



## **DEVELOPMENT APPLICATION REFERRALS POLICY**

Applicability: Land Use Services Department

Effective Date: June 14, 2023

### **PURPOSE:**

To provide a framework for referrals of development applications to advisory commissions, First Nations and agencies.

### **DEFINITION:**

#### **APC**

Advisory Planning Commission

#### **CPAC**

Community Parks Advisory Commission

#### **EASC**

Electoral Area Services Committee

#### **Referral Agency**

A government agency, First Nation, APC or CPAC

#### **Preliminary Report**

A report, prepared by staff, which includes an analysis of relevant policies and regulations and may or may not provide staff opinions regarding the merits of the application or a recommendation of support or denial. A preliminary report may identify missing information or gaps in the application, may highlight issues of key significance from the perspective of professional planning staff, the community or the Board, and may recommend to the Board that the application proceed or not, and that additional information or reports be provided to the CVRD prior to rendering a decision on the application.

### **POLICY:**

#### **Part A: Applications to the Board**

1. Upon receipt of a complete application, the Planner will undertake a preliminary review and assess whether, in their professional opinion, the application is major or minor after considering the following:
  - a. Consistency with the Official Community Plan;
  - b. Potential impacts on water resources, riparian and other sensitive ecosystems, climate or the environment;

- c. Potential impacts on neighbouring properties, communities and First Nations;
  - d. Potential impacts on infrastructure and services including but not limited to water, sewer, solid waste, parking, transportation, fire protection, public schools and facilities, and parks and recreation; and
  - e. Applicable policies, bylaws and legislation, including the *Local Government Act* and other provincial acts and regulations governing land use and development.
2. The follow types of applications will generally be deemed **major**:
- a. Official Community Plan amendment;
  - b. Phased development agreement; and
  - c. Rezoning.
3. The following types of applications will generally be deemed **minor**:
- a. Temporary use permit;
  - b. Development variance permit;
  - c. Permit amendment, renewal or extension;
  - d. Minimum parcel frontage exemption; and
  - e. Covenant amendment or discharge.
- 4. Major Applications**
- a. Major applications will proceed directly to the EASC.
  - b. Staff will prepare a preliminary report with a list of recommended referral agencies. Upon receipt of the preliminary report, the EASC may:
    - i. forward the preliminary report to referral agencies for comment;
    - ii. refer the preliminary report back to staff for further information, prior to further consideration;
    - iii. advance the application without seeking comments from referral agencies; or
    - iv. deny the application, citing reasons for the denial.
- 5. Minor Applications**
- a. Minor applications will proceed directly to the EASC unless first referred to an APC by the Electoral Area Director.
  - b. Staff will prepare a report and recommendations for EASC, with accompanying APC recommendations if applicable. Upon consideration of the staff report, the EASC may:

- i. advance the application without seeking comments from referral agencies;
- ii. refer the report to one or more referral agencies;
- iii. refer the report back to staff for further information, prior to further consideration; or
- iv. deny the application, citing reasons for the denial.

**6. Subdivision Applications**

- a. Subdivision applications which are subject to Section 510 of the *Local Government Act* (parkland), and require a decision of the Board, will be referred by staff to the applicable CPAC prior to proceeding to the EASC.

**Part B: Delegated Applications**

- 1. Development permit applications, involving the addition, alteration or replacement of at least 200 m<sup>2</sup> of floor area or site area, excluding subdivision, in an area designated for the purpose of form and character of commercial, industrial, or multi-family residential development, will be referred by staff to the applicable APC for review and comment on the discretionary form and character elements of proposals only.

Approved by: Board Approval date: June 14, 2023
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