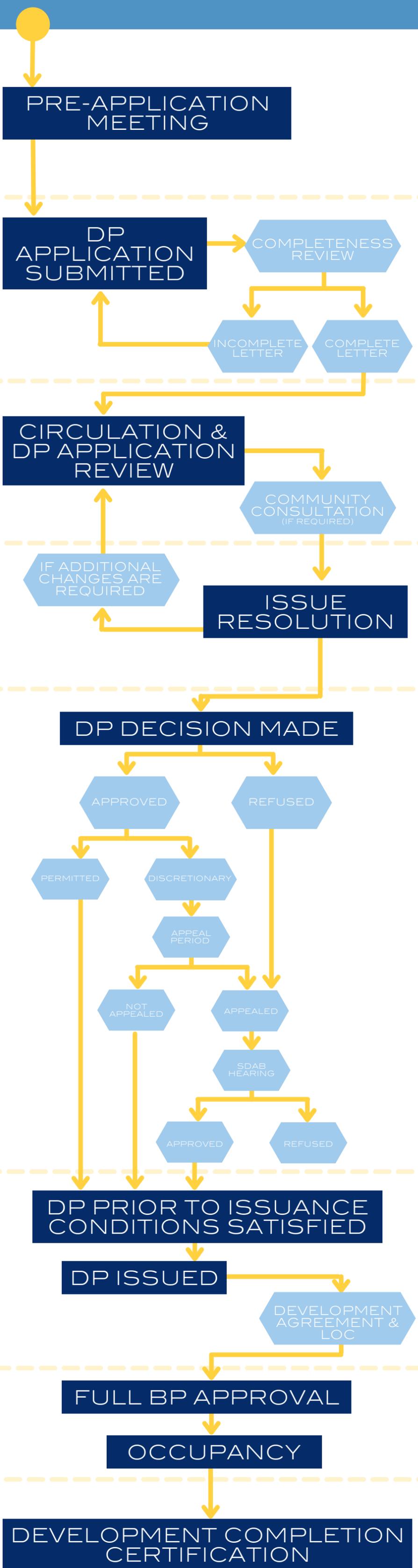


# PERMIT PROCESS FLOW

## Commercial, Industrial, Institutional, & Large-Scale Multi-Family Developments



The City provides a pre-application meeting for proposals that require a more complex and thorough development review.

City staff from different departments review the proposal and focus on items and provide feedback that will help the applicant submit a well-informed Development Permit (DP) application.

The applicant provides payment of fees and submits all required plans and supporting documents.

More details can be found by downloading the current Fee Schedule and DP Requirement Checklist off of the City website.

COMPLETENESS REVIEW CAN TAKE UP TO 20 DAYS.

The development officer circulates plans to relevant City departments and external agencies. During the circulation period, the development officer conducts a technical review of the application according to the Land Use Bylaw and other guiding documents.

CIRCULATION CAN TAKE UP TO 30 DAYS.

The development officer coordinates input from circulation parties and community (if applicable), where the applicant may be asked to make changes to the plans or submit additional information. It is typical for complex applications to go through multiple re-iterations.

TIME IS PROVIDED TO RESPOND.

After the detailed review is complete, the development officer will prepare the rationale and reasons for the decision. The applicant will be notified as soon as the decision is made to either approve or refuse the application.

If the applicant disagrees with the decision, an appeal can be filed with the Subdivision and Development Appeal Board (SDAB). After holding a hearing, the SDAB may confirm, revoke, or vary the decision of the development officer.

An approved discretionary DP must undergo a mandatory appeal/notification period of 21 days to allow for affected parties and members of the public to appeal the DP. If a DP approval is appealed, it proceeds to the SDAB for a final decision.

DECISION CAN TAKE UP TO 40 DAYS, OR LONGER, DEPENDING ON THE COMPLEXITY OF THE APPLICATION.

Once all 'prior to issuance' conditions of a DP approval are met to the satisfaction of the development officer, the DP will be issued.

A development agreement which sets out the terms and conditions for the construction of the development, as well as any municipal improvements required, will then be signed. A guaranteed security must also be provided to the City in the form of a letter of credit (LOC) issued by a financial institution.

After the safety codes officer has reviewed a Building Permit (BP) application and it is approved, construction can commence. The building shall not be occupied before an Occupancy Permit is issued.

A City representative will conduct a minimum of 2 development completion inspections (initial and maintenance). Should all outstanding deficiencies be remedied and accepted, all securities held by the City can be released.

