

NATURAL ENVIRONMENT & HAZARD DEVELOPMENT PERMIT APPLICATION FORM

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 section 26(c) and will be used for the purpose of processing your development application. If you have any questions about the collection and use of this information please contact Legislative Services, Records and Information Management Coordinator at 604-921-3497, District of West Vancouver, 750 17th Street, West Vancouver, BC V7V 3T3.

Applicant(s) Name:

Applicant(s) Address:

Owner(s) of Property:

Legal Description of Property:

PID No.: _____

Street Address of Property:

Owner Contact Information:

Cell: _____

Office: _____

Home: _____

Email: _____

The undersigned wish to make the above-noted application to the Planning Department and agree to pay any additional cost incurred in processing the application.

Signature of Owner/Agent (Title) _____

TYPE OF DEVELOPMENT APPLICATION (please check):

- Environmental Development Permit
- Environmental Development Permit with Variances
- Foreshore Development Permit
- Foreshore Development Permit with Variances
- Wildfire Hazard Development Permit

Note: For an Environmental Development Permit or Foreshore Development Permit involving Tree Work only please use the [Foreshore or Watercourse Protection Area Tree Cutting Permit Application](#)

OTHER DEVELOPMENT PERMITS (please check):

- Yes** – Indicate below and proceed to “Registered Owner’s Authorization” (Page 3)
 - Area Development Permit (DP)
 - DP for Detached Secondary Suite (Coach House)
 - Development Variance Permit
 - Zoning Amendment
 - Official Community Plan (OCP) Amendment
 - Other: _____
- No** – Are NEW residential dwelling units proposed?
 - Yes – Complete “Housing Form” (Page 2)
 - No – Proceed to “Registered Owner’s Authorization” (Page 3)

HOUSING FORM

The below information is mandatory for all development permit applications where new residential dwelling units are proposed. The District of West Vancouver is required to collect housing unit counts by the Province of British Columbia under the *Housing Supply Act*. For more information, please visit the BC Provincial website: <https://www2.gov.bc.ca/gov/content/housing-tenancy/local-governments-and-housing/housing-targets>. For questions regarding housing forms, contact the Planning department via housing@westvancouver.ca.

1. Are there EXISTING residential dwelling units that will be DEMOLISHED?

Yes – Complete below No

Structure Type	
<input type="checkbox"/> Single Family	_____ units
<input type="checkbox"/> Duplex	_____ units
<input type="checkbox"/> Secondary Suite	_____ units
<input type="checkbox"/> Detached Secondary Suite (DSS)	_____ units
<input type="checkbox"/> Ground-Oriented	_____ units
<input type="checkbox"/> Apartment	_____ units

Bedroom Size per Unit	
Studio	_____ units <input type="checkbox"/> None
1 Bedroom	_____ units <input type="checkbox"/> None
2 Bedroom	_____ units <input type="checkbox"/> None
3 Bedroom	_____ units <input type="checkbox"/> None
4+ Bedroom	_____ units <input type="checkbox"/> None

2. Are there proposed NEW Single Family, Duplex, Secondary Suites or Detached Secondary Suites (DSS)?

Yes - Provide total number of units by structure type below No

<input type="checkbox"/> Single Family	_____ studio	_____ 1-bedroom	_____ 2-bedroom	_____ 3-bedroom	_____ 4+bedroom
<input type="checkbox"/> Duplex	_____ studio	_____ 1-bedroom	_____ 2-bedroom	_____ 3-bedroom	_____ 4+bedroom
<input type="checkbox"/> Secondary Suite	_____ studio	_____ 1-bedroom	_____ 2-bedroom	_____ 3-bedroom	_____ 4+bedroom
<input type="checkbox"/> DSS	_____ studio	_____ 1-bedroom	_____ 2-bedroom	_____ 3-bedroom	_____ 4+bedroom

3. Are there proposed NEW Multi-Family or Mixed-Use residential units?

Yes - Complete table below No - Proceed to "Registered Owner's Authorization" (Page 3)

Structure & Bedroom Size		Total Number of NEW Units by Tenure (see definitions on pg. 7)						
		None	Owned	Market Rental	Non-Market Rental	Below-Market Rental	Below-Market Rental with On-Site Supports	Co-op Housing
Structure Type	Ground-Oriented	<input type="checkbox"/>						
	Apartment	<input type="checkbox"/>						
Bedroom Size	Studio	<input type="checkbox"/>						
	1-Bedroom	<input type="checkbox"/>						
	2-Bedroom	<input type="checkbox"/>						
	3-Bedroom	<input type="checkbox"/>						
	4+ Bedroom	<input type="checkbox"/>						



REGISTERED OWNER'S AUTHORIZATION

To: The Director of Planning & Development Services

I/We, _____ (the "Owner"), own:

<i>Civic Address, P.I.D. and Legal Description (Add separate sheet if more than one property)</i>

I/WE CONFIRM THE APPOINTMENT OF:

Name

Mailing address

Telephone number

Email address

AS MY/OUR AGENT with respect to the above described lands and my/our application(s) for:

- | | |
|---|--|
| <input type="checkbox"/> Environmental Development Permit (EDP)
<input type="checkbox"/> Foreshore Development Permit (FDP)
(the "Development Application"). | <input type="checkbox"/> Wildfire Hazard Development Permit (WHDP)
<input type="checkbox"/> Development Variance Permit (DVP) |
|---|--|

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 Development Application and is under no obligation to communicate with me/us on matters pertaining to the Development Application 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 Development Application on my/our behalf and to act on my/our behalf in relation to all matters pertaining to the Development Application; and
3. a written letter from the Owner is required to cancel this appointment.

MY AGENT **DOES NOT** HAVE AUTHORITY TO:

I/We hereby agree that all information, including personal information, contained in this document and in the Development Application may be made available to the public.

Witness	Owner/s
_____ <i>Signature</i>	_____ <i>Signature</i>
_____ <i>Print Name</i>	<i>Email:</i>
	<i>Telephone:</i>

ENVIRONMENTAL DEVELOPMENT PERMIT APPLICATION CHECKLIST

Information that must be submitted at the time of permit application:

**Please Note that application fee slips and payment instructions will be provided upon receipt of application documents.*

Environmental Development Permit Application Checklist
<input type="checkbox"/> Completed Application Form
<input type="checkbox"/> Owner Authorization: Required for an applicant who is not the owner to act on behalf of the registered owner(s) of the subject property(ies).
<input type="checkbox"/> Land Title Certificate for the property(ies)
<input type="checkbox"/> Application Fee of: <ul style="list-style-type: none"> • \$2,600 for watercourse protection that includes construction of a new single family dwelling • \$830 for watercourse protection where only site work is proposed or for a proposed addition that is less than 10% of the existing house floor area; or <p><i>*Note an additional \$700 will be charged if the application involves zoning bylaw variances</i></p>
<input type="checkbox"/> Site Survey: A plan drawn to scale and prepared by a BC Land Surveyor, showing: <ul style="list-style-type: none"> • Lot dimensions and area; • Topography and natural site features such as trees and watercourses; • Legal encumbrances such as easements and rights-of-way; • Watercourse, top of bank, 5 m setback from top of bank, 15 m setback from top of bank; • Features adjacent to the site including trees and above ground infrastructure such as driveways, the edge of roadway, parking, telephone poles, hydro kiosks, and street lamps.
<input type="checkbox"/> Environmental Assessment Report: For any development within 15 m of top of watercourse bank, prepared by a Qualified Environmental Professional (i.e. Registered Professional Biologist), describing how the proposed development complies with the District's Official Community Plan Guidelines NE13 .
<input type="checkbox"/> Riparian Planting Plan: For landscaping within 15 m of top of watercourse bank including replacement trees and native riparian plants.
<input type="checkbox"/> Arborist Report: Applicable for tree work on "Protected Trees" as defined in Section 4.3 of the Tree Bylaw . See Section 8.2 of the Tree Bylaw for reporting requirements.
<input type="checkbox"/> Erosion and Sediment Control Plan <p><u>For EDP with Zoning Variances:</u></p> <input type="checkbox"/> Type of development and/or landuse proposed <input type="checkbox"/> Community / neighbourhood benefit and impact of proposal <input type="checkbox"/> Project Data and Development Statistics – Confirming compliance with the zoning bylaw and showing any required variances <input type="checkbox"/> Building Elevations, Sections, and Finishes <input type="checkbox"/> Visual analysis showing photos or drawings of the view of the project from important vantage points <input type="checkbox"/> Other information as required by the Planning Department
<input type="checkbox"/> \$340 fee to Register Environmental Development Permit to the Land Title: Applicable to new single family dwellings, additions, or structures

FORESHORE DEVELOPMENT PERMIT APPLICATION CHECKLIST

Information that must be submitted at the time of permit application:

**Please Note that application fee slips and payment instructions will be provided upon receipt of application documents.*

Foreshore Development Permit Application Checklist	
<input type="checkbox"/>	Completed Application Form
<input type="checkbox"/>	Owner Authorization: Required for an applicant who is not the owner to act on behalf of the registered owner(s) of the subject property(ies).
<input type="checkbox"/>	Land Title Certificate for the property(ies)
<input type="checkbox"/>	Application Fee of: <ul style="list-style-type: none"> • \$830 for foreshore protection where only site work is proposed; or • \$2,600 for foreshore protection that includes construction of habitable space. <p><i>*Note an additional \$700 will be charged if the application involves zoning bylaw variances</i></p>
<input type="checkbox"/>	Environmental Assessment Report: For any development within 15 m of the natural boundary (high water mark) of the ocean, prepared by a Qualified Environmental Professional (i.e. Registered Professional Biologist), describing how the proposed development complies with the District's Guidelines NE2 Foreshore Development Permit Area Sections IV-VII.
<input type="checkbox"/>	Coastal Engineering Report: Must include a Flood Hazard Assessment and a Flood Hazard and Risk Assessment Statement
<input type="checkbox"/>	Architectural Drawings: Must show that the proposed habitable space meets the District's Guidelines NE2 Foreshore Development Permit Area Sections I-III and recommendations from the Coastal Engineer, if applicable.
<input type="checkbox"/>	Arborist Report: Applicable for tree work on "Protected Trees" as defined in Section 4.3 of the Tree Bylaw . See Section 8.2 of the Tree Bylaw for reporting requirements.
<input type="checkbox"/>	Landscape Plans: Must show all proposed hardscaping (impervious and semi-impervious surfaces) and soft scaping within 15 m of the natural boundary of the ocean.
	For FDP with Zoning Variances:
<input type="checkbox"/>	Type of development and/or landuse proposed
<input type="checkbox"/>	Community / neighbourhood benefit and impact of proposal
<input type="checkbox"/>	Project Data and Development Statistics – Confirming compliance with the zoning bylaw and showing any required variances
<input type="checkbox"/>	Building Elevations, Sections, and Finishes
<input type="checkbox"/>	Visual analysis showing photos or drawings of the view of the project from important vantage points
<input type="checkbox"/>	Other information as required by the Planning Department
<input type="checkbox"/>	\$340 fee to Register Foreshore Development Permit to Title: Applicable to new single family dwellings, additions, or structures

WILDFIRE HAZARD DEVELOPMENT PERMIT APPLICATION CHECKLIST

Information that must be submitted at the time of permit application:

**Please Note that application fee slips and payment instructions will be provided upon receipt of application documents.*

Wildfire Hazard Development Permit Application Checklist	
<input type="checkbox"/>	Completed Application Form
<input type="checkbox"/>	Owner Authorization: Required for an applicant who is not the owner to act on behalf of the registered owner(s) of the subject property(ies).
<input type="checkbox"/>	Application Fee of: <ul style="list-style-type: none"> • \$2,600 for wildfire hazard protection that includes construction of habitable space.
<input type="checkbox"/>	Site Survey: A plan drawn to scale and prepared by a BC Land Surveyor, showing: <ul style="list-style-type: none"> • Lot dimensions and area; • Topography and natural site features such as trees and watercourses; • Legal encumbrances such as easements and rights-of-way; • Features adjacent to the site including: trees and above ground infrastructure such as driveways, the edge of roadway, parking, telephone poles, hydro kiosks, and street lamps.
<input type="checkbox"/>	Wildfire Hazard Assessment Report prepared by a Qualified Professional (i.e. Registered Professional Forester).
<input type="checkbox"/>	Architectural Drawings: Must include list of fire resistive building materials and finishes and incorporate the recommendations made in the Wildfire Hazard Assessment Report.
<input type="checkbox"/>	Arborist Report: Applicable for tree work on "Protected Trees" as defined in Section 4.3 of the Tree Bylaw . See Section 8.2 of the Tree Bylaw for reporting requirements.
<input type="checkbox"/>	Landscaping Plan: Plan must include tree work as recommended in the Wildfire Hazard Assessment Report, replacement trees, quantity of fire-resistant plants, location of each fire-resistant plant to be installed, etc.
<input type="checkbox"/>	\$340 fee to Register Wildfire Hazard Development Permit to Title: Applicable to new single family dwellings, additions, or structures

DEFINITIONS

For Housing Form

Definitions:

Dwelling, Single Family: a building designed for use exclusively as a principal dwelling unit and includes a secondary suite and other accessory uses.

Secondary Suite: a dwelling unit accessory to a principal dwelling, either located within or abutting to the principal building.

Detached Secondary Suite (DSS, or Coach House): a self-contained, detached dwelling unit accessory to a single family dwelling, or a duplex dwelling where permitted.

Dwelling, Duplex: a building designed, constructed and occupied or intended to be occupied as two separate dwelling units structurally adjoined side-by-side or one above the other and includes secondary suites and other accessory uses.

Dwelling, Ground-Oriented: two or more principal dwellings and/or principal residential buildings – such as triplexes, multiplexes, rowhouses, and townhouses, each with access to the street, lane or site without the use of common, enclosed stairwells or corridors – that may be on a single lot or subdivided into separate lots.

Building, Apartment: a building, except as otherwise defined herein, containing three or more dwelling units in separate, multiple storeys, but does not include: (a) townhouses; or (b) dwellings over commercial premises.

Market Rental Units are units rented at market rate (i.e., without any legal restrictions binding the rental unit to a certain level of rent).

Non-Market Rental Units are units with a legal obligation (i.e., housing agreement, zoning) to be rented at a non-market rate.

Below-Market Rental Units are units rented at or below 30% of the local Housing Income Limits (HIL) per unit size (please refer to most recent BC Housing HIL levels published for Vancouver).

Below-Market Rental Units with On-Site Supports are units rented at the Income Assistance Shelter rate providing permanent housing and on-site supports for people to transition out of homelessness.

Co-op Housing: also known as housing co-operative, means housing provided to members of an organization incorporated under the Cooperative Association Act, and includes non-profit housing co-operatives and equity co-operatives.