

March 2016  
PLANNING DIVISION

# ***DEVELOPMENT PERMITS***

IF YOU WANT TO CHANGE BUILDINGS FOR LAND USE ON A PROPERTY YOU MAY NEED A DEVELOPMENT PERMIT. THIS GUIDE PROVIDES AN OVERVIEW OF DEVELOPMENT PERMITS AND APPLICATION PROCEDURES

**THIS PAMPHLET IS FOR GENERAL GUIDANCE ONLY. IT DOES NOT REPLACE BY-LAWS OR OTHER LEGAL DOCUMENTS**

## **What are Development Permits?**

Development Permits allow the City to achieve policies with respect to the form and character of multi-family, commercial and industrial development, to ensure safe development of areas with steep slopes or in the floodplain and to protect agricultural areas of Surrey.

Staff may approve and issue Development Permits for Farm Protection and Hazard Lands, however all other types of Development Permits are approved and issued by Council. A Development Permit is issued when the project meets all guidelines and conditions to the satisfaction of Council and/or staff.

The conditions of the Development Permit are binding on existing and future owners of the property. You still need to apply for a Building Permit before you can build.

## **WHEN DO YOU NEED TO APPLY FOR A DEVELOPMENT PERMIT?**

You need to apply for a Development Permit in the following cases:

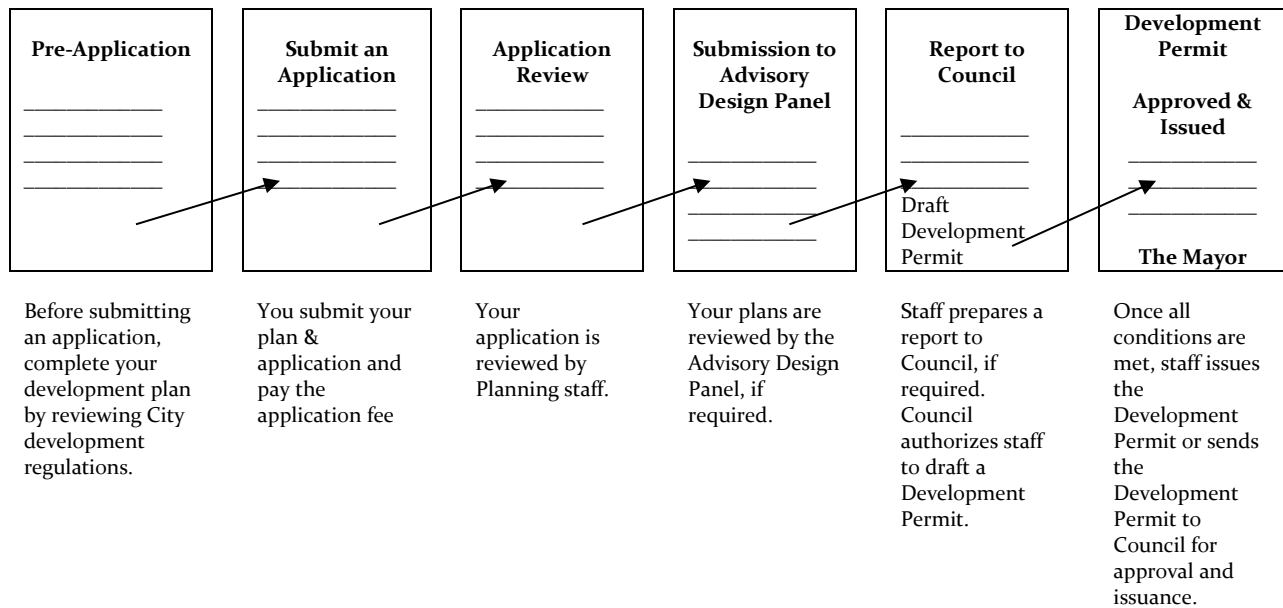
- All new multiple and commercial developments;
- Certain new industrial developments;
- Projects adjacent to the Agricultural Land Reserve (Farm Protection);
- Developments with steep slopes or in the floodplain (Hazard Lands);
- Additions to multiple family and commercial buildings and some industrial buildings;
- Changing the exterior of multiple family and commercial buildings and some industrial buildings;
- Certain changes to the site layout or landscaping of multiple family and commercial sites and some industrial sites; and

- For additional development, such as the installation of free-standing signs, that was not shown on the previous Development Permit for the site.

Planning & Development Department staff will be able to assist you in determining whether or not a Development Permit is required for your project.

### THE DEVELOPMENT PERMIT APPLICATION PROCESS

The major stages in the Development Permit application process are briefly explained in the following section.



### PRE-APPLICATION

Your development proposal should be well planned before submitting an application. In preparing your proposal you should be aware of the City plans, policies and regulations that may apply to your property. Procedures can be complex - you should consider hiring a professional consultant.

**Official Community Plan - Development Permit Areas and Guidelines.** Identify the type of Development Permit area your property is located within - commercial, industrial, multiple residential, hazard lands, or farming protection. The Official Community Plan contains specific guidelines that apply to all development within each type of area. Development Permit Area maps and guidelines are available for viewing at the Planning and Development Department.

**Official Community Plan - Land Use Designations.** The Official Community Plan sets out, or designates, the types of land use intended for all areas of Surrey. Check the map for the designation of your property and the types of land uses allowed within that designation. The Plan also contains policies relating to the specific types of development. Copies of the policies are maps are available at the Planning and Development Department.

**Zoning Maps and the Zoning By-law.** Each property in Surrey is subject to specific zoning regulations that apply in addition to any Development Permit guidelines. Check the zoning maps and the Zoning By-law to find the zoning category and zoning requirements for your property. It is possible that the existing zoning will not allow your project. You must then consider the possibility of rezoning your property (see the brochure titled, "*Rezoning your Property*").

**Engineering Services.** All developments must provide adequate sewer, water and other services at the developer's cost. Check whether the required services are available or whether additional servicing is needed for your development. Information on existing services is available at the Engineering Department.

## **SUBMIT AN APPLICATION**

Once you have prepared your proposal, you can submit a development permit application form and pay the application fee. Planning staff will assist you but you must provide the following information:

- The property owner's name and address. If someone is applying on behalf of the property of the owner, a *Letter of Authorization* must be signed by all property owner(s) and submitted with the development permit application. A standard *Letter of Authorization* is part of the application form.
- The civic address and legal description of the property.
- A brief description of your proposed development.
- A *Soil Contamination Review Questionnaire* to determine if the site requires a Site Profile review.

Plans, including building elevations, site layout and landscaping, should be submitted along with the application form. Processing of your application cannot begin until these plans are submitted. When submitting plans, enclose at least 3 blueprint size copies of your drawings, as well as one set of reductions (11" x 17") and a project data sheet signed by a registered architect.

An application fee schedule is available at the Planning and Development Department.

## **APPLICATION REVIEW**

Your application is assigned to a City planner for review of development permit guidelines and other zoning and development requirements. Following this initial review, your planner will contact you to inform you of the status of your application. The planner may ask for clarification, further information or plan revisions if your proposal does not meet the required standards. Additional information required may include, but is not limited to, development data sheets, lot grading and topographic information, detailed building design and landscaping plans, tree surveys, survey plans and legal documents such as Restrictive Covenants. The application review may involve other City departments and, in some cases, outside agencies.

## **ADVISORY DESIGN PANEL**

Once planning staff is satisfied that the initial proposal is viable, you or your consultant may be required to present your proposal to the Advisory Design Panel (ADP). The purpose of the Advisory Design Panel is to judge whether the project meets the objectives set out for the Development Permit Area.

The ADP will make recommendation on the proposed design prior to the project proceeding to Council.

## **REPORT TO COUNCIL**

After your proposal is reviewed by staff and, if required, staff will prepare a report to Council recommending that Council authorize drafting of a Development Permit. The report will be addressed at a formal meeting of City Council. You or your consultant must be present at this meeting to answer any questions Council may have. If Council is satisfied with the proposal, Planning staff will be authorized to draft the Development Permit. If Council is not satisfied with the proposal, it may be denied or sent back to the Planning and Development Department for revisions.

Certain types of Development Permits do not require Council approval and can be issued by staff. Please check with Planning staff to determine whether or not your proposal will require a report to Council prior to Development Approval.

## **DEVELOPMENT APPROVAL – COUNCIL APPROVAL**

Once all conditions are met, staff sends the Development Permit, which has been signed by the applicant or the applicant's agent, to Council for approval and issuance. You do not have to be present at this Council meeting. If Council approves the Development Permit, it is signed by the City officials and a copy will be sent to you. The City will register the Development Permit with the Land Title Office. The title of the property will then carry a notice stating that a Development Permit applies to the property.

The Development Permit also states that the Development Permit will lapse if construction does not substantially commence within 2 years of the Development Permit issuance date. After this two year period you must submit a new Development Permit application and repeat the Development Permit application process.

## DEVELOPMENT APPROVAL – STAFF APPROVAL

Once all conditions are met, staff issues the Development Permit, which has been signed by the applicant or the applicant's agent, and a copy will be sent to you. The City will register the Development Permit with the Land Title Office. The title of the property will then carry a notice stating that a Development Permit applies to the property.

The Development Permit also states that the Development Permit will lapse if construction does not substantially commence within 2 years of the Development Permit issuance date. After this two year period you must submit a new Development Permit application and repeat the Development Permit application process.

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**NOTE:** If you are submitting a Development Permit application in addition to a **Rezoning or Subdivision Application**, the same Development Permit application process applies; however, Council cannot approve and issue the Development Permit until the rezoning has been given final approval. If you are also applying for subdivision, the servicing agreement must be in place before the Development Permit can be issued.

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**For further information** on specific development proposals, contact the Planning and Development Department, 13450 - 104 Avenue, Surrey, BC, 8:30 a.m. to 4:30 p.m. Monday through Friday or call 604-591-4441.