

DEVELOPMENT APPLICATION PROCESS

One to Two Residential Units

Step 1: Pre-Consultation	Pre-Consultation is the first step in the development application review process. It enables early discussion and feedback from City staff on preliminary development proposals. See the Pre-Consultation Process at https://www.cnv.org/property-and-development/building-and-development/development-applications .
Step 2: Development Application	Submit complete development application, plans, supporting information, fee payment and Advisory Body material board. Submissions will not be accepted until staff complete a review to determine if the application is complete. Once, complete, the Developer Information Session (DIS) date(s) will be scheduled.
Staff Review	Application materials are distributed to assigned staff for comment. A coordinated Team Review form outlining required revisions is provided.
Step 3: Public Consultation	Post signage and complete required notifications. Conduct DIS and/or Town Hall Meeting (as required).
Revised Plans Submitted	Responses and revisions to plans (as necessary) are required prior to Staff Approval.
Council Consideration	Staff prepares report, recommendation, and bylaws/permits. The City Clerk's office schedules the bylaw and/or permit consideration on the Council Agenda. Introduction / 1st Reading Attendance is encouraged. Post notification signage once Public Hearing/Meeting scheduled. Public Hearing / Meeting Attendance required. Submit presentation ahead of meeting to address Council. Council considers 2nd and 3rd Readings or permit issuance. Final Consideration / Adoption Submit executed documents or agreements. Adoption occurs at subsequent Council meeting.
Post Approval	Schedule a meeting with Approving Officer if subdivision is required. Schedule a meeting with the Manager of Inspections to review Building Permit application process, which may include a pre-application meeting. Servicing Agreement, Landscape Agreement, Development Cost Charges and other documentation and securities are typically required at Building Permit.

DEVELOPMENT APPLICATION FORM

One to Two Residential Units

I. APPLICANT

Name _____
Company _____
Address and Postal Code _____
Email Address _____ Day Phone _____

II. PROJECT ARCHITECT *if different from applicant*

Name _____
Company _____
Address and Postal Code _____
Email Address _____ Day Phone _____

III. SITE DESCRIPTION

Civic Address(es) _____
Lot(s) _____ Blocks(s) _____
Legal Description(s) Resub(s) _____ DL(s) _____
Plans(s) _____
PID(s) _____

Pre-Consultation Application No _____

IV. DEVELOPMENT DESCRIPTION

Staff Use Only: - DPA Number _____ PCA Number _____
Proposed New Address(es) for subdivision _____

V. APPLICATION TYPE & FEES (Enter all that Apply)

I/We hereby make application pursuant to Development Procedures Bylaw, 2001, No. 7343 for:

1. Amend the Zoning Bylaw to

An existing One Unit or Two Unit Residential Zone Basic lot fee:	\$3,500.00	
Comprehensive Development Zone Basic Fee:	\$4,500.00	

2. Obtain a Development Variance Permit (DVP)

Within a One-Unit or Two-Unit Zone	\$1,750.00	
In combination with a concurrent Rezoning	\$1,000.00	

3. Obtain Council Consideration of a Development Permit (DP)

In addition to original base Development Permit fee:	\$1,250.00	
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4. Obtain a Heritage Revitalization Agreement (HRA)

Obtain a Heritage Revitalization Agreement (HRA)	\$4,000.00	
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5. Title Search

Title Search – unless the original State of Title Certificate was provided with this application (\$25.00 + \$1.25 GST). If the State of Title is included, don't add the \$26.25 fee (leave the field blank).	\$26.25	
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BASE APPLICATION FEE: _____

6. Pre-Consultation Application Fee	Less
If the Application Was charged the \$500.00 fee at the Pre-Consultation stage, subtract \$500.00 from the Base Application Fee to determine the Total Application Fee below.	\$-500.00

TOTAL APPLICATION FEE: _____

VI. ADDITIONAL INFORMATION

The Director of Planning & Development may require the applicant to provide further information, at the applicant's expense, in order to conduct a thorough review and analysis of the proposed development. The applicant hereby agrees to assume all legal costs directly incurred by the City through the processing or approval of this application and the preparation and registration of any related legal documents.

VII. APPLICANT AND OWNER AUTHORIZATION

All City correspondence regarding this application will be sent to one of the following:

(Select one only: This person/company will be used as the contact for the public and on the City's website)

Applicant

Architect

Owner

I hereby agree to the terms contained in this Application Form and declare that the information submitted in support of this application is, to the best of my/our knowledge, true and correct in all respects.

Signature of Applicant

Date

Name of Applicant (Please print)

Company Name

I/We hereby consent to the submission of this development application. For all strata properties, owner authorization must be from the Strata Council.

Signature of Owner

Date

Name of Owner

Owner Day Phone

Signature of Owner

Date

Name of Owner

Owner Day Phone

(All owners on title must sign. Attach extra signature pages as applicable)

Signature of Owner

Date

Name of Owner

Owner Day Phone

Signature of Owner

Date

Name of Owner

Owner Day Phone

Signature of Owner

Date

Name of Owner

Owner Day Phone

Signature of Owner

Date

Name of Owner

Owner Day Phone

DEVELOPMENT APPLICATION SUBMISSION REQUIREMENTS

Development Procedures Bylaw, 2001, No. 7343 establishes development application requirements. Applicants must provide sufficient information to describe the proposal and its impact on the site, neighbouring properties and the community as a whole. Please refer to the City's [website](#) for [development application resources](#).

Submission Checklist

The submission requirements may be amended by the Planner at the time of Pre-Consultation to suit the specific conditions of the project. The City reserves the right to vary the required supporting information as necessary to respond to individual applications. Additional information may further be required during the review stage of the application process.

Digital Submission

Digital copies of submission materials are required for all Planning Applications. Files must be saved in PDF format at full size with layers flattened and with no document restrictions. Document restrictions can be modified in the Document Properties "Security" tab. The Security Method should be set to "No Security" to set all permissions (printing, etc.) to "Allowed".

All documents must be organized and submitted in a manageable format (see example files below) through the City's secure file share program called Sendit. Access to the Sendit may be obtained by sending a request to planning@cnv.org.

Example:

File 1	File 2
<ul style="list-style-type: none">▪ Introduction and Project Team▪ Design Analysis▪ Planning and Design Framework▪ Project Description▪ Community Amenity Contributions▪ Drawings	<ul style="list-style-type: none">▪ Development Application Form▪ Studies and Additional Information

Drawings

Different drawings within a submission may be in either imperial or metric; however, drawings containing both metric and imperial units will not be accepted. Elevations must be provided in Geodetic Datum.

Drawings	Submitted Y/N
<p>I. SURVEY PLAN</p> <p>Two sealed and two copies from BC Certified Land Surveyor, and digital copies in PDF and DWG formats See <i>Resource: Building Grade Requirements</i> See <i>Resource: Survey Requirements</i></p>	
<p>II. SITE PLAN at 1:100 or 1/8" = 1'-0" scale</p>	Y/N
<p>Eight sets full-size, one reduced 11" x 17" and digital PDF</p>	
<p>Lot dimensions and North arrow</p>	
<p>Grade elevations at corner of all buildings, grades, top and bottom of all existing and proposed retaining walls using geodetic datum</p>	
<p>Building Grades in accordance with <i>Resource: Building Grade Requirements</i></p>	
<p>Location of site service connections (contact Engineering Department)</p>	
<p>Easements and/or R.O.W.'s (if applicable), both existing and proposed</p>	
<p>Any adjacent street and/or lane locations and widths</p>	
<p>Full public realm to curb edge</p>	
<p>Location of any existing or proposed buildings and their setbacks to property lines</p>	
<p>All building dimensions and eave projections and overhangs</p>	
<p>Label the highest finished grade within 10 feet of the principal building and lowest finished grade at the perimeter outside wall of the building</p>	
<p>Location of buildings and structures on adjacent sites</p>	
<p>Existing trees >5cm or 2 inches DBH (Diameter at Breast Height)</p>	
<p>Building and interpolated building grades with offset dimensions to property lines</p>	

III. ARCHITECTURAL PLANS at 1:100 or 1/8" = 1'-0" scale	Y/N
Eight sets full-size, one reduced 11" x 17" and digital PDF	
Floor Plans with room use labelled (including Adaptable Design level) and with unit type and area	
Gross Floor Area overlay plan, by floor, showing areas by use, and areas excluded by floor area calculations	
Roof Plan with an overlay of the upper floor and all property lines	
Colour elevations with context illustrating adjacent buildings and structures	
Sections with context illustrating adjacent buildings and structures	
Parking	
Garbage, recycling, and compost receptacles for each unit	
Reflected window elevations and limiting distance calculations	
IV. LANDSCAPE PLAN at 1:100 or 1/8" = 1'-0" scale	Y/N
Eight sets Full-size and one reduced 11" x 17" plans and digital PDF	
Plant list – scientific and common names	
Plant Size – mature and at time of planting	
Significant trees for retention or removal	
Paving, retaining walls, lighting, decks, patios, fencing, drainage, irrigation	
Exterior lighting plan	
Provide samples, specifications or details	
Show boulevard treatment between the property lot line and the curb	
Show underground service connections	

V. DESIGN RATIONALE	Y/N
A written explanation of how the project responds to the challenges and opportunities of the site	
Project description, design origin, target market, relationship to context, building massing, amenities, materials, Crime Prevention Through Environmental Design, open space and landscape treatment	
VI. CONTEXT MAP AND COLOUR STREET ELEVATIONS Street view and aerial images are available online cnv.org/citymap	Y/N
Context map showing the site and surrounding streets illustrating the surrounding streets and the proximity to amenities such as schools, grocery stores and transportation.	
Colour street elevations showing the current conditions and proposed project with surrounding buildings on both sides of the street.	
VII. STATEMENT OF AFFORDABILITY	Y/N
Street view and aerial images are available online cnv.org/citymap	
The City is interested in providing a diverse housing market for its residents, with a range of costs and types available through non-market / lower-end of market rental housing and market rental and ownership housing, especially entry level family housing. When drafting Statements of Affordability, applicants are urged to consider how their proposals can address these concerns. Statements must include reference to tenure (rental, strata, other), unit size (area and number of bedrooms), and target market price.	
VIII. CIVIL ENGINEERING PLAN at 1:100 or 1/8" = 1'-0" scale Street view and aerial images are available online cnv.org/citymap	Y/N
Four sets full-size, one set reduced 11" x 17", and digital PDF <i>See Resource: Building Grade Requirements</i> <i>See Resource: Survey Requirements</i>	
Building grades at all property corners and at both sides of all pedestrian and vehicle accesses	
Proposed municipal service connection locations and sizes (including LEC if required)	
Proposed off-site works (e.g. sidewalks, curb and gutter, road paving)	
Location of the pad mounted transformer or transformation room (if required)	
IX. STORMWATER MANAGEMENT PLAN at 1:100 or 1/8" = 1'-0" scale	Y/N
Four sets full-size, one set reduced 11" x 17", and digital PDF <i>See Resource: Building Grade Requirements</i> <i>See Resource: Survey Requirements</i>	
Demonstrate the ability to meet City of North Vancouver stormwater requirements and clearly show proposed stormwater management features.	

X. SUMMARY OF PROJECT STATISTICS

LOT AREA (square metres (square feet))		
PROPOSED USE	Gross Floor Area square metres (square feet)	Number of Units
Residential		
Accessory Residential (Coach House)		
Commercial		
Industrial		
Institutional		
Exemptions		
Total (after Exemptions)		
REGULATORY ANALYSIS	Current Regulation	Proposed
OCP Designation		
Zoning		
FSR		
Lot Coverage (percentage)		
Height (metres (feet)) / Number of Storeys		
SETBACKS (metres (feet))	Current Regulation	Proposed
Front Lot Line		
Exterior/Interior Lot Line 1		
Exterior/Interior Lot Line 2		
Rear Lot Line		
VEHICLE PARKING (number of spaces)	Current Regulation	Proposed
Principal Use		
*Visitor		
*Disability		
*Loading Spaces		
*BICYCLE PARKING (number of spaces)	Current Regulation	Proposed
*Short Term		
*Secure		
OTHER REGULATIONS (please specify)		
*COMMUNITY BENEFIT CONTRIBUTION (if applicable, see Density Bonus and Community Benefits Policy)		

PUBLIC CONSULTATION

I. PRELIMINARY NOTIFICATION PROCESS

The City of North Vancouver encourages applicants to contact owners and residents of properties near their development site early in the development application process, prior to the required notification period. This is not a legal requirement under the Local Government Act/Community Charter, but is strongly encouraged.

This preliminary notification process provides the opportunity for applicants to become aware of concerns that community members may have and to respond to them through changes to the development proposal. Some applicants choose to canvass the neighbourhood in person or send a letter of introduction to community members to get input regarding the proposal. The following materials have been prepared to assist applicants with the pre-notification process, should they choose to undertake it:

- [Resource: Preliminary Notification](#) to be written by applicant to the neighbours.

If a report is submitted to the City regarding preliminary notification process, it should include details regarding what materials were distributed and who was contacted, their address, and input regarding the proposal. Applicants are encouraged to discuss this process with Planning Staff prior to proceeding.

II. PUBLIC CONSULTATION - DEVELOPER'S INFORMATION SESSION

The Developer's Information Session (DIS) is a City requirement and must begin no more than 20 days after the application is received by the City to ensure that members of the community are aware of it early in the application process. Due to the public health impacts of COVID-19, the City has revised the Developer's Information Session process.

- [Resource: Virtual DIS Public Consultation Guidelines during COVID-19](#)

III. PUBLIC HEARING / PUBLIC MEETING

Public Hearings / Public Meetings are designed to give the community the opportunity to provide feedback about a proposed development as it is being reviewed by Council. This is a Council process led by the City Clerk's office and Planning Staff. The applicant must be in attendance along with the architect and landscape architect.

Timing: Public Hearings must be held after First and before Third reading of a development application Bylaw. Public Meetings are held after the introduction of a Development Variance Permit request.

PUBLIC NOTIFICATION

Application Signage

Requirements: A sign must be placed by the applicant on the site at the applicant's cost to inform the public about the Public Hearing / Public Meeting. The applicant is also responsible for the printing, maintenance and removal of the sign. Staff will provide a copy of the sign to be printed by the applicant.

Timing: Installed a minimum of five days prior to the Public Hearing or Public Meeting.

Application Mail-Out (Completed by City Clerk)

Requirements: Mail-out send and paid for by the City is delivered to properties within a 40 meter radius and includes information about the development proposal and the date, time and location of the meeting or hearing.

Timing: Delivered a minimum of 10 days prior to the Public Hearing (not including the date of the installation or the date of the meeting).

Application Newspaper Advertisements (Completed by City Clerk)

Requirements: The notice will include information about the development proposal and the date, time and location of the Public Hearing or Public Meeting.

Timing: Published in two consecutive newspapers, not less than three and not more than 10 days prior to the Public Hearing or Public Meeting.

PUBLIC HEARING / PUBLIC MEETING PROCESS

Requirements: Public Hearings / Public Meetings usually have four parts:

1. Planning Staff introduce the project to Council by providing relevant contextual information and describing the most notable variances sought by the applicant.
2. Applicant present additional information regarding the project for up to 10 minutes.
3. Council opens the floor to the public to ask questions or make comments.
4. Council asks questions of staff and/or the applicant.