

Duplex Development Permits

...for duplex dwellings (two-family dwellings) in the Duplex Development Permit Areas of West Vancouver.

DUPLEX DEVELOPMENT PERMITS:

The West Vancouver Official Community Plan designates certain areas of the community as Duplex Development Permit areas. This brochure deals with the form and character of duplexes, as they are often located in prominent locations in the community and their densities are usually higher than single family dwellings.

As such, sensitivity to the streetscape and simple, thoughtful execution of quality are encouraged. In addition, many sites have unique characteristics such as topography or existing landscaping, which may affect the design of a building. Such elements should be identified on the plans submitted.

This brochure describes the application requirements and procedures that a typical Duplex Development Permit would follow. Prior to preparing detailed plans and submitting an application, applicants are encouraged to meet with planning staff.

The time frame varies from application to application. A typical Duplex Development Permit can take 6 months, however, becomes longer due to the complexity of a proposal, current staff and Council workloads and the scheduling of Council and advisory committee meetings.

About Duplex Development Permits

The Duplex Development Permit supplements the Zoning Bylaw regulations and under the Local Government Act, shall not affect the permitted use or density of a site. A Duplex Development Permit is:

- ◆ required prior to commencing work,
- ◆ additional to a Building Permit, and
- ◆ is issued by Council.

Exemptions

Your proposal may be exempt from the requirement for a Duplex Development Permit if:

- i. does not involve the construction of any new buildings or structures,
- ii. is for a renovation or small addition that is considered to have no material change to the external appearances of the premises, meets all requirements of the Zoning Bylaw and conforms to the Duplex Development Permit guidelines (BF-B11), or
- iii. meets all requirements of the Zoning Bylaw, conforms to the Duplex Development Permit guidelines (BF-B11) and has been reviewed and recommended for support by the Design Review Committee.

Exemptions are to be confirmed with Planning Department staff. An application fee of \$200 may apply.

Other Information

This brochure is not a legal document. An contradiction, dispute or difference between this brochure and applicable District bylaws, plans, policies or guidelines will be resolved by reference to the bylaws or other official documents.

You should always refer to the official copies of the Official Community Plan, Development Procedures Bylaw, Zoning Bylaw, Fees and Charges Bylaw, Development Cost Charges (DCC) Bylaw and other formal District documents if you are unsure of any procedure or requirements.

FOR MORE INFORMATION CALL 604-925-7055.

Submission Requirements

Duplex Development Permit	\$5,200
DP Renewal by Director	\$180
DP Renewal by Council	\$500
Development Permit exemption reviews	\$4,000
Refunds	\$900 (where application does not proceed to a Public Meeting)

2. **Written Authorization:** Required for an applicant who is not the owner to act on behalf of the registered owner(s) of the subject property(ies). Primary applicant or agent contact information must be included.

3. Submission Requirements:

A. Site Context Plan—Provide a site context plan that addresses the following:

- ◆ Effects of shadows
- ◆ Overlook and privacy issues
- ◆ Daylight and view blockages
- ◆ Contribution to neighbourhood character
- ◆ Parking access and provision
- ◆ Relationship to adjacent buildings, especially at the side yards, with information on the change in grade between existing adjacent house and/or duplexes and the proposed duplex
- ◆ Identify on a site plan the location of immediate adjacent buildings and their window locations

B. Neighbourhood Context

- ◆ Provide a photo board indicating the scale and character of surrounding duplexes

C. Building Design—Provide building plans and elevations to address the following:

- ◆ General massing and overall articulation
- ◆ Appropriateness of form to use
- ◆ Façade articulation and fenestration
- ◆ Quality and detail of finishes
- ◆ Definition of building entry
- ◆ Interior to exterior relationship
- ◆ Unit Identity
- ◆ Safety, security and defensible spaces
- ◆ Compatibility of design and materials
- ◆ Provide a materials board indicating colour and quality of materials to be utilized for the duplex

D. Streetscape—the application should address:

- ◆ Effectiveness of the transition from the street to the building
- ◆ Quality of space created
- ◆ Contribution to the street as a whole

E. Landscape Plan—Provide a coloured landscape plan to address the following:

- ◆ Extent of both hard and soft landscaping
- ◆ Suitability of species to climate
- ◆ Degree of maintaining existing trees
- ◆ Size of planting stock
- ◆ Cost and installation estimate

F. Project Data and Statistics—The following should be included where appropriate:

- ◆ Lot or site area
- ◆ Floor Area Ratio (FAR), detailing exemptions where applied
- ◆ Highest building face
- ◆ Site coverage
- ◆ Building height

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- ◆ All yards (setbacks)
- ◆ Retaining wall heights including existing and proposed grade elevations, and areas of proposed excavation and fill (include rock blasting amounts, if required)
- ◆ Identification of all watercourses and riparian areas with required setbacks

4. Applications should consider the following:

Project Analysis:

- Summary of objectives
- Programme criteria
- Design philosophy

City Context:

- Impact on skyline
- Impact on views

Neighbourhood Context:

- Impact on scale and rhythm of development in the area
- Impact on land uses within the area
- Overall relationship in character and massing to the image of the area

Site Context:

- Relationship to adjacent building
- Effect of shadows
- Overlook and privacy issues
- Daylight and view blockages
- Compatibility of design and materials
- Contribution to area character

Streetscape:

- Effectiveness of buildings/streets interface and transition
- Quality of space created; contribution to the street as a whole
- Provision of wind and rain protection
- Hard landscaping
- Frequency of building access

Site Planning:

- Effectiveness of building siting and open spaces
- Parking access and provision

Building Design:

- General massing and overall articulation
- Appropriateness of form to use
- Roofscape forms and neatness of services
- Façade articulation and fenestration
- Quality and detail of finishes
- Definition of building entry
- Interior to exterior relationship
- Unit Identity
- Safety, security and defensible spaces

Landscaping:

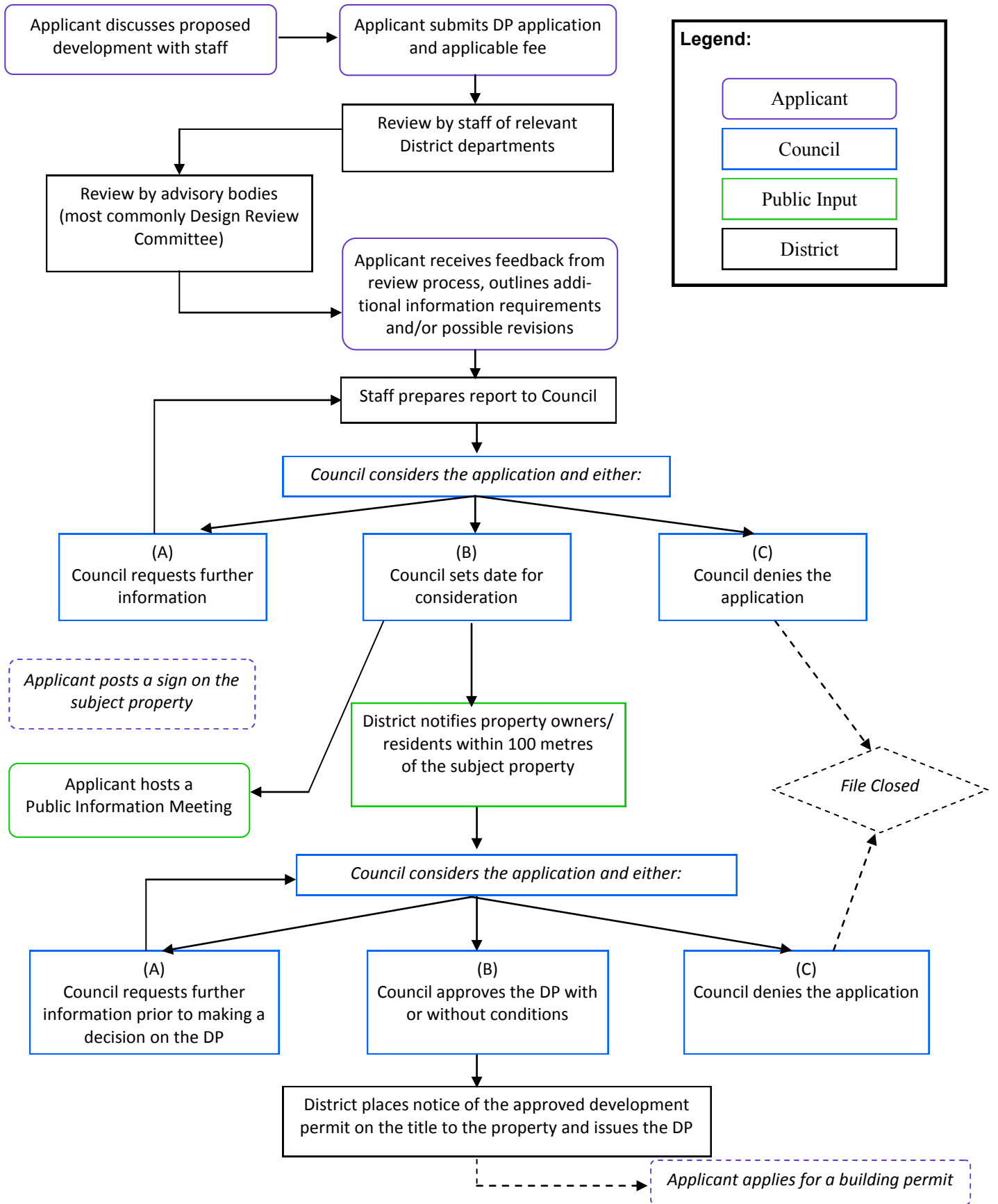
- General appropriateness of form
- Suitability of species to climate
- Degree of maintaining existing trees
- Extend of both hard and soft landscaping
- Location, size and environment of play areas or seating areas
- Attention to seasonal highlights in plant species
- Comment on soil depth and spread
- Size of planting stock
- Irrigation strategy

Timing and Quantity of Drawings/Plans:

At the time of application:	9—11 X 17 sets of drawings/plans 1—full size sets of drawings/plans 1—digital format of application and all drawings/plans (CD, DVD, memory stick, etc.)
For Design Review Committee:	16 colour copies of all: drawings, plans, landscape plans, sustainability statements, etc., and a material presentation board
For Council:	15—11 X 17 sets of drawings/plans 15—11 X 17 colour copies of any building renderings, site plans, concept plans, landscape plans, artist drawings, etc.
For the approved development permit:	6—11 X 17 sets of drawings/plans 6—full size sets of drawings/plans

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Basic Duplex Development Permit Process: Flowchart



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