

PRELIMINARY DEVELOPMENT FORM

The Preliminary Development Proposal is the first step in development for Official Community Plan amendments, rezoning, and heritage applications. In order to provide detailed advice on whether a development proposal would be supported at a site, the Planning Department must receive the Preliminary Development Proposal submission requirements.

Please submit the completed Preliminary Development Proposal form and the required submission requirements to planning@westvancouver.ca

Site Address or Location

Address	
Legal description	
PID	

Submission requirements*

Development statement brief <ul style="list-style-type: none"> • Project description • Project rationale including neighbourhood impacts and benefits • Existing and intended use • Compliance with Official Community Plan policies 	
Site plan (1/8" = 1-0' scale) <ul style="list-style-type: none"> • Lot area and dimensions • Proposed buildings and setbacks to property lines • Potential driveway(s) and parking spaces 	
Site survey (1/8" = 1-0' scale) <ul style="list-style-type: none"> • Lot area and dimensions • Topographic plan • Watercourse features, trees, and top of bank • Legal encumbrances including easements and right-of-ways 	
Zoning Bylaw table <ul style="list-style-type: none"> • Existing and proposed regulations (FAR, setbacks, lot coverage, height, parking) 	
Location plan/context map showing surrounding uses and adjacent streets	
Title search (dated within 30 days of submission) & all encumbrances on title	
3D preliminary massing	
Photos of the existing lot / streetscape / neighbouring properties	

*Additional information may be required depending on the scope of the Preliminary Development Proposal

Proposal type:

Rezoning and Development Permit	
Official Community Plan Amendment	
Heritage Revitalization Agreement	
Heritage Alteration Permit for properties within the Lower Caulfield Heritage Conservation Area	
Other, please specify:	

Fee summary**

3 or less residential units	\$750.00	
4-20 residential units	\$1,500.00	
21+ residential units	\$2,000.00	

**fees are subject to change without notice

Owner information

Name		
Address	City	Postal code
Email	Telephone	

As the owner, I/we confirm the appointment of the applicant/agent below to submit a Preliminary Development Proposal:

Applicant/agent information (complete if different from owner)

Name	Company	
Address	City	Postal code
Email	Telephone	

It is understood and agreed that:

1. the District of West Vancouver shall deal solely and exclusively with my/our above-noted agent with respect to all matters pertaining to the Preliminary Development Proposal and is under no obligation to communicate with me/us on matters pertaining to the Preliminary Development Proposal that are specifically excluded from my/our agent’s authority as noted below;
2. unless otherwise noted below, the above-noted agent has authority to make the Preliminary Development Proposal on my/our behalf and to act on my/our behalf in relation to all matters pertaining to the Preliminary Development Proposal; and
3. a written letter from the Owner is required to cancel this appointment.

Owner signature***	Date
Witness signature	Date
Witness name	Witness address

***for multiple owners, use an additional page and include the name and signature of all registered owners on title. For multiple lots, complete one authorization for each property involved.

Applicant name (printed)

Applicant signature

Date: _____

Freedom of Information and Protection of Privacy Act: personal information contained on this form is collected under the Freedom of Information and Protection of Privacy Act and the Community Charter and will be used for the purpose of processing your Preliminary Development Proposal. If you have any questions about the collection, use or disclosure of this information, please call the Legislative Services Department at 604-921-3497.

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