

DEVELOPMENT PERMIT (DELEGATED)

Applications for a delegated development permits 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](#).

About delegated development permits

Development permits are used to ensure that development is designed and constructed in accordance with 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)*. It should be noted that a development permit cannot be used to change the permitted land uses or density on a parcel.

Section 19.2 of the *Development Procedures Bylaw* enables delegated approval authority for certain types of development permits to the Director of Planning & Development Services, provided that the application complies with certain conditions set out in sections 19.8-19.21. Examples of delegated development permit applications include those for:

- detached secondary suites (coach house)
- duplexes
- sites with difficult terrain (steep slope) involving the creation of 3 or fewer lots
- watercourse protection
- development in Rogers Creek
- wildfire hazard
- neighbourhood designated areas within the Horseshoe Bay Local Area Plan
- foreshore

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.

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Processing Steps for Delegated Development Permits

1. Initial inquiry

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. Staff provide an overview of the process and application requirements.

2. Formal application submission

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 referrals by distributing an information and referral memo to all applicable District departments, government ministries, and advisory bodies for review where applicable. Applicant receives feedback from the review process, outlines additional information requirements, and/or possible revisions. Applicant revises and updates their proposal in response to staff comments.

4. Application notification

The District issues neighbourhood notification to property owners and residents within 50 to 100 metres from the subject property. Information is posted on the District's webpage describing the proposal.

5. Director development permit consideration:

The application is referred to the Director for consideration.

The Director may:

- a. approve the issuance of the development permit;
- b. refer it back to staff for further information;
- c. reject the application; or
- d. refer the application directly to Council

If neighbourhood comments and public input cannot be resolved, the Director will refer the application to Council. However, the Director can, at their discretion, refer applications directly to Council.

6. **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.



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7. **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 development permit have been met.