



## Good Neighbour Program

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Inspection Division Handout #G1

### Construction Intrusion into Communities

#### What is Infill Housing?

From ancient times people have been tearing down old buildings to make way for newer ones. This is a natural evolution in cities which keep renewing older areas in response to people's changing needs.

“**Infill Housing**” is one example of this process at work. It can refer to any project that builds new housing in an already established neighbourhood, such as:

- demolishing one single-family home and building a new one on the same lot;
- building a duplex where a single-family home once stood;
- putting up a row of townhouses where before there were one or more single-family homes;
- constructing a new building on a vacant lot;
- major additions and renovations to existing homes.

#### Why this Pamphlet?

An infill project has many neighbours who are very interested in what's going on and how it's being done.

Unfortunately, some uncaring infill builders do not keep nearby residents properly informed of their plans nor do they keep their sites clean. This pamphlet is intended to outline exactly what infill builders should do as “good neighbours”, and what nearby residents should expect from an infill project.

#### The Good Neighbour Policy

There are six basic rules for infill builders:

1. Get all required permits and approvals;
2. Tell all neighbours what you are doing;
3. Protect the neighbourhood, including private property, fences and shrubs;
4. Clean up;
5. Keep noisy work to allowable times;
6. Do not block driveways (public or private).

#### Permits and Approvals

Every infill project must receive municipal approval (building permit, etc.) before

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construction starts. If a proposal does not comply with the Zoning bylaw, an application must be made to rezone the property, or for a minor variance, to the Board of Variance. Do not start construction until you have all the necessary permits, otherwise you may be liable for substantial fines.

Builders should consult with Building and Planning Division staff well in advance to determine if the project meets all of the City of North Vancouver's planning requirements. If the project does not comply staff will assist in modifying proposals or determining what course of action to pursue.

### ***Rezoning***

Most infill projects require rezoning, development variance permit or Board of Variance approval. If the project meets the general intent of the Official Community Plan but not the Zoning bylaw, (e.g., a higher density or different use than allowed in the bylaw), the builder can apply for a Zoning bylaw amendment.

This includes public information, consultation with affected agencies and a public hearing.

### ***Demolition***

Obtain a demolition permit. Dust, noise and debris must be minimized during demolition.

Sediment control measures are required to be undertaken during excavation, please refer to the City Engineering Department for these requirements.

### ***Building Permit***

Building staff conducts a thorough review of construction drawings to ensure they meet the minimum requirements of the BC Building Code and other applicable government regulations. The permit placard must be displayed at the site in a manner that is visible from the street.

### ***Other Applicable Laws***

Construction projects must also conform to other provincial regulations and municipal bylaws, such as the Workers' Compensation Act (which covers a wide variety of issues, from safety helmets and boots to proper protection of trenches), and City bylaws on street occupancy, hoarding, disposal bin storage, fencing, construction noise, road clearing and signs.

Drywall is to be adequately disposed of by recycling or depositing in an acceptable landfill site. The City also encourages the reuse of acceptable construction materials.

Parking limits are in force in some locations; please refer to the City's handout on Construction Site Parking.

All City bylaws can be obtained from City Hall and should be reviewed.

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### Communications with Neighbours

Well before work starts and prior to any applications for a building permit or minor variance, rezoning or Official Community Plan amendment, an infill builder should tell nearby residents what is being planned, by writing a letter or visiting them personally. When neighbours have full information they are usually much more supportive and understanding of the project.

In these letters or visits the builder should give neighbours a sheet with his or her full name, address and phone number. In this way, neighbours can contact the builder immediately if they have concerns, or if there is an emergency.

Prior to the project beginning, a sign should be erected at the site, also giving the builder's full name and phone number.

### Protection and Safeguards

- Keep vacant homes in good condition. A home slated for demolition should not be allowed to become an eyesore or a danger. Any broken windows must be boarded up immediately.
- Do not harm existing neighbourhood services. Prior to any excavation or digging call your local telephone, gas, hydro and cable television companies to locate underground services. Excavation on City property requires a City work permit, available from the Department of Engineering Parks and Environment.
- Protect neighbours' property, trees and plants. Special care must be taken to keep construction operations and trucks away from neighbours' landscaping.
- Trees and shrubs to be protected can be circled with hard fencing. Storage of materials must not occur inside the tree drop line to ensure their survival. If certain areas are at serious risk, the builder should work out an acceptable agreement with the homeowner before starting work. Trees on the road allowance or boulevard cannot be cut down without City approval.
- Excavation must be kept clear of standing water.
- Enclose site with protective fencing to eliminate access by children.
- Locate the portable lavatory well away from neighbours' homes. This is particularly important in good weather when neighbours will want to enjoy their gardens.
- Avoid encroaching on the neighbours' property with garbage bins.
- Do not burn waste. Burning of construction debris is prohibited in the City.

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- Insist on proper protective equipment for workers, such as hard hats and work boots.
- Keep laneways and parking access clear for use by neighbours and emergency vehicles.

### Clean Up

Collect and remove waste on a regular basis. Prompt clean up of scraps and construction garbage keeps the site from becoming a safety hazard and an eyesore. Remove mud that has been tracked onto City streets and sidewalks. If mud tracking is a serious problem, trucks should be hosed down before leaving the site. If mud has built up substantially, roads should be immediately flushed or swept down. Failure to comply may result in substantial fines. Siltation must not enter the storm drainage system, please refer to the City's requirements for sediment control. Care must be taken to keep debris on the site.

### Noise Control Bylaw

The sound generated by construction activity or the activity of construction equipment is permitted only during the following times:

<b>Monday to Friday</b>	<b>7am to 8pm</b>
<b>Saturday</b>	<b>9am to 7 pm</b>

No construction activity or activity of construction equipment is permitted on Sundays or on Statutory Holidays. Please contact Vancouver Coastal Health at 604.983.6700 for more information.

### Benefits of Good Neighbour Practices

By renovating and renewing older neighbourhoods, infill builders can contribute to the health and vitality of the Community. Surrounding homeowners share in those benefits. By using good neighbour practices, a builder can make sure the project creates the most benefits for the neighbours with the least possible disruption.

### Community Development

General Inquiries	604-990-4220
Development & Zoning	604-990-4214
Permits and Inspections	604-983-7355
24 hour Inspection Requests	604-990-4249
Engineering Parks and Environment	604-983-7333

Call Before you Dig	1-800-474-6886
Terasen (formerly BC Gas)	1-888-224-2710