



# DEVELOPMENT PERMIT APPLICATION/APPROVAL PROCESS

## In this brochure:

- What is a Development Permit and why is it needed;
- An overview of the Development Permit Application / Approval process; and
- Where to obtain additional information.

This brochure is a general guide to the Development Permit (DP) process in the City of Langley. It is provided for your convenience only, is not intended to replace Bylaws or other legal documents and should not be construed by anyone as a right to a development approval if the steps indicated are followed.

## What is a Development Permit?

A DP is a type of development approval given by Council. Specific areas of the City of Langley have been designated as DP Areas in the Official Community Plan. Each of these areas has a set of development guidelines which specify the City's development objectives for that area. DP's are permitted by the *Local Government Act* for the following purposes:

- to protect the natural environment;
- to prevent development from creating hazardous conditions;
- to achieve objectives for the form and character of commercial, industrial or multi-family developments;

- to protect Provincial or Municipal heritage areas; and to revitalize specific commercial areas.

DP's are in addition to normal zoning, servicing, building and fire code regulations. They may supercede Zoning Bylaw requirements by setting terms and conditions that differ from or supplement those in the Zoning Bylaw. However, a Development Permit may not vary the permitted uses or densities of land use prescribed by existing zoning regulations.

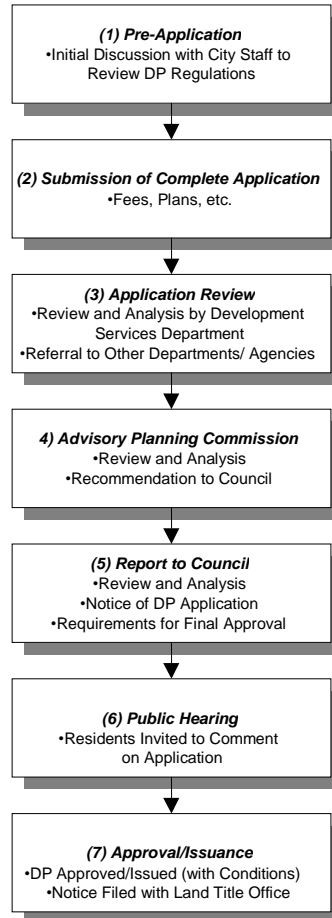
A DP for a proposed project is approved and issued when Council is satisfied that the project meets all guidelines and conditions for the DP Area. A DP, however, is **not** a Building Permit. You still need to apply for a building permit before you can proceed to construction.

## When is it Necessary to Apply for a Development Permit?

You need to apply for a DP in the following cases:

- When the property is located within a designated DP Area. A map showing the location and boundaries for all DP Areas and the guidelines associated with each area are available at the Development Services Department;
- When you want to significantly change an existing DP; and
- When Council determines that your development proposal requires a DP.

# The Development Permit Application / Approval Process



## 1. Pre-Application

The more information you are able to gather before submitting an application, the more smoothly the process is likely to run. Accordingly, you are strongly encouraged to discuss your proposal with city staff to identify any plans, policies and regulations which may apply:

- *Official Community Plan (OCP) & Zoning Bylaw*

Check the OCP map for the designation of your property and the types of land uses allowed within that designation. Identify the DP Area that your property is located within and consider how the

guidelines may affect your project. Check the Zoning Bylaw to find out the regulations for the existing and / or proposed zoning of your property (lot sizes, density, etc.).

- *Engineering Services*

Generally, all developments must be provided with adequate services for sanitary sewerage and stormwater disposal, water, roads, sidewalks and streetlights at the developer's cost. Check with the Engineering Department to see if the required services are available, or whether additional services are required.

## 2. **Submission of Complete Application**

When you are ready to proceed, complete a DP application form (available in the Development Services Department). All DP applications must be accompanied by:

- The name(s) and address(es) of the property owner(s). If the applicant is applying on behalf of the property owner(s), a letter of authorization must be signed by the property owner(s) and submitted with the DP application;
- The civic address and legal description of the subject property;
- The current and proposed zoning for the property;
- Three (3) copies of your drawings, plus one set of 11x17 reductions;
- State of Title Certificate;
- Completed Sustainability Checklist.

## 3. **Application Review**

A member of the Development Services Department will co-ordinate the review of your application. It will be circulated to a number of municipal departments (e.g. Engineering) and relevant outside agencies (e.g. Ministry of Transportation & Highways). During this process, you may be asked for clarification, additional information or plan revisions.

## 4. **Advisory Planning Commission**

Your proposal may first be considered by the Advisory Planning Commission (APC), a ten-member group appointed by Council to provide advice on development applications and planning issues. APC meetings are usually held on the second Wednesday of every month at City Hall. You or your agent will be expected to attend the meeting to make a brief presentation and answer questions.

A recommendation from the APC will be submitted to Council along with your proposal. Council is not obligated to follow the recommendation of the Commission, but will consider it carefully.

## 5. **Report to Council**

The Development Services Department will prepare a report, including an analysis of the application, a recommendation and an outline of the requirements which need to be satisfied.

This report is considered by Council during a Regular Council meeting. These meetings are usually held every second Monday and are open to the public. At this meeting, Council will decide whether to deny the DP, approve Notice of Intent to issue the DP or raise additional conditions or requirements to be met by the applicant.

## 6. **Public Hearing**

While not required by the *Local Government Act*, Langley City Council subjects all DP's to a Public Hearing. The owners of all properties located within 100 metres of the subject property are formally notified by letter of the Public Hearing. However, any person who deems their interests may be affected by the development proposal has the opportunity to express their concerns to Council. You or your representative should attend the Public Hearing and be prepared to respond to any questions.

## 7. Approval / Issuance

Following the Public Hearing, usually at the same Regular Council meeting held later in the evening, Council will consider approving the DP (grant authority to the City Clerk to issue the permit). In some cases, approval may be granted subject to the resolution of outstanding issues.

Once the DP has been issued by the City Clerk (all DP's require the signature of the Mayor, Clerk and property owner), you will be sent a copy of the approved permit. The City will also file a Notice of the Development Permit with the Land Titles Office.

DP's state that if construction does not substantially commence within two (2) years of the issuance date, the DP will lapse. You may now apply for a Building Permit. The Building Permit plans must correspond to the plans that accompany the DP.

### Costs Involved in Obtaining Approval for a Development Permit

The DP applicant is responsible to pay for the following costs (where applicable):

- Application fee;
- Security in the form of an Irrevocable Letter of Credit to ensure that landscaping is constructed in accordance with approved plans;
- Servicing costs (off-site works, connection fees); and
- Consultant fees (engineers / architects / solicitors / planners, etc. are typically hired for large projects).

## Timetable for the Development Permit Application / Approval Process

The length of the DP approval process is dependent upon the complexity of the project and the preparedness of the applicant. The average duration is 1 - 2 months, however, this may vary widely.

### Departments / Agencies Involved in the Development Permit Application / Approval Process

There are several City departments and external agencies that may be involved with a given DP application:

- Development Services Department;
- Engineering Department;
- Fire Department;
- Langley RCMP;
- Administration / Clerk's Department;
- Ministry of Transportation & Infrastructure;
- Department of Fisheries & Oceans;
- Ministry of Environment.

### For further information

This brochure is intended to serve only as a general guide to the DP process. Please consult the *Local Government Act* and the City of Langley Official Community Plan and Zoning Bylaw for definitive requirements and procedures. For more specific information please contact us at:

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