

Preliminary Public Consultation: Guide for Developers

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

This "Preliminary Public Consultation: Guide for Developers" is intended to assist applicants with making neighbours aware of their development proposal early in the process. It is also an opportunity for applicants to become aware of concerns that neighbors may have and try to respond to them through changes to the proposal. Some applicants also choose to canvass the neighbourhood and seek indications of support for the proposal. Again, this is not a legal requirement, but is encouraged.

This guide has been prepared to assist applicants with contacting neighbours. It is intended to help ensure that consultation is undertaken in a professional manner with accurate records and a clear understanding of the results of this process.

Attached are several samples of public consultation materials that applicants may wish to work with. These documents may be downloaded from the City's website at <http://www.cnv.org/server.aspx?c=2&i=43>.

1. Introduction Letter (to be written by you to the neighbours)
2. Project Description
3. Signature Sheet (to record who was contacted and their input)
4. Map (to indicate the locations of neighbours in relation to the development)

Since this is an informal process, it is up to applicants to decide on how, or if, to proceed with preliminary neighbourhood consultation. However, if a submission is to be made to the City, it should be clear as to:

- what information was distributed;
- who was contacted;
- if neighbours sign indicating support for the project, which property they represent, their status with that property and where it is in relation to the development site.

Applicants are encouraged to discuss this process with their Development Planner prior to proceeding.

Letter of Introduction

(on your letterhead)

Date

Dear Neighbours:

Re: Development Proposal for <site address>

<Applicant Name> has made an application for development in the City of North Vancouver at <site address>. The proposal is for <project description>.

This application requires approval by City Council. Prior to City Council considering our application, we are providing this information package to neighbours of the site to explain our proposal.

We are also seeking an indication of whether you support the proposal. There is no obligation for you to state any position. You may also contact Planning staff at City Hall for information on this proposal or the application process.

Yours truly,

<Name>

<Title>

Applicant Information:

Date: _____

Contact Name: _____

Company Name: _____

Address: _____

Phone No: _____ Fax No: _____

Email: _____

Project Description

Address: _____

Lot Size: _____

Existing Zoning: _____

Official Community Plan: _____

Application Summary

<Description of the proposed development, including requested variances to the Zoning Bylaw or OCP.>

Required Amendment

This application requires Council approval of (check all applicable):

Yes **No**

_____ Amendment to Official Community Plan

_____ Amendment to Zoning Bylaw

_____ Development Permit Issuance

Architectural/Landscape Plans

Plans of the proposed development are being distributed for your information. This includes the following architectural and landscape plans.

Designer/Architect: <Architect's Name> _____

Plans Dated: _____

Landscape Architect: <Landscape Architects Name> _____

Plans Dated: _____

City Contact (City Planning staff are also available to speak with you about our application)

Name: _____ Title: _____

Phone: _____ Fax: 604-985-0576

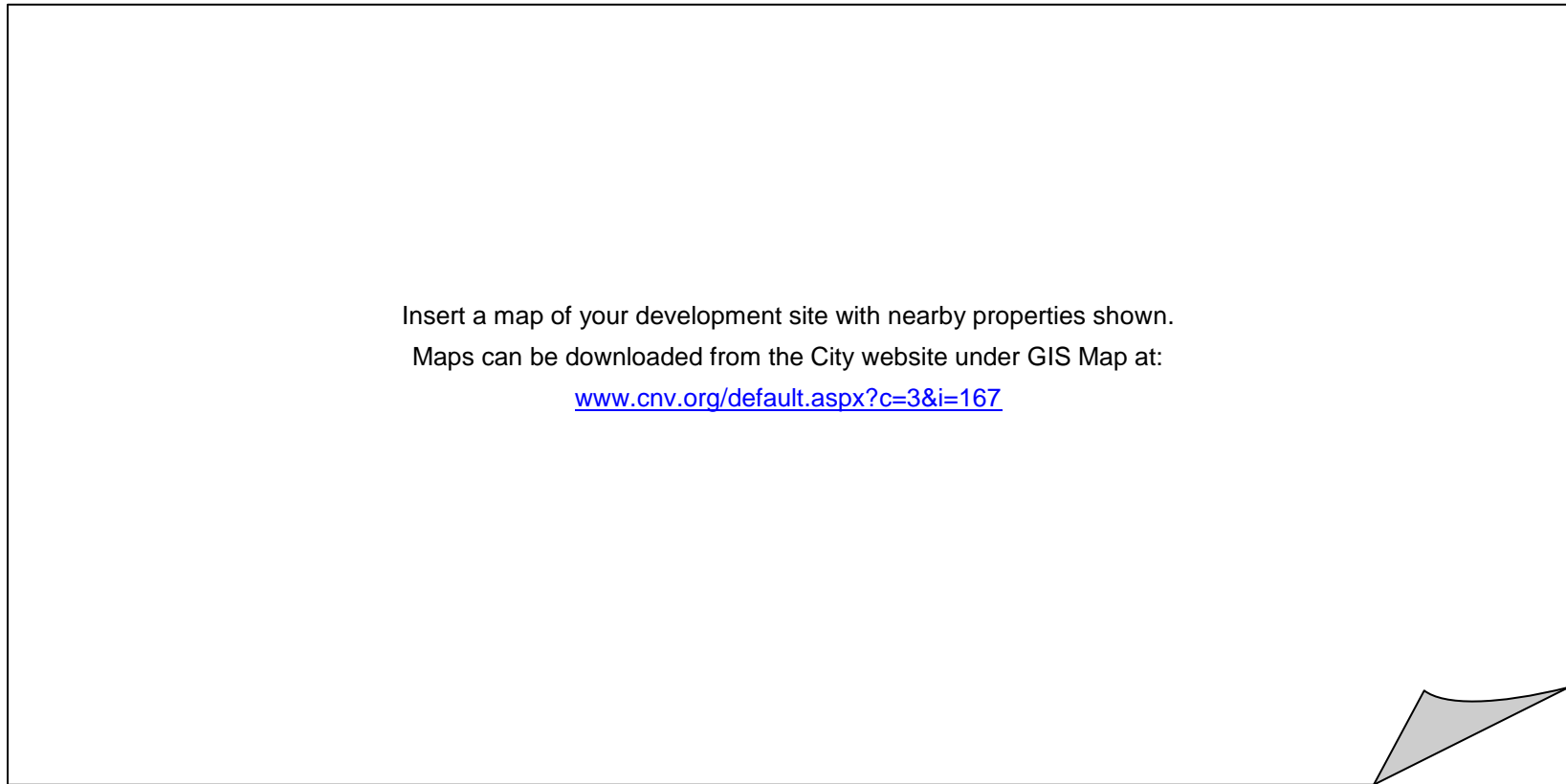
Re: Development Proposal for _____
(address)

Please Note: This form will become part of the staff report to City Council on this development proposal and will be publicly available. If you do not wish to be identified, please do not include your name on the form, only your address.

I have reviewed the material presented with this package and have indicated my position below.

Map Key #	Name	Address (Address of property owned in the affected area, if not the same)	Please Check One			Check the box below to indicate your position.			Date
			Owner	Co- Owner	Tenant	I am in support	Neutral	I am opposed	
1.									
Comment:									
2.									
Comment:									
3.									
Comment:									
4.									
Comment:									
5.									
Comment:									
6.									
Comment:									
7.									
Comment:									
8.									
Comment:									
9.									
Comment:									
10.									
Comment:									

The map below identifies the location of the subject site. Those who have signed this letter are referenced on the map by the respective key number.



(Map to show a minimum of one block around subject site. Consult with your Development Planner for suggested area to canvass.)