete the engineering work, which forms the basis of the security deposit.
- 3.5. Before the District initiates the LAS Package, the LAS Applicant must submit a security deposit in the amount of 150% of the cost estimate provided for engineering work. The security deposit must be received by the District no later than three (3) calendar months after issuance of the LAS Package.
- 3.6. If the LAS Package is executed, staff will manage the full scope of the work.
- 3.7. Following completion of the LAS Package, staff will provide the LAS Applicant with:
- 3.7.1. design drawings, technical documents, and/or other relevant documents; and
 - 3.7.2. a second Petition.
- 3.8. The completed second Petition must be received by the District no later than three (3) calendar months after issuance.
- 3.9. Staff will review and verify the completed Petition. Once verified, staff will prepare a LAS Bylaw to bring forward to Council.
- 3.10. If adopted, the LAS Bylaw will be passed on to the appropriate District department for action.

4. Approval

Approved by	<input type="checkbox"/> Municipal Manager	<input checked="" type="checkbox"/> Mayor and Council
Approval date	2025/07/07	
Council minutes eDocs # (Council Procedures only)	5835143	
Council report eDocs # (Council Procedures only)	5815281	
Signature	<i>[Original signed by Mayor]</i> MAYOR	

5. Additional Information

Category	<input checked="" type="checkbox"/> Council	<input type="checkbox"/> Administrative
Date of last review	2025	