

 Director	 CAO
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<i>COUNCIL AGENDA</i>	
Date: <u>March 29, 2021</u>	Item: <u>4./R-2</u>



DISTRICT OF WEST VANCOUVER  
750 17TH STREET, WEST VANCOUVER BC V7V 3T3

4./R-2

## COUNCIL REPORT

Date:	March 11, 2021
From:	Mark Chan, Deputy CAO
Subject:	Reconsideration of the 2668 Bellevue Avenue Community Charter Remedial Action Requirement
File:	1100-01

### RECOMMENDATION

That Council confirm the remedial action requirement in relation to 2668 Bellevue Avenue, in the terms of the resolution passed on December 14, 2020.

#### 1.0 Purpose

On December 14, 2020, Council passed a resolution to impose a remedial action requirement (the “RAR”) over the subject property at 2668 Bellevue Avenue (the “Property”). Section 78 of the *Community Charter* gives affected persons including the Property’s owners, the right to request that Council reconsider the RAR. One of the registered Owners of the Property (the “Applicant Owner”) has accordingly requested, within the 28-day period provided by Council pursuant to Paragraph 5 of the RAR, that Council reconsider the RAR.

#### 2.0 Legislation/Bylaw/Policy

Relevant sections of the *Community Charter*, SBC 2003, c. 26 provide as follows:

##### **Council may impose remedial action requirements**

- 72 (1) A council may impose remedial action requirements in relation to
- (a) matters or things referred to in section 73 [*hazardous conditions*],
  - (b) matters or things referred to in section 74 [*declared nuisances*]...

##### **Person affected may request reconsideration by council**

- 78 (1) A person who is required to be given notice under section 77
- (1) [*notice to affected persons*] may request that the council reconsider the remedial action requirement.
- (2) Subject to section 79 [*shorter time limits in urgent circumstances*], a request under subsection (1) must be made by written notice provided within 14 days of the date on which the notice under section 77 (1) was sent or a longer period permitted by council.
- (3) If the council receives a notice that complies with subsection (2), it must provide the person with an opportunity to make representations to the council.

(4) After providing the opportunity referred to in subsection (3), the council may confirm, amend or cancel the remedial action requirement.

(5) Notice of a decision under subsection (4) must be provided in accordance with section 77 (1) and (2) [*notice to affected persons*].

### **3.0 Council Strategic Objective(s)/Official Community Plan**

There are no specific Council Strategic Objectives or Official Community Plan policies that directly relate to the subject matter of this report. This report is being brought forward for administrative purposes.

### **4.0 Financial Implications**

There are no additional financial implications arising from reconsideration of the RAR.

### **5.0 Background**

#### **5.1 Previous Decisions**

Council, at its December 14, 2020 regular meeting, passed the following resolution:

WHEREAS Division 12 of Part 3 of the *Community Charter* authorizes Council to impose a remedial action requirement on the owner of a building or structure which is in an unsafe condition, including a requirement to demolish or remove the building or structure or to otherwise deal with it in accordance with the directions of Council or a person authorized by Council;

AND WHEREAS Division 12 of Part 3 of the *Community Charter* authorizes Council to declare a building or other structure to be a nuisance and so dilapidated or unclean as to be offensive to the community, and to impose a remedial action requirement on the owner of such a building or structure, including a requirement to demolish or remove the building or structure or to otherwise deal with it in accordance with the directions of Council or a person authorized by Council;

AND WHEREAS Rosa Donna Este and Mina Esteghamat-Ardakani are the registered owners (the "Owners") of land with the civic address 2668 Bellevue Avenue, West Vancouver, BC and legally described as PID 013-216-422, Lot 5 Block 33 District Lot 555 Plan 3058 (the "Property");

AND WHEREAS section 17 of the *Community Charter* provides that the authority of Council to require that something be done includes the authority to direct that, if a person subject to the requirement fails to take the required action, the District may fulfill the requirement at the expense of the person;

NOW THEREFORE, the Council of the District of West Vancouver, in open meeting assembled, resolves as follows:

THAT:

1. Council hereby considers that the fire-damaged building located on the Property (the “Derelict Building”) is unsafe and therefore is in a hazardous condition within the meaning of Section 73 of the *Community Charter*;
2. Council hereby considers that the Derelict Building is a nuisance, and so dilapidated and unclean as to be offensive to the community, within the meaning of Section 74 of the *Community Charter*;
3. Council hereby requires, pursuant to its powers under Section 72(2)(b) of the *Community Charter*, that the Owners, within 60 days of the date this Resolution is sent to the Owners, do all things necessary to apply for a demolition permit for the Derelict Building under the District of West Vancouver Building Bylaw No. 4400, 2004 (the “Building Bylaw”);
4. the Owners, within 60 days of receiving a demolition permit applied for under Section 3 of this Resolution, must demolish the Derelict Building and remove all resulting debris, and comply with all applicable requirements of the Building Bylaw including Section 20.2;
5. the Owners or either of them may request that Council reconsider the terms of this Resolution by providing the District with written notice within 28 days of the date on which notice of this Resolution is sent to the Owners under Section 77 of the *Community Charter*; and
6. if the Owners or either of them has not completed any requirement imposed by this Resolution within the time limit for so doing, District staff are authorized to fulfil the applicable requirement without further notice to and at the expense of the Owners, and may recover the cost of so doing from the Owners, together with interest, as a debt and in the same manner as municipal taxes in accordance with sections 17, 258 and 259 of the *Community Charter*.

## 5.2 History

Since the RAR was passed on December 14, 2020 the Owners have submitted partial materials toward applying for a demolition permit as required by the RAR. Staff reviewed these application materials, which include a demolition permit application form signed by both Owners, and advised the Owners by letter, on December 22, 2020, what was still needed to complete the demolition permit application (**Appendix A**).

Specifically, in order to complete the demolition permit application, staff advised that the Owners must submit the following:

1. Erosion and Sediment Control plans for during and after demolition.

2. A Scope of Work covering removal of the Derelict Building and an associated deck, retaining wall and fill, stairs and landings on the Property which were built without permits and are located within setbacks and District-owned rights of way, some of which are obstructing access to District sanitary works that must be inspected for damage and maintenance and capped as part of the demolition.
3. A signed Fees Letter, which will be generated by the District once the above two requirements are met.

The Applicant Owner has expressed a wish to obtain a building permit for a new single-family residence at the same time as the demolition permit required by the RAR, and has submitted partial application materials for such a building permit. District staff also reviewed the partial building permit application materials and advised the Owners by the same December 22, 2020 letter what was needed to complete the new building permit application. These requirements included an authorization letter from the non-applicant Owner and a variance for the side yard setback.

The Applicant Owner has asked staff to proceed with a new building permit application without the other Owner's authorization and over her express written objections. Staff have determined that this would not be a reasonable course of action under the Building Bylaw.

In February 2021, the Applicant Owner submitted partial materials for a building permit application for a new structure on the Property which does not infringe into the side yard setback, in order to avoid the need to obtain a variance. District staff reviewed this partial submission and advised the Applicant Owner by letter on March 1, 2021 of the items which remain outstanding in order to complete this building permit application (**Appendix B**). These outstanding requirements include the non-Applicant owner's authorization, and the removal of unpermitted deck and stair structures depicted in the front yard setback area and on the adjacent foreshore.

Litigation between the Owners over the Property's beneficial ownership and for its partition and sale remains outstanding. That is the appropriate venue for resolution of the Owners' private disputes. A new building permit is not necessary in order for a demolition to proceed and can be sought at any time in the future with proper and complete application materials.

## 6.0 Analysis

### 6.1 Discussion

Section 78(1) of the *Community Charter* entitles the persons who are given notice of a remedial action requirement, such as the Applicant Owner, to request that Council reconsider the RAR. Section 78(3) requires that when such a request is received, Council must provide the requestor with the opportunity to make representations to Council.

A request for reconsideration of the RAR was received from the Applicant Owner on January 15, 2021, within the 28-day period which Council provided for affected persons to request such reconsideration.

Staff have provided both Owners with written notice of the date and time of the Council meeting at which this reconsideration will be considered, and have invited them to make written and/or oral representations for Council to consider.

Both Owners appear to agree that the demolition of the Derelict Building is necessary. This is sensible, given that the professional assessments from the Applicant Owner's own engineer and architect, which Council considered when passing the RAR, make clear that no part of the Derelict Building is salvageable. This means that there are no other feasible options for the future of the Derelict Building.

The Applicant Owner's objection to proceeding with the RAR seems to be an argument that no demolition should proceed without a building permit for a new residence also being in place. Although staff would be fully prepared to issue a new building permit along with the demolition permit if a complete and satisfactory building permit application was made by the Owners, no building permit application meeting those requirements has currently been received. Staff have clearly outlined in writing what the Owners must submit in order to move any building permit application forward.

Staff do not recommend that the demolition requirement be delayed, due to the fact that a building permit application for a new residence on the Property can be made at any time in future regardless of whether the Derelict Building has since been removed.

Section 78(4) of the *Community Charter* states that, after providing the opportunity for the person requesting reconsideration to make representations, Council may confirm, amend or cancel the RAR.

## **7.0 Options**

### **7.1 Recommended Option**

That Council confirm the RAR as passed on December 14, 2020.

### **7.2 Considered Options**

Council may amend the RAR in accordance with the terms of Part 3, Division 12 of the *Community Charter*, or cancel the RAR.

## 8.0 Conclusion

For the reasons noted above, staff recommend that Council confirm the RAR.

Author:   
\_\_\_\_\_

### Appendices:

Appendix A – Letter to Property Owners from Manager of Permits and Inspections, December 22, 2020

Appendix B – Letter to Applicant Owner from Manager of Permits and Inspections, March 1, 2021

Appendix C – Link to [Council Report titled “2668 Bellevue Avenue – Community Charter Remedial Action Requirement”](#) considered at December 14, 2020, Council Meeting

# APPENDIX A

PERMITS & INSPECTIONS DEPARTMENT  
750 17th Street West Vancouver BC V7V 3T3  
t: 604-925-7040 f: 604-925-7234 e: [permits@westvancouver.ca](mailto:permits@westvancouver.ca)  
[westvancouver.ca/permits](http://westvancouver.ca/permits)



VIA EMAIL: [REDACTED] s.22(1)

December 22, 2020

Rosa Donna Este  
2668 Bellevue Ave  
West Vancouver, BC

Dear Dr. Este:

**Re: 2668 Bellevue Ave (the "Property") Remedial Action Requirement and Building Permit Application**

I am writing in response to your recent emails, requesting to attend before the Board of Variance to seek a variance in the side yard setbacks for your proposed single-family residential structure on the subject property. As you are aware, the existing derelict building has been ordered by Council to be demolished (the "RAR") and a demolition permit must be issued before or together with any permit for a future building.

In reviewing the District's file on the Property in order to determine the outstanding issues which must be addressed in order to bring your building permit application into a state where it could be forwarded to the Board of Variance for consideration of a fresh side yard setback variance, I have noted that a deck at the rear property line (the "Sun Deck"), an Allan-block retaining wall at the southeastern edge of the Property (the "Allan-Block Wall"), and a set of concrete stairs partially located across the Property boundary on the foreshore at the southwestern end of the Property (the "Concrete Stairs") have all been constructed unlawfully without permits or inspections, and that these items will need to be removed before any building permit for a new structure on the Property may be issued. You have been previously advised of each of these infractions and the need to remedy them through communications from the District Building Department.

The Property owners previously applied to the Board of Variance for a variance to extend the Sun Deck into the southeast corner of the Property and were denied. A copy of this denial, issued in 2008, is attached to this letter for your convenient reference. It appears from photographic records of the Property's condition that after this variance was denied, the Allan-Block Wall was unlawfully constructed in this area, immediately behind an existing historical retaining wall, and the area behind the Allan-Block Wall was filled to create a new level area where the Sun Deck extension was proposed to have been located. New stairs and landings have been placed atop this fill. In addition to violating the Building Bylaw and the Zoning Bylaw and creating potential geotechnical hazards for your own and neighboring properties, the area behind the Allan-Block Wall which has been unlawfully filled is a District right of way containing sanitary sewer works which have been buried, preventing the necessary access to the underlying District

works. These infractions must be addressed by removing the Allan-Block Wall and fill before any new building permit will be issued.

When reviewing the December 2019 application for a demolition permit for the derelict structure on the Property, a District Land Development Technician identified to you the presence of the unlawful Concrete Stairs across the southwestern boundary of the Property which trespass on the foreshore, as well as the stairs and landings on the fill deposited behind the unlawful Allan-Block Wall on the right of way at the southeastern corner of the Property, covering the sanitary sewer works. As part of the previous demolition permit application, you were advised that the stairs and landings in the right of way must be removed in order to evaluate and address potential damage to the District works, and the Concrete Stairs must be removed since they were never permitted. Removal of the stairs and landings from the right of way and the Concrete Stairs from the foreshore must also be addressed before any new building permit will be issued.

The District has forwarded a copy of the demolition permit application form you sent to us on December 14, 2020, to the co-owner of the Property, Mina Esteghamat-Ardakhani, for confirmation that the District may rely on her signature as presented for the purpose of a new demolition permit application. The District has on December 21, 2020 received confirmation that the co-owner has validated this signature and the demolition permit application form is accordingly acceptable. The topographical survey prepared by Chapman Land Surveying dated November 20, 2020 and submitted December 14, 2020 is also accepted for the purposes of the demolition permit application. In order to complete this demolition permit application, the owners must provide the below items:

1. Erosion and Sediment Control plans for during and after demolition, including Confirmation of Commitment letter. If you wish to resubmit your previous Erosion and Sediment Control Plan, please first see and have your professionals address the notes regarding "Sediment and Erosion Control Plan" in the attached email from District Land Development Technician Frank Schulz to ensure that it is acceptable.
2. An updated Scope of Work signed by the owner and demolition contractor, including the demolition and removal of the Concrete Stairs, the Sun Deck, the Allan-Block Wall, and the fill, stairs and landings located behind the Allan-Block Wall on the right of way.
3. A Fees Letter will be generated and sent to you upon complete submission of the above permit documents and must be signed and returned to the District.

In order to bring your building permit application into a stage at which it could be forwarded to the Board of Variance for consideration, the owners must submit all of the following:

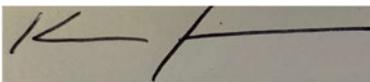
1. The above-noted outstanding documents for completion of the demolition permit application.
2. A Registered Owner's Authorization Letter signed by both owners, appointing a single owner or the site contractor as the authorized agent for the purposes of this building permit application. A copy of this letter is attached for your convenience.

3. Architectural drawings which include a site plan, floor plans, elevations and cross-sections. The Site Plan you submitted on December 14, 2020 must be revised by the preparing professionals to account for the removal of the unlawful Sun Deck, Concrete Stairs, Allan-Block Wall, and the fill, stairs and landings in the right-of-way.
4. Payment of half of the permit fee, after the above documents are accepted. This is to be paid online and a payment link will be sent to you.

You may submit all digital documentation in support of these permit applications to [edrop@westvancouver.ca](mailto:edrop@westvancouver.ca). Please note that with respect to the building permit application, completion of the above listed requirements – which will require staff review and which may result in identification of items needing further revisions and updates – will ONLY BRING YOUR BUILDING PERMIT APPLICATION INTO THE PRELIMINARY STAGE AT WHICH IT MAY BE FORWARDED TO THE BOARD OF VARIANCE FOR CONSIDERATION. If a variance is approved, further requirements must be fulfilled before the building permit application is considered complete and before any permit could be issued. These requirements will include but are not limited to the following:

1. Structural drawings prepared by a professional engineer.
2. Stormwater Management Plan ([Stormwater Management Plan Guidelines](#)) .
3. Sediment and Erosion Control Plans ([Erosion and Sediment Control Guidelines](#)).
4. Landscape and grading plan showing details of any work proposed on District right of ways or lands or on the adjoining boulevard.
5. Schedule B (applicable professionals).
6. DWV Schedule C (applicable professionals/Declaration of Insurance Coverage for Registered Professionals) ([DWV Schedule C](#)).
7. Traffic Management Plan application ( [Traffic Management Plan Guidelines](#) ) and ([Traffic Management Plan Application](#)).
8. Step Code/Passive House Checklist ([Step Code/Passive House Checklist](#) ). Driveway plan and profile drawings including dimensions and elevations.

Yours truly,



Kevin Spooner  
Manager of Permits and Inspections  
[kspooner@westvancouver.ca](mailto:kspooner@westvancouver.ca)

cc: Mina Estghamat-Ardakhani, Co-Owner



**District of West Vancouver**  
**Board of Variance** (Office of the Secretary)  
750 - 11th Street, West Vancouver BC V7V 3T3  
(604) 925-7045 Fax (604) 925-7006

December 1, 2008

File: 2310-20-08-032

Rosa Donna Este  
2668 Bellevue Avenue  
West Vancouver, BC  
V7V 1E4

Dear Ms. Este:

**Re: Board of Variance Application #08-032 (2668 Bellevue A.venue)**

This will confirm that your application was considered by the Board of Variance at its Hearing held on November 26, 2008 at which time it was resolved that:

THE BOARD finds that undue hardship would not be caused to the Applicant by compliance with the Zoning Bylaw and orders that the application regarding a proposed sun deck addition at 2668 Bellevue Avenue with variances of:

- 3 ft. to Minimum Side Yard Setback
- 27 ft. to Waterfront Yard Setback

BE NOT ALLOWED pursuant to the plans dated September 11, 2008, submitted with the application.

You will therefore be unable to proceed with the proposed construction. You may wish to contact the Permits and Inspections Department at (604) 925-7040 to review alternate construction or siting proposals.

By copy of this letter, I am also advising the affected municipal departments of the Board's decision.

Yours truly,

A handwritten signature in black ink, appearing to be "M. Chan", written over a horizontal line.

M. Chan, Acting Secretary, Board of Variance

cc: R. Maki, Supervisor of Inspections

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Document# 337756v1

**From:** Frank Schulz

**Sent:** Tuesday, February 25, 2020 9:17 AM

**To:** [REDACTED] s.22(1)

**Cc:** Nicole Colby <[ncolby@westvancouver.ca](mailto:ncolby@westvancouver.ca)>; Heather Keith <[hkeith@westvancouver.ca](mailto:hkeith@westvancouver.ca)>

**Subject:** 2668 Bellevue demo

Attached are the engineering requirements and fees for the proposed **Demolition** for the above noted site based on our review. The District comments to the requirements for Land Development are as follows:

- **Sediment and Erosion Control Plan – The sediment trap needs to be relocated outside of the main excavation and all drainage directed into this sediment trap. Also the plan suggests pumping to Bellevue up top, but I’m not sure where this drainage will be directed so as to not cause issues for Bellevue. Please review and revise and re-submit hard copy. Also, The ESC controls to be in place and a first ESC inspection must be completed prior to release of permit – see below for details of installation and reporting requirements**
  - Prior to permit release:
    1. DWV requests First ESC Inspection.
    2. Contractor to install all ESC measures that can be installed by hand i.e. without machines and as discussed with the Consultant. Example: silt sacks in existing catch basins, tree protection fencing.
    3. Consultant to inspect ESC measures installed by Contractor. When satisfactory, Consultant to email DWV requesting permit release, confirming by hand ESC measures are in place.
  - Prior to Demolition and/or Construction:
    4. DWV to issue permit.
    5. Contractor to mobilize to site and install the remainder of the ESC measures as directed by the Consultant.
    6. Consultant to complete a Second ESC inspection complete with ESC inspection report to be submitted to DWV.
  
- **Right of Way protection – There is a sanitary main existing in the right of way and the end of the line is now buried under the concrete landing for the stairs. The District of West Vancouver is requiring the removal of the stairs and concrete landing as part of the demolition and restoration of ground added above the end rodding inlet located in the Right of Way. Once the District can access this rodding inlet we can determine what will be required to restore the sanitary main that had been buried by additional fill some years ago. Once this has been removed and the ground restored please contact me so I can have our crews inspect the sanitary main. If you have any questions please feel free to call. Snow fencing to be placed at edge of right of way to keep construction away from the area once this ground has been re-established.**
  
- **Foreshore – The Topographic survey is showing that there are stairs on the foreshore area. The District of West Vancouver has no documentation of a foreshore encroachment for this property or that these stairs were ever acknowledged/approved by the District as a foreshore encroachment and therefore needs to be removed. It also looks like its over 4 feet in height and likely no BP for it. The District of West Vancouver will require the following:**
  1. Provide an updated survey to determine the portion of the staircase on the foreshore, for review.
  2. Provide proof of permitting for this staircase or approval from the District that the stairs were approved to be on the foreshore.

**If #2 is not possible, The District will require the removal of the stairs from the foreshore area (during the demo). If they want to keep stairs within their property,**

**they will need to apply for a permit with the Building Department. Please follow up with Heather Keith (Environmental Protection Officer – 604-921-2925)**

- Private Property Trees –**Tree protection required on site for 3 retained permissertrees.**
- Oil Tank – if you uncover an underground oil tank, please contact the province for removal requirements
- Fees Letter – **the attached letter must be signed by the Agent/Owner and returned to my attention.**
- Servicing Requirements to be completed by DWV Crews
  - Water
  - Storm
  - Sanitary -

Once I receive the above mentioned requirements (**in bold blue**) and they are accepted as a solution by us, I can release the permit to the building department.

Additional charges will be generated by the Building Department. All of the fees noted in the letter are due once the Building Department informs you that your building permit is ready to be issued. These charges are to be paid by cash or cheque.

Please note that the **developer is responsible for any damages to the curbs, lanes, and roads.**

**No hard surfacing work including, altering of the grades are permitted in our rights of ways and boulevards** without permission from land development/engineering.

**No Retaining walls, fences, driveway or pedestrian gates are permitted in the boulevard. Please see the Boulevard Bylaw for regulations.**

<https://westvancouver.ca/sites/default/files/bylaws/4886%20BOULEVARD%20BYLAW%204886%202016.pdf>

For all servicing work with respect to storm, sanitary, water service, as well as ditching and culvert works please contact **Len Black for schedule and confirmation of locations and install** (604-925-7188)

Thanks,

**Frank Schulz**  
Land Development Technician | District of West Vancouver  
t: 604-925-7156 | [westvancouver.ca](http://westvancouver.ca)



## REGISTERED OWNER'S AUTHORIZATION LETTER

This letter is to advise that I/we, the undersigned, am/are the Registered Owner(s) of the property located at:

\_\_\_\_\_  
Subject Property Address

\_\_\_\_\_  
Legal Description

hereby authorize as my Agent:

\_\_\_\_\_  
Agent Name or Company Name

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Address

\_\_\_\_\_  
Email

To do the following (initial applicable items):

1.  Act on my behalf for all purposes relative to the application and issuance of a Building Permit
2.  Obtain copies of all plans  
*Owner's Agent must complete and attach a [House Plan Request Form](#). Plans will be provided in a .pdf format*
3.  Request a Comfort Letter (Property Search)  
*Property Search typically includes date of occupancy, outstanding work orders, zoning information and details on Board of Variance applications. Note: copies of permits or plans are not provided*
4.  Request an address change  
*To change a house number: the Owner's Agent must complete and attach an [Owner Request for Property Address Change Form](#)*

\_\_\_\_\_  
(1) Registered Owner Name and Signature

\_\_\_\_\_  
Date signed

\_\_\_\_\_  
Phone

\_\_\_\_\_  
E-Mail

\_\_\_\_\_  
(2) Registered Owner Name and Signature

\_\_\_\_\_  
Date signed

\_\_\_\_\_  
Phone

\_\_\_\_\_  
E-Mail

**Note: All Registered Owners must sign. For corporate ownership, a Corporate Search must be submitted showing proof of signing authority. If signing on behalf of Strata Council, proof of council membership required.**

*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 authorization request. 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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# APPENDIX B

PERMITS & INSPECTIONS DEPARTMENT  
750 17th Street West Vancouver BC V7V 3T3  
t: 604-925-7040 f: 604-925-7234 e: [permits@westvancouver.ca](mailto:permits@westvancouver.ca)  
[westvancouver.ca/permits](http://westvancouver.ca/permits)



VIA EMAIL: [REDACTED] s.22(1)

**March 1, 2021**

Rosa Donna Este  
2668 Bellevue Ave  
West Vancouver, BC

Dear Dr. Este:

**Re: 2668 Bellevue Ave (the “Property”) Remedial Action Requirement and Building Permit Application**

I am writing in response to your emails of February 26, 2021, advising that you no longer plan to seek a variance in the side yard setbacks for your proposed single-family residential structure on the subject property. As you are aware, the existing derelict building has been ordered by Council to be demolished (the “RAR”) and a demolition permit must be issued before or together with any permit for a future building.

Further to my previous letter to you of December 22, 2020, in order to complete the demolition permit application, the owners must provide the below items:

1. Erosion and Sediment Control plans for during and after demolition, including Confirmation of Commitment letter. If you wish to resubmit your previous Erosion and Sediment Control Plan, please first see and have your professionals address the notes regarding “Sediment and Erosion Control Plan” in the attached email from District Land Development Technician Frank Schulz to ensure that it is acceptable.
2. An updated Scope of Work signed by the owners and demolition contractor, including the demolition and removal of the Concrete Stairs, the Sun Deck, the Allan-Block Wall, and the fill, stairs and landings located behind the Allan-Block Wall on the right of way.
3. A Fees Letter will be generated and sent to you upon complete submission of the above permit documents and must be signed and returned to the District.

In order to complete the building permit application, the owners must submit all of the following:

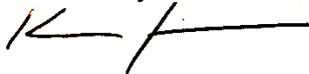
1. The above-noted outstanding documents for completion of the demolition permit application.
2. A Registered Owner’s Authorization Letter signed by both owners, appointing a single owner or the site contractor as the authorized agent for the purposes of this building permit application. A copy of this letter is attached for your convenience. Alternatively, both owners may sign the building permit application as applicants.

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3. Architectural drawings which include a site plan, floor plans, elevations and cross-sections. The plans submitted on February 21, 2021 must be revised by the preparing professionals to account for the removal of the unlawful Sun Deck and Concrete Stairs.
4. Structural drawings prepared by a professional engineer.
5. Stormwater Management Plan ([Stormwater Management Plan Guidelines](#)) .
6. Sediment and Erosion Control Plans ([Erosion and Sediment Control Guidelines](#)).
7. Landscape and grading plan showing details of any work proposed on District right of ways or lands or on the adjoining boulevard.
8. Schedule B (applicable professionals).
9. DWV Schedule C (applicable professionals/Declaration of Insurance Coverage for Registered Professionals) ([DWV Schedule C](#)).
10. Traffic Management Plan application ( [Traffic Management Plan Guidelines](#) ) and ([Traffic Management Plan Application](#)).
11. Step Code/Passive House Checklist ([Step Code/Passive House Checklist](#) ).
12. Driveway plan and profile drawings including dimensions and elevations.
13. Payment of the permit fee, after the above documents are accepted. This is to be paid online and a payment link will be sent to you.

You may submit all digital documentation in support of these permit applications to [edrop@westvancouver.ca](mailto:edrop@westvancouver.ca).

Yours truly,



Senior Manager - Permits & Inspections and Land Development  
kspooner@westvancouver.ca  
604-925-7247

## Appendix C

Link to [Council Report titled “2668 Bellevue Avenue – Community Charter Remedial Action Requirement”](https://westvancouver.ca/sites/default/files/dwv/council-agendas/2020/jun/08SpOpen/20jun08-5-2.pdf) (https://westvancouver.ca/sites/default/files/dwv/council-agendas/2020/jun/08SpOpen/20jun08-5-2.pdf) considered at December 14, 2020, Council Meeting

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