

CITY OF DUNCAN

GENERAL DEVELOPMENT GUIDELINES

Note: These guidelines are updated periodically. This version is current as of January 2005.

The following procedures and steps form part of the typical process involved in the development of a building or site within the City of Duncan. The process may vary depending on the complexity of the proposed project.

Step 1:

Preliminary Plan

The Developer presents a preliminary plan to the City Building/Planning Department along with an application form for a development permit (DP) or development variance permit (DVP), as required.

Step 2:

Development Permit

A Development Permit (DP) is required whenever a proposed development is located within a development permit area (the City of Duncan has 7 distinct development permit areas).

Developments in a Development Permit Area must comply with the specific by-laws, policies and guidelines that apply to their area.

Development Variance Permit

A Development Variance Permit (DVP) is required if a Developer wishes to do a development that varies from bylaw requirements. A DVP could be issued for a project anywhere in the City, not just in a DP area.

Developments that contain elements that deviate from the requirements of City by-laws or guidelines require a DVP and must go through a Public Hearing process and subsequent approval by City Council.

The City's Advisory Planning Commission may also be consulted regarding DPs or DVPs.

Note 1: Council approval is required prior to the issuance of a Development Permit or Development Variance Permit.

Note 2: The fee for a DP or DVP application (\$400.00) must be paid at the time of application.

Signage

The applicant for a Development Permit or Development Variance Permit must post a sign on the lands which are the subject of the application, within ten (10) days of filing an application. The sign shall remain in place continuously, until after the development proposal has been dealt with by City Council. See Appendix A for sign specifications.

Step 3:

Preparing for the Public Hearing and City Council

The Developer must prepare a package containing:

- ↳ Site plan of the proposed development which includes parking layout and proposed landscaping as well as all other essential details.
- ↳ Elevational drawings of the proposed buildings and developments on the property.
- ↳ Proposed colour schemes for the building(s).
- ↳ Proposed location of all site servicing, with an indication of sizing.
- ↳ A colored isometric artistic rendering of the building.
- ↳ Details and submissions as noted on the DVP application.

This package, along with comments and recommendations from the City Building/Planning Department, will be forwarded to the City's Planning & Priorities Committee. The Developer and any associates (eg. designer, architect, landscaper) will be invited to attend the Committee's next scheduled meeting

Recommendations from the Planning & Priorities Committee are then forwarded to the next City Council meeting (Council meets every other Monday). If a Public Hearing is required, notice will be provided to neighbours and advertised in the local paper.

The process of obtaining input from Planning & Priorities Committee and City Council can take approximately 30 to 60 days. If input is required from a Public Hearing and/or the Advisory Planning Committee, add a minimum of 10 to 20 days to the approval process. For example, to obtain a Development Variance Permit, City Council is obligated to provide ten (10) days notice to property owners in the vicinity of the subject property as to the time and date when Council will consider the matter.

Step 4:

Building Permit

Once all necessary approvals are in place, the Developer must submit additional documents in order to obtain the Building Permit, in accordance with the City's Building Bylaw. These documents include but are not limited to:

- ↳ two complete sets of construction plans and specifications
- ↳ schedule letters of assurance from the professionals involved in the project.

The Developer must also provide a fire flow calculation sheet, prepared by the Developer's mechanical engineer, along with the prescribed fee of \$500.00 + GST. All developments require the completion of a Water Study for fire fighting and domestic capacity purposes. Once the fire flow calculations and the fee are provided this Water Study will be conducted by the City's consulting engineers.

Note 1: Any costs associated with water line upgrades required by the development must be paid by the Developer.

Note 2: Development Cost Charges (DCC'S) will be calculated for the development (if applicable), and must be paid before the Building Permit is issued. A schedule of applicable DCC'S is attached **(we will scan the DCC's Bylaw and make it a link on the website).**

Note 3: Under section 20.11 of the Waste Management Act, a person who knows or reasonably should know that a site has been used or is used for industrial or commercial purposes or activities must in certain circumstances provide a site profile. The Site Profile Form identifies the types of industrial or commercial activities to which site profile requirements apply **(we will scan this form and make it a link on the website).** The completed Site Profile forms must be returned to the City Building/Planning Department. If a site profile is required a \$50.00 fee is applicable

Step 5:

Security Deposit

The Developer must provide a security deposit to ensure completion of the landscaping and site work associated with the proposed development. The value of the security deposit shall be equal to 125% of the estimated cost of the landscaping and site work. The security deposit shall be in the form of a standby irrevocable letter of credit, cash, certified cheque or other acceptable equivalent, and shall be submitted in a form satisfactory to the City of Duncan.

Step 6: Site Servicing

Discussions with the Public Works Superintendent regarding site servicing (sidewalk and driveway construction, garbage disposal) should commence early on in the planning process. The provision of service connections and service connection fees can only be established once it is determined what sizes and inverts will be required. Any costs for upgrading or extension of services to accommodate the development are the responsibility of the developer.

It is also recommended that the developer contact other service providers such as hydro, telephone, gas and cable early on in the development planning process to discuss their servicing needs and availability.

Appendix A: Sign Specifications for Development Permit and Development Variance Permit Applications

Signage must be erected on the subject property within 10 days of the application being submitted. The following is the required wording and format for the sign.

- 1. Sign Size: 122 cm (48”) x 122 cm (48”)
- 2. Sign Material: 13 mm (1/2”) plywood, corrugated plastic or other similar durable material with a white background
- 3. Sign Lettering: Block lettering in black enamel or black vinyl. Sizes as shown on sample sign.

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|---|-----------------------------------|
| <p>DEVELOPMENT VARIANCE PERMIT APPLICATION DEVELOPMENT PERMIT APPLICATION REZONING APPLICATION OFFICIAL COMMUNITY PLAN AMENDMENT (choose one)</p> <hr/> <p>“INSERT ADDRESS”</p> <hr/> <p>This property is the subject of a (choose one) Development Variance Permit / Development Permit Application/ Rezoning</p> | <p>6cm</p> <hr/> <p>6cm</p> <hr/> |
|---|-----------------------------------|

**Application/ Official Community Plan Amendment
currently before the Council of the
City of Duncan**

3.7c

**City Council will consider granting such a
Permit or Amendment
at City Hall, 200 Craig Street, Duncan B.C.**

**Details of the proposal and the permit under
consideration, and meeting dates, may be inspected at City Hall
during regular business hours, Monday through
Friday, excluding Statutory Holidays**

3cm