

Applications for a Council considered development permit will be substantially processed as follows.

Please note, this guide should be used in conjunction with the District of West Vancouver [Development Procedures Bylaw No. 4940, 2017](#).

Refer to [Fees and Charges Bylaw No. 5251, 2023](#) for applicable application costs.

For application submission requirements, refer to the [Planning Submission Checklist](#) and [Development Application Form](#).

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### Council considered development permits

Development permits are used to ensure that development is designed and constructed in accordance with the objectives and guidelines as specified in the *Official Community Plan (OCP)*. For each development permit area, objectives and guidelines are provided for new development, additions, and renovations in the guidelines section of the *Official Community Plan (OCP)*. Unless delegated to the Director of Planning and Development Services for consideration, development permits are considered by Council. It should be noted that a development permit cannot be used to change the permitted land uses or density on a parcel.

### Exemptions

Development permit exemptions are to be confirmed with Planning Department staff. Development permit exemption criteria differ for each type of development permit. Review the development permit exemption criteria for each type of development permit in the Area Specific Policies and Guidelines section of the *OCP*.

An application fee applies.

### Processing steps for a Council considered development permit

#### 1. Initial inquiry

The applicant makes an inquiry to the Planning Department regarding their development proposal. Prior to preparing detailed plans or submitting a development permit application, applicants are advised to discuss the proposal with Planning Department staff and neighbours. District staff can provide an overview of the process and application requirements.

#### 2. Formal application submission

The applicant submits a formal application. District staff will review the application for completeness and accuracy and request any missing submission requirements before taking in the application for processing. Once a complete submission is received, staff will open the application file and generate the fee invoice.

**3. Review process**

Staff prepare internal and external referrals by distributing an information and referral memo to all applicable District departments, government ministries, and advisory bodies for review where applicable (e.g. Advisory Committee on Disability Issues, etc.). Applicant receives feedback from the review process, outlines additional information requirements, and/or possible revisions. Applicants revise and update their proposal in response to staff comments.

**4. Public information meeting (only applicable for major development with any requested variances)**

Applicant hosts a public information meeting. Public input is provided to the applicant and District staff are in attendance to observe and answer questions regarding relevant policies and the review process.

**5. Report to Council**

Staff review revised plans and, if acceptable, a report to Council is prepared, which includes the draft development permit, the date for Council consideration, and the extent of notification. Council may:

- a. set a date for Council consideration; or
- b. request further information prior to making a decision to consider the proposed development permit; or
- c. deny the application.

**6. Application notification**

Applicant is required to post a notice of application site sign. Staff advise on placement, size, and content of the sign. The District issues neighbourhood notification to property owners and residents within 100 metres from the subject property. Staff also provides information on the proposal on the District webpage.

**7. Council consideration for major development permits**

Staff prepare report to Council. Council may:

- a. approve the development permit; or
- b. refer the proposal back to staff for modifications or request further information; or
- c. reject the application.

**8. Notice on title**

If the development permit is approved, a notice of the permit will be registered on the title of the property at the Land Titles Office.

**9. Building permit application**

Once a development permit is approved, the applicant will need to apply for a building permit. The building permit will only be issued once all conditions of the DVP have been met.