

# Development Application Guide

## (Development Permit & Rezoning)

### In this brochure:

- What zoning and OCP designations are
- An overview of the development process
- How to obtain a Development Permit or rezoning

This is a general guide to the development process in Langley City. It is provided for convenience only, is not intended to replace Bylaws or other legal documents, and should not be construed as a right to development approval if the steps indicated are followed.

In this guide, “development” refers to any activity requiring a Development Permit and/or a rezoning. Information on when each of these application types are required is provided in this guide.

### The Development Process in Langley City

When a landowner considers construction for a new building, an addition to an existing building, or major renovations on their property, they must first receive the necessary permits from the City of Langley. All such construction requires a [Building Permit](#).

Some forms of construction **also** require a Development Permit and/or a rezoning. If a proposal is consistent with its site’s zoning, only a Development Permit is required. If it is inconsistent with the land’s zoning but is consistent with its designation in the Official Community Plan (OCP), a rezoning will also be required. These approvals must be received before the a Building Permit can be applied for, which will need to be issued before any construction begins.

### Development Permits

A Development Permit is a permit given by Council to allow construction in accordance with specific architectural and landscaping plans to regulate its form and character. Development Permits are required in the following cases for both new development and for changes to previously-issued Development Permits:

- Multi-unit residential
- Commercial
- Industrial
- Institutional
- Development in Environmentally Sensitive Areas
- Development in areas with natural hazards

Development Permit Area guidelines are included in the OCP and outline the requirements for these building forms depending on the land use designation of the development site. Development Permits may also vary Zoning Bylaw requirements. For example, they may allow for setbacks that vary from those required by the existing zone or the zone being applied to rezone to. However, a Development Permit may not vary the land uses or densities permitted by the Zoning Bylaw, and may not vary any provisions in the OCP.

A Development Permit is issued once it has been approved by Council and all associated requirements, such as execution of a Servicing Agreement, have been met. A Development Permit is **not** a Building Permit and a Building Permit must still be applied for and issued before construction can proceed. If a rezoning is also required, it will be processed concurrently with the Development Permit application.

### Rezoning

Every property in the City of Langley falls under a zoning designation, selected from a collection of zones in the City's [Zoning Bylaw](#). Each zone regulates what can be done on a property, including what the land and any buildings on it can be used for and the characteristics (such as density and height) buildings must comply with. When considering development, the zoning of the property should be reviewed to determine if it can accommodate it.

If development plans do not comply with the property's zoning, it may be possible to apply for a rezoning, which is the process of changing a property's zoning to a different zone. Not any other zone can be targeted; for a rezoning application to be considered, the zone being sought must be consistent with the City's Official Community Plan (OCP).

#### *Official Community Plan (OCP)*

The City of Langley's [OCP](#) is a bylaw setting out the City's long-term vision for its development. It does so by establishing a land use designation for each property in the City, similar, and in addition, to zoning. These designations lay out the City's ultimate land use vision for each property, which may differ from their existing uses or zoning. As such, if a property's OCP land use designation allows for a development type not permitted by its current zone, this demonstrates the potential for that property to be rezoned. Accordingly, a property may only be rezoned to a zone consistent with its OCP designation. In this way, the OCP land use designation map can be read as a map of potential development and rezoning opportunities.

Zoning and OCP designations for all properties can be viewed with the City's [online map](#).

### The Development Application Process

#### 1. Pre-Application

After consulting the Zoning Bylaw and OCP to identify a site's potential development options, these bylaws should be reviewed again, along with other [relevant bylaws and policies](#), including those listed below, to identify more detailed requirements that will apply to be better prepared for the application process and be able to begin developing a site concept:

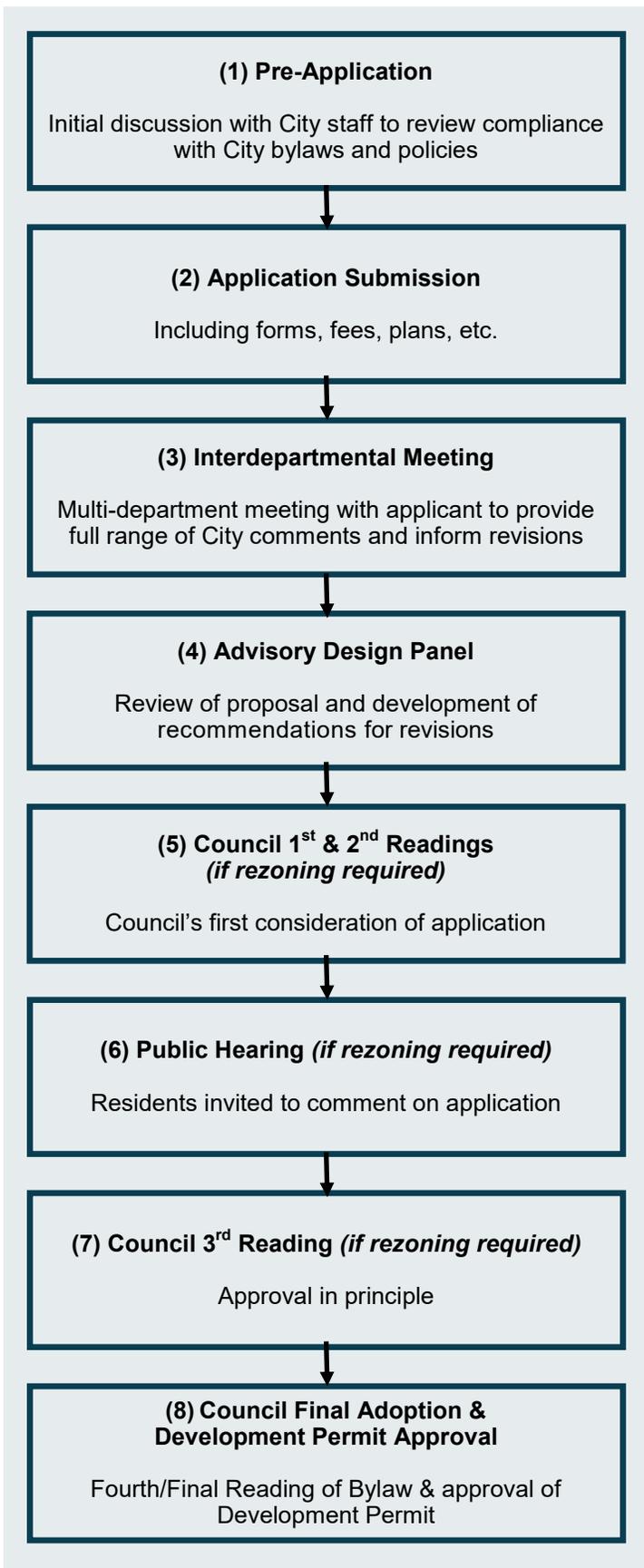
- OCP Appendix A: Nicomekl River District Neighbourhood Plan
- OCP Appendix B: District Policies
- Subdivision & Development Servicing Bylaw
- Floodplain Elevation Bylaw

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 Planning staff to ensure it complies with all relevant plans, policies, and regulations. Staff are able provide input on a concept early and throughout its development to assist with any questions or issues that may arise.

#### 2. Application Submission

After working with staff to finalize a development concept and compile any additional items necessary, a formal development application can be made. All applications must include the following [items](#):

- Development Application Form
- Application fee
- Agent Authorization Form (if applicable)
- Title search (max. 10 days old)
- Architectural plans
- Landscaping plans
- CPTED Report
- CPTED Checklist
- Sustainable Development Checklist
- Building Code Summary
- Arborist report & tree survey



### 3. Interdepartmental Meeting

Once an application is made, an Interdepartmental Meeting will be scheduled between the applicant and several City departments:

- Planning
- Building
- Engineering
- Fire-Rescue
- RCMP

This allows all City departments involved in the development application process to discuss the proposal with the applicant and provide their input directly. Plan revisions will then be required in response to these comments before the project can continue to proceed through the application process.

### 4. Advisory Design Panel (ADP) Meeting

After revisions are complete, the proposal is brought to a regularly-scheduled ADP meeting. The ADP consists of design professionals along with resident, business, and external agency representatives, and provides independent recommendations on the form and character of all development applications before they continue to Council, with the applicant expected to revise their plans in response. When the application and its associated updated plans are brought to Council, a report outlining the ADP recommendations and how they were addressed by the applicant is attached for Council's consideration.

The applicant is expected to attend the meeting to present their project and respond to questions.

### 5. Council 1<sup>st</sup> & 2<sup>nd</sup> Readings (with rezoning)

With post-ADP revisions complete, the application is brought to a Council meeting, where Council is introduced to it and considers 1<sup>st</sup> & 2<sup>nd</sup> Readings to allow it to proceed through the approval process.

### 6. Public Hearing (*with rezoning*)

The public hearing provides opportunity for the public to provide their input directly to Council, ahead of their consideration of 3<sup>rd</sup> Reading at a later meeting. The applicant is expected to attend the public hearing to present their proposal and respond to questions.

### 7. Council 3<sup>rd</sup> Reading (*with rezoning*)

Following the Public Hearing, the application will be brought back to a Council meeting for consideration of 3<sup>rd</sup> Reading. At this meeting, Council will either grant 3<sup>rd</sup> Reading, deny 3<sup>rd</sup> Reading, or refer the application back to staff to address any potential questions or concerns before it can return for reconsideration.

3<sup>rd</sup> Reading is considered “approval in principle”, signaling that Council is supportive of the project and prepared to grant it final approval provided that all required pre-conditions are met (see “Final Adoption” below). These conditions will be provided to the applicant in written form.

### 8. Final Adoption & Development Permit Approval

When all pre-requisites have been satisfied, the application is returned to a Council meeting for consideration of Final Reading. Following this meeting, the applicant will be notified in writing of the outcome, and a Development Permit will be prepared for issuance if approved by Council. Once issued, the applicant will be able to apply for a Building Permit.

Typical pre-approval conditions include:

- Execution of a Servicing Agreement
- Subdivision registration
- Demolition of existing buildings and structures
- Execution and registration of legal agreements

### Application Process Costs

The applicant is responsible for paying the following costs as applicable:

- Application fees
- Development Cost Charges
- Amenity Contributions
- Engineering off-site costs and administration fees
- Consultant fees

### Application Process Timeline

The length of the application process may vary depending on the complexity of the project and the preparedness of the applicant. The average duration is approximately 4-6 months between application and 3<sup>rd</sup> Reading (approval in principle), with the following general schedule being typical:

- Application submission
- Interdepartmental Meeting (2-3 weeks later)
- Advisory Design Panel (2-6 weeks later)
- Council 1<sup>st</sup> & 2<sup>nd</sup> Readings (3 weeks later)
- Public Hearing (2 weeks later)
- 3<sup>rd</sup> Reading (2 weeks later)
- Final Adoption

The timing between 3<sup>rd</sup> Reading and Final Adoption tends to be the most variable, as approval conditions can differ along with the time required to fulfill them. Additional factors, such as the need for Provincial or Federal approval on certain application types, may also affect the approval schedule.

### Further Information

This brochure is intended to serve only as a general guide to the development application process. If you have any questions or need any clarification, please contact Planning staff at:

**City of Langley**  
20399 Douglas Crescent  
Langley, BC V3A 4B3

Web: [langleycity.ca](http://langleycity.ca)

Phone: 604.514.2830

Email: [planning@langleycity.ca](mailto:planning@langleycity.ca)

## City of Langley Development Application Guide: Application Checklist

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The City of Langley is enthusiastic about working with developers early in the development process to provide guidance and make the formal development application process as efficient as possible.

As you prepare your development plans, please ensure you are meeting the following requirements:

- Zoning Bylaw**
  - Compliance with zone-specific requirements
  - Compliance with parking, loading, and storage requirements
- Official Community Plan**
  - Compliance with OCP designation-specific requirements, Development Permit Area Guidelines, and any area-specific policies
  - Determine whether site is located within an Environmentally Sensitive Area
  - Determine whether site is subject to the Riparian Area Regulation
  - Compliance with the Airport Zoning Regulation
- Environment**
  - Compliance with Floodplain Elevation Bylaw
  - Site Disclosure Statement required for sites that have hosted commercial uses
- Engineering**
  - Determine road dedication requirements
  - Compliance with the Subdivision & Development Servicing Bylaw
  - PMT must be accessible from within site
  - Determine if any Statutory Rights of Way are located on site and accounted for
- BC Building Code**
  - Compliance with the BC Building Code
- Required Application Materials**
  - Development Application Form
  - Application fee
  - Agent Authorization Form (if applicable)
  - Title search
  - Architectural plans
  - Landscaping plans
  - CPTED Report
  - CPTED Checklist
  - Sustainable Development Checklist
  - Building Code Summary
  - Arborist report & tree survey
  - Construction Parking & Traffic Management Plan (*prior to Public Hearing*)

## Typical Application Process

