

# THE VILLAGE OF PEMBERTON

## BYLAW No. 725, 2013

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### Pemberton Development Procedures Bylaw

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**WHEREAS** the Council of the Village of Pemberton has under Section 895(1) of the *Local Government Act*, established procedures by bylaw to amend any official community plan, a zoning bylaw or issue a permit;

**AND WHEREAS** Council of the Village of Pemberton now deems it advisable under Section 154 of the *Community Charter*, to delegate certain powers to consider applications for a development permit to the Manager of Development Services;

**NOW THEREFORE** Council of the Village of Pemberton in an open meeting assembled enacts as follows:

#### 1.0 **TITLE**

1.1 This bylaw may be cited for all purposes as the Village of Pemberton Development Procedures Bylaw No. 725, 2013.

#### 2.0 **INTERPRETATION**

2.1 In this Bylaw:

“Act” means the *Local Government Act*.

“Approving Officer” means a person appointed by the Village Council to act as Approving Officer pursuant to the provisions of the *Land Title Act* and *Local Government Act*.

“Council” means the Municipal Council of the Village of Pemberton.

“Manager” means the Manager of Development Services of the Village of Pemberton.

#### 3.0 **SCOPE**

3.1 There is hereby established a land use application procedure which shall apply to the following:

- (a) Amendments to:
  - (i) Official Community Plan
  - (ii) Zoning Bylaw

- (b) Issuance of:
  - (i) Major Development Permits
  - (ii) Development Variance Permits
  - (iii) Minor Development Permits
  - (iv) Temporary Use Permits
  - (v) Permit Renewals

(c) Consideration of Approval for:

- (i) Conventional Subdivisions
- (ii) Bare Land Strata Subdivisions
- (iii) Strata Title Conversions

#### **4.0 APPLICATION**

- 4.1 Applications for amendments, permits, subdivisions /bare land strata plan approvals or strata title conversions, shall be made by the owner of the parcel that is the subject of the application, or by a person authorized in writing by the owner. The Village shall be notified in writing if the ownership of the parcel or the authorized agent has changed.
- 4.2 Applications for amendments, permits, and strata title conversions shall be made to the Manager of Development Services.
- 4.3 Applications for subdivisions and bare land strata plan approvals shall be made to the Approving Officer.
- 4.4 Applications that do not meet the requirements as referenced in this bylaw, are deemed incomplete and not processed until the outstanding application requirements have been submitted to the Village.
- 4.5 Any applications that remain inactive for more than two (2) years will be deemed abandoned and will be closed. Council will rescind readings to any bylaws that concern the closed application. The applicant will be invoiced any outstanding Village processing fees.

#### **5.0 APPLICATION FEES**

- 5.1 At the time of and as part of the application for a: bylaw amendment, issuance of a permit or subdivision/bare land strata plan approval, the applicant shall pay to the Village an application fee in the amount set out in Schedule “A”, “B”, “C”, “D”, “E” and “F” attached hereto and forming a part of this bylaw. The non-payment of the required fees will deem the application incomplete.

Schedule “A”	Zoning and/or Official Community Plan Bylaw Amendments
Schedule “B”	Major, Development Variance and Minor Development Permits

Schedule “C”	Temporary Use Permit
Schedule “D”	Permit Renewals
Schedule “E”	Subdivision and Bare Land Strata Plans
Schedule “F”	Strata Title Conversions

- 5.2 Payment of any fees imposed in this bylaw shall not obligate Council to approve an application and where the Council decides not to amend a bylaw, issue a permit or grant a strata conversion, the application fee paid by such applicant shall not be refunded by the Village, except as outlined in Schedule “A” through “D”, inclusive.
- 5.3 Payment of any fees imposed in this bylaw shall not obligate the Approving Officer to approve a subdivision or lot consolidation and where the Approving Officer cannot grant the subdivision, the application fee paid by such applicant shall not be refunded by the Village, except as outlined in Schedule “E” through “F”, inclusive.

**6.0 BYLAW AMENDMENT APPLICATION AND NOTICE REQUIREMENTS**

- 6.1 An application for an amendment to the Official Community Plan and/or the Zoning Bylaw shall be made in accordance with the form prescribed by the municipality and shall be submitted to the Village with the required information.
- 6.2 An applicant for an amendment to the Official Community Plan or Zoning Bylaw shall post an Information Sign in accordance with the requirements outlined in Schedule “G”.
- 6.3 Notice of Council’s intention to amend the Official Community Plan or the Zoning Bylaw shall be pursuant with to Section 892 of the *Act*. Further any notices that are mailed or otherwise delivered prior to the public hearing pursuant to Section 892 of the *Act* are to include properties at a distance of no greater than one hundred (100) meters from the property line of the lands subject to the amendment application.

**7.0 PERMIT APPLICATION AND NOTIFICATION REQUIREMENTS**

- 7.1 An application for a Major Development Permit, Development Variance Permit, Minor Development Permit and Temporary Use Permit shall be made in accordance with the form prescribed by the municipality.
- 7.2 A request for a renewal of a Major Development Permit, Development Variance Permit, Minor Development Permit and Temporary Use Permit shall be made in writing to the Manager of Development Services. The renewal process shall be in accordance with the *Act* and Schedule “M”.
- 7.3 An applicant for a Major Development Permit shall post an Information Sign in accordance with the requirements outlined in Schedule “G”.
- 7.4 Council shall hold a Public Information Meeting for any application for a Major Development Permit located within the Downtown (Zoned C-1 in Zoning Bylaw No. 466, as amended). The notice of the Public Information Meeting shall be given by:

- (a) publishing a notice in at least two (2) consecutive issues of a newspaper, the last publication to appear not less than three (3) and not more than ten (10) days before the public information meeting; and/or
- (b) either mailing or otherwise delivering least ten (10) days before the public hearing to the owners as shown on the assessment roll as at the date of the application. The notification shall be given to all properties within a distance of one hundred (100) meters from the property line of the lands subject to the amendment application.

7.5 Council shall give notice of its intention to issue a Development Variance Permit pursuant with to Section 922 of the *Act*. Further any notices that are mailed or otherwise delivered prior to the public hearing pursuant to Section 922 of the *Act* are to include properties at a distance of no greater than one hundred (100) meters from the property line of the lands subject to the amendment application.

7.6 Council shall give notice of its intention to issue a Temporary Use Permit pursuant to Section 921 (5) and (6) of the *Act*. Further any notices that are mailed or otherwise delivered prior to the public hearing pursuant to Section 892 of the *Act* are to include properties at a distance of no greater than one hundred (100) meters from the property line of the lands subject to the amendment application.

## **8.0 SUBDIVISION AND BARE LAND STRATA APPLICATION REQUIREMENTS**

8.1 An application for Subdivision and Bare Land Strata shall be made in accordance with the form prescribed by the municipality and the Village of Pemberton Subdivision and Development Control Bylaw.

8.2 An application for Strata Conversions shall be shall be made in accordance with the form prescribed by the municipality.

## **9.0 PROCESS**

9.1 All applications that meet the requirements of this bylaw shall be processed in accordance with the municipal bylaws and regulations as well as the related provisions of the *Act*.

9.2 The processes under which an owner of land may apply for an amendment to the plan or bylaw or for the issue of a permit are outlined in the following Appendices to this bylaw:

Schedule "H"	Amendment to Official Community Plan and/or Zoning Bylaw
Schedule "I"	Major Development Permit
Schedule "J"	Development Variance Permit
Schedule "K"	Minor Development Permit
Schedule "L"	Temporary Use Permit
Schedule "M"	Permit Renewals
Schedule "M"	Subdivision and Bare Land Strata Approval
Schedule "N"	Strata Title Conversions

- 8.3 Where an application, amendment bylaw or a permit has been refused by Council, the Manager shall notify the applicant in writing within fifteen (15) business days immediately following the date of refusal and shall give reason for the refusal.

## **10.0 DELEGATION**

- 10.1 Council hereby delegates to the Manager the exercise of all of the powers, duties and functions of Council in respect to the issuance of Minor Development Permits under Section 920 of the *Act*.

- 10.2 For the purposes of this bylaw, a Minor Development Permit shall include only the following:

- (a) exterior repainting of an entire building, or an entire part of a building whereby the colours differ from the approved Development Permit or the existing colour;
- (b) landscape changes or new landscaping, including both installation of planting materials (but not seasonal planting) and installation of permanent planters, guardrails, rock stacking and other hard landscaping;
- (c) changes to not more than two (2) exterior building or roofing materials;
- (d) exterior lighting alterations or installation of additional exterior lighting;
- (e) non-structural exterior building repairs that alter the building appearance;
- (f) new exterior windows or doors that alter the exterior appearance of the building;
- (g) placement of exterior communications equipment that are visible from a public road and project more than 3 meters from the roof or face of the building;
- (h) additions to buildings or structures, where the total interior floor area is increased by 20 m<sup>2</sup> or less;
- (i) new buildings or structures for storage or refuse and recycling facilities which conform to the Village requirements;
- (j) new buildings or structures with a total interior floor area of 20 m<sup>2</sup> or less;
- (k) comprehensive sign plans and issuance of a development permit for the signs where a sign is consistent with the Village Sign Bylaw;
- (l) storage container approval and renewal; and
- (m) any other exterior changes to a property that the Manager deems to be minor in terms of the its impact on the subject and adjacent properties.

- 10.3 The owner of any property that is subject to the decision of the Manager pursuant to Section 920 of the *Act* and Section 156 of the *Community Charter*, is entitled to have Council reconsider a decision of the Manager on the following terms:

- (a) within thirty (30) calendar days of the Manager's decision the applicant shall submit a letter to Council through the office of the Corporate Officer requesting that the decision of the Manager be reconsidered by Council;
- (b) the Manager shall submit a report to Council attaching the applicant's

Minor Development Permit application and setting out the Manager's reasons for denying the application;

- (c) at a date and time set by Council, the applicant shall have the opportunity to appear before Council and be heard regarding the Manager's decision; and
- (d) following the applicant's opportunity to be heard, Council will reconsider the application and either uphold the Manager's decision to deny the application or approve the application with or without conditions.

10.4 Notwithstanding Paragraph 9.1, the Manager may request a decision on a Minor Development Permit from Council at their discretion.

## **11.0 PERMIT EXPIRY**

11.1 If the holder of a Development Permit does not substantially start construction within two (2) years after the date it is issued, the Development Permit lapses. A request to renew the Permit may be made to Council for consideration.

11.2 A Temporary Use Permit is in effect until the date that the permit expires as part of Council approval or three (3) years after the permit was issued, whichever occurs first. The Local Government Act does not permit extensions to Temporary Use Permits.

## **12.0 REPORTING**

12.1 All applications for amendments, permits and strata conversions shall be accompanied by a report prepared by the Manager for consideration by Council, in accordance with municipal policies and guidelines.

12.2 Notwithstanding Paragraph 10.1 of this bylaw, the Manager does not need to submit a report for Council's consideration for a delegated approval of a Minor Development Permit in accordance with Paragraph 9.1 of this bylaw, unless the applicant formerly makes a request to Council for a reconsideration of the decision.

12.3 Notwithstanding Paragraph 10.1 of this bylaw, the Manager does not need to submit a report for Council's consideration for a renewal of a permit unless required in the *Act* or the initial approval.

## **13.0 SECURITY DEPOSIT**

13.1 In the case of all Development Permits, Minor Development Permits and Development Variance Permits, a cash deposit or irrevocable letter of credit in the form and amount satisfactory to the Village to ensure satisfactory completion of all conditions contained in any permit relating to landscaping or safety, may be required to be deposited with the Village. The development approval shall also consider the requirements of the Subdivision and Development Control Bylaw. The security shall be 120% of the estimated cost of the outstanding works.

13.2 In the case of temporary use permits, a cash deposit or irrevocable letter of credit in the form and amount satisfactory to the Village to ensure adequate, maintenance and cleanup of the property may be required to be deposited with the Village. The security shall be 120% of the estimated cost of the required works.

13.3 In the case of Subdivision and Bare Land Strata approvals, security requirements are prescribed in the Village of Pemberton's Subdivision and Development Control Bylaw.

**14.0 GENERAL**

14.1 Wherever the singular or masculine is used in this bylaw, the same shall be construed to mean the plural or feminine or body corporate as the context may require.

**15.0 INTERPRETATION**

15.1 A reference contained within this bylaw to any enactment of British Columbia or the Village of Pemberton is a reference to the enactment amended, revised, consolidated or replaced from time to time.

**16.0 SEVERABILITY**

16.1 If any section, subsection, sentence, clause or phrase of this bylaw is held to be invalid by a court or competent jurisdiction, that section, subsection, sentence, clause or phrase, as the case may be, shall be severed and the validity of the remaining portions of the bylaw shall not be affected.

**17.0 REPEAL**

17.1 The Village of Pemberton "Development Procedures Bylaw No. 388, 1996" is repealed.

17.2 The Village of Pemberton "Development Procedures Amendment Bylaw No. 601, 2007" is repealed.

**READ A FIRST TIME** this 16<sup>th</sup> day of April, 2013.

**READ A SECOND TIME** this 16<sup>th</sup> day of April, 2013.

**READ A THIRD TIME** this 7<sup>th</sup> day of May, 2013.

**ADOPTED** this 21<sup>st</sup> day of May, 2013.

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Mayor

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Corporate Officer

## SCHEDULE "A"

### Zoning and/or Official Community Plan Bylaw Amendment Application Fees

a) All costs incurred by the Village of Pemberton to review the proposed development application shall be entirely at the expense of the applicant. Every application made to the Village for an amendment to the Zoning Bylaw and/or the Official Community Plan Bylaw shall initially submit the following application fees:

$$TOTAL \text{ APPLICATION FEES} = \text{Non-refundable deposit} + \text{Application Fee Multiplier} + \text{Public Hearing Costs} + \text{Servicing Modeling}$$

	<b>Non-Refundable Deposit</b>	<b>Application Fee Multiplier</b>	<b>Public Hearing Costs (one meeting)</b>	<b>Servicing Modeling Analysis (average)</b>
<b>OCP &amp; Zoning Bylaw Amendment</b>				
<i>Residential</i>	\$1000.00	\$200.00 for <u>each</u> additional lot or dwelling unit in excess of the first ten (10) lots or dwelling units proposed	\$500.00	Water: \$3,000.00 Sanitary: \$3,000.00
<i>All Other Uses</i>	\$1000.00	\$200.00 for <u>each</u> additional 100 m <sup>2</sup> of floor area in excess of the first 1000m <sup>2</sup>	\$500.00	Water: \$3,000.00 Sanitary: \$3,000.00
<b>OCP Bylaw Amendment</b>				
<i>Residential</i>	\$750.00	\$200.00 for <u>each</u> additional lot or dwelling unit in excess of the first ten (10) lots or dwelling units proposed	\$500.00	Water: \$3,000.00 Sanitary: \$3,000.00
<i>All Other Uses</i>	\$750.00	\$200.00 for <u>each</u> additional 100 m <sup>2</sup> of floor area in excess of the first 1000m <sup>2</sup>	\$500.00	Water: \$3,000.00 Sanitary: \$3,000.00
<b>Zoning Bylaw Amendment</b>				
<i>Residential</i>	\$750.00	\$200.00 for <u>each</u> additional lot or dwelling unit in excess of the first ten (10) lots or dwelling units proposed	\$500.00	Water: \$3,000.00 Sanitary: \$3,000.00
<i>All Other Uses</i>	\$750.00	\$200.00 for <u>each</u> additional 100 m <sup>2</sup> of floor area in excess of the first	\$500.00	Water: \$3,000.00 Sanitary:



| | 1000m<sup>2</sup> |

| \$3,000.00

- b) In submitting an application to amend the OCP and/or Zoning Bylaw, the applicant should recognize that the non-refundable fees set out above in Paragraph a) of this Schedule are minimum fees payable. If the Village determines that the cost to process the development application is greater than the non-refundable deposit, then these additional costs shall be recovered from the applicant based on actual Village of Pemberton staff and/or consultant costs directly related to the processing of the application. The calculation of these recoverable costs will be based on an hourly rate of \$100.00 per hour for senior staff, \$75.00 for technical staff and \$45.00 per hour for clerical staff. The fees shall be payable prior to consideration of bylaw adoption.
- c) If Council declines to advance the application to public hearing, the public hearing costs shall be returned to the applicant. If the application does not proceed to a point where the servicing analysis is not yet completed then these costs shall be returned to the applicant.
- d) If the application requires more than one public hearing then payment of an additional \$500.00 shall be required prior to the scheduling of the hearing.
- e) The review of a rezoning application requires an evaluation of the new development's water and sanitary sewer servicing. Pursuant to the Village's Subdivision and Development Control Bylaw, the Village of Pemberton requires the applicant to provide a deposit fee to cover the Village's engineering consultant's cost to update and evaluate both the water and sanitary system models as they pertain to any proposed works. These computer models must be maintained by the Village to ensure the existing infrastructure is adequately sized to supply sufficient capacity for the developing community. The fee noted in the table is recognized as a deposit, funds that remain unused in the analysis will be returned to the Developer. Further, more complex developments may cost more than the \$6,000 which in turn will be the responsibility of the applicant.
- f) The Village of Pemberton intends to recover processing fees by invoicing ongoing costs. The Village reserves the right to withhold the review of the application in the event that the account is in arrears.
- g) Any applicant that has commenced work requiring an Official Community Plan or Zoning Bylaw without first obtaining such approval shall pay an additional charge equal to 50% of the non-refundable application fee prior to the Village processing the application.

## SCHEDULE "B"

### Major, Development Variance and Minor Development Permits

a) All costs incurred by the Village of Pemberton to review the proposed development application shall be entirely at the expense of the applicant. Every application made to the Village to for a development permit (major, variance and minor) shall comply with the following:

$$\text{TOTAL APPLICATION FEES} = \text{Non-refundable deposit} + \text{Application Fee Multiplier} + \text{Public Meeting Notification Costs} + \text{Servicing Modeling}$$

	<b>Non-Refundable Deposit</b>	<b>Application Fee Multiplier</b>	<b>Notification Costs (one meeting)</b>	<b>Servicing Modeling Analysis</b>
<b>Development Permit for Form and Character</b>				
Major Development Permit (Downtown)				
<i>Residential</i>	\$750.00	\$200.00 for <u>each</u> additional lot or dwelling unit in excess of the first ten (10) lots or dwelling units proposed	\$500.00	Water: \$3,000.00 Sanitary: \$3,000.00
<i>All Other Uses</i>	\$750.00	\$200.00 for <u>each</u> additional 100 m <sup>2</sup> of floor area in excess of the first 1000m <sup>2</sup>	\$500.00	Water: \$3,000.00 Sanitary: \$3,000.00
Major Development Permit				
<i>Residential</i>	\$750.00	\$200.00 for <u>each</u> additional lot or dwelling unit in excess of the first ten (10) lots or dwelling units proposed		Water: \$3,000.00 Sanitary: \$3,000.00
<i>All Other Uses</i>	\$750.00	\$200.00 for <u>each</u> additional 100 m <sup>2</sup> of floor area in excess of the first 1000m <sup>2</sup>		Water: \$3,000.00 Sanitary: \$3,000.00
Development Variance Permit	\$300.00		\$500	
Minor Development Permit	\$300.00			

<b>Development Permit for Environmental Protection</b>	\$500.00			
<b>Development Permit for Land Constraints</b>	\$300.00			
<b>Development Permit for Enhancement of Agriculture</b>	\$200.00			

- b) In submitting an application for a development permit (major, variance or minor), the applicant should recognize that the non-refundable fees set out above in Paragraph a) of this Schedule are minimum fees payable. If the Village determines that the cost to process the development application is greater than the non-refundable deposit, then these additional costs shall be recovered from the applicant based on actual Village of Pemberton staff and/or consultant costs directly related to the processing of the application. The calculation of these recoverable costs will be based on an hourly rate of \$100.00 per hour for senior staff, \$75.00 for technical staff and \$45.00 per hour for clerical staff. The fees shall be payable prior to consideration of permit approval.
- c) If Council declines to advance the application and therefore public notification and/or the servicing analysis is not required, these costs shall be returned to the applicant.
- d) If the application requires additional public notification in accordance with this Bylaw or the *Local Government Act*, then payment of an additional \$500.00 shall be required prior to the scheduling of the meeting.
- e) Unless already undertaken for the subject lands, a development permit application requires an evaluation of the new development's water and sanitary sewer servicing. Pursuant to the Village's Subdivision and Development Control Bylaw, the Village of Pemberton requires the applicant to provide a deposit fee to cover the Village's engineering consultant's cost to update and evaluate both the water and sanitary system models as they pertain to any proposed works. These computer models must be maintained by the Village to ensure the existing infrastructure is adequately sized to supply sufficient capacity for the developing community. The fee noted in the table is recognized as a deposit, funds that remain unused in the analysis will be returned to the Developer. Further, more complex developments may cost more than the \$6,000 which in turn will be the responsibility of the applicant.

- f) The Village of Pemberton intends to recover processing fees by invoicing ongoing costs. The Village reserves the right to withhold the review of the application in the event that the account is in arrears.
  
- g) Any applicant that has commenced work requiring a Permit without first obtaining such approval shall pay an additional charge equal to 50% of the non-refundable application fee prior to the Village processing the application.

## SCHEDULE "C"

### Temporary Use Permit Application Fees

All costs incurred by the Village of Pemberton to review the proposed development application shall be entirely at the expense of the applicant. Every application made to the Village for a Temporary Use Permit shall comply with the following:

a) The following application fee for a Temporary Use Permit is required:

Non-refundable deposit	\$350.00
Notification for Intent of Permit Approval	<u>\$500.00</u>
Total Application Fee	\$850.00

- b) In submitting an application for a Temporary Use Permit the applicant should recognize that the non-refundable fees set out above in Paragraph a) of this Schedule are minimum fees payable. If the Village determines that the cost to process the permit application is greater than the non-refundable deposit, then these additional costs shall be recovered from the applicant based on actual Village of Pemberton staff and/or consultant costs directly related to the processing of the application. The calculation of these recoverable costs will be based on an hourly rate of \$100.00 per hour for senior staff, \$75.00 for technical staff and \$45.00 per hour for clerical staff. The fees shall be payable prior to consideration of permit approval.
- c) If Council declines to advance the application and therefore public notification is not required, then these costs shall be returned to the applicant, upon written request.
- d) If the application requires additional public notification, then payment of an additional \$500.00 shall be required prior to the scheduling the meeting.
- e) The Village of Pemberton intends to recover processing fees by invoicing ongoing costs. The Village reserves the right to withhold the review of the application in the event that the account is in arrears.
- f) Any applicant that has commenced work requiring a Temporary Use Permit without first obtaining such approval shall pay an additional charge equal to 50% of the non-refundable application fee prior to the Village processing the application.

## **SCHEDULE "D"**

### **Permit Renewals**

All costs incurred by the Village of Pemberton to review a request for permit renewals shall be entirely at the expense of the applicant. Every renewal request to the Village for the renewal of the approval of a Major Development Permit, shall comply with the following:

- a) The renewal requests an initial non-refundable fee of \$100.00.
- b) In submitting the renewal request for a Permit, the applicant should recognize that the non-refundable fees set out above in Paragraph a) of this Schedule are minimum fees payable. If the Village determines that the cost to process the renewal is greater than the non-refundable deposit, then these additional costs shall be recovered from the applicant based on actual Village of Pemberton staff and/or consultant costs directly related to the processing of the application. The calculation of these recoverable costs will be based on an hourly rate of \$100.00 per hour for senior staff, \$75.00 for technical staff and \$45.00 per hour for clerical staff. The fees shall be payable prior to consideration of permit approval.
- c) If the renewals requires additional public notification or a public meeting, then payment of an additional \$500.00 shall be required prior to the scheduling the meeting.
- d) The Village of Pemberton intends to recover processing fees by invoicing ongoing costs. The Village reserves the right to withhold the review of the application in the event that the account is in arrears.

**SCHEDULE "E"**

**Subdivision and Bare Land Strata Plans**

All costs incurred by the Village of Pemberton to review the proposed subdivision and/or lot consolidation application shall be entirely at the expense of the applicant. Every application made to the Village for subdivision and/or lot consolidation shall comply with the following:

a) The following application fees are required:

Subdivision non-refundable deposit	\$350.00, plus \$100 per lot created
Bare Land Strata non-refundable deposit	\$350.00

- b) In submitting an application for subdivision and/or lot consolidation, the applicant should recognize that the non-refundable fees set out above in Paragraph a) of this Schedule are minimum fees payable. If the Village determines that the cost to process the application is greater than the non-refundable deposit, then these additional costs shall be recovered from the applicant based on actual Village of Pemberton staff and/or consultant costs directly related to the processing of the application. The calculation of these recoverable costs will be based on an hourly rate of \$100.00 per hour for senior staff, \$75.00 for technical staff and \$45.00 per hour for clerical staff. The fees shall be payable prior to consideration of permit approval.
- c) The Village of Pemberton intends to recover processing fees by invoicing ongoing costs. The Village reserves the right to withhold the review of the application in the event that the account is in arrears.

**SCHEDULE "F"**  
**Strata Title Conversions**

All costs incurred by the Village of Pemberton for strata title conversions shall be entirely at the expense of the applicant. Every application to the Village, shall comply with the following:

- a) An initial non-refundable fee of \$300.00.
- b) In submitting the request, the applicant should recognize that the non-refundable fees set out above in Paragraph a) of this Schedule are minimum fees payable. If the Village determines that the cost to process the strata title conversion is greater than the non-refundable deposit, then these additional costs shall be recovered from the applicant based on actual Village of Pemberton staff and/or consultant costs directly related to the processing of the application. The calculation of these recoverable costs will be based on an hourly rate of \$100.00 per hour for senior staff, \$75.00 for technical staff and \$45.00 per hour for clerical staff. The fees shall be payable prior to consideration of permit approval.
- c) The Village of Pemberton intends to recover processing fees by invoicing ongoing costs. The Village reserves the right to withhold the review of the application in the event that the account is in arrears.



## **SCHEDULE “G”**

### **Information Signs**

1. The applicant/developer shall be responsible for the preparation, posting, removal and any costs of a project information sign. The signs shall be in accordance with the specifications provided below.
2. The sign shall be posted within seven (7) days of submitting an application to the Village. An application is incomplete and will not be processed until the sign has been posted on the property. The applicant or developer shall notify the Development Services Department in writing once the sign is posted.
3. The sign must be placed in a conspicuous location to be clearly legible from the adjoining street or land and be clear of all site obstructions.
4. The sign shall be designed consistent with the Village of Pemberton’s “Have Your Say” template and contain the following information:
5.
  - a) type of application (rezoning or development permit), application number, street address, legal description and the applicant’s name.
  - b) description of the project considering proposed uses, gross floor area, height, number of units, and any other relevant information. A photo perspective of the development may be shown, provided it is clearly indicated that it is “proposed”.
  - c) Include the text “For further information contact: Village of Pemberton, Development Services Department at (604) 894-6135 or [admin@pemberton.ca](mailto:admin@pemberton.ca)”.
6. Failure to comply with any or all of these requirements may delay the processing of the application involved.
7. Specifications:

Village	
Template:	The sign shall be consistent with the “Have Your Say” template as provided by the Village’s Communications Coordinator.
Sign Size:	Minimum 4” (100 mm) white border around outside edge of the sign Installed Minimum 4’0” (1220 mm) above grade. Posts to be driven into ground and braced; Rigid free-standing frame is acceptable for winter installation;
Lettering:	BLOCK CAPITALS Black lettering on white background;

## SCHEDULE "H"

### Official Community Plan or Zoning Bylaw Approval Process

#### **STEP #1 – Pre Application Meeting**

- Meet with Development Services Department to confirm Village application requirements and any other agencies or interests that may have comments related to the application request.
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**Estimated Timeframe (depends on complexity of the application, responsiveness of the Applicant and workload of Village staff)**

**5-8 months**

#### **STEP #2 - Complete Application Submission**

- Submit application in accordance with the municipal requirements.
- Post project information sign on the affected property.

#### **STEP #3 - Village and Agency Review and Reporting**

**2 months**

- Development Services Department refers the application to internal and external agencies for comment.
- Consideration by the Advisory Land Use Commission (applicant may attend meeting).
- Development Services Department completes detailed review of request considering the existing municipal policies and agency comments.
- Development Services Department meets with and/or prepares correspondence to Applicant outlining the comments received and any additional information that is required prior to bylaw preparation.
- If deemed appropriate by the Manager, the Development Services Department prepares bylaw amendment(s).

#### **STEP #4 - Council Consideration**

**1-2 months**

- Development Services Department prepares report and presents bylaw amendment(s) to Council requesting consideration of first and second reading and scheduling of the Public Hearing.
- A bylaw requires four readings before adoption.

#### **STEP #5 - Statutory Public Hearing**

**1 month**

- All Official Community Plan and Zoning Amendment Bylaws require a statutory public hearing.
- Statutory Notice Requirements.
- Council holds Public Hearing.

#### **STEP #6 - Final Bylaw Readings**

**1-3 months**

- Council Consideration of Third Reading of Bylaws.
- Ministry of Transportation and Infrastructure shall approve bylaw that concern provincial highways where they are within a radius of 800 metres from the closest intersection.
- Council Consideration of Fourth and Final Reading of Bylaws

## **SCHEDULE "I"**

### **Major Development Permit Approval Process**

#### **STEP #1 – Pre Application Meeting**

- Meet with Development Services Department to confirm Village application requirements and any other agencies or interests that may have comments related to the application request.
- 

**Estimated Timeframe (depends on complexity of the application, responsiveness of the Applicant and workload of Village staff)**

**5-6 months**

#### **STEP #2 - Complete Application Submission**

- Submit application in accordance with municipal requirements.
- Post project information sign on property affected.

#### **STEP #3 - Village and Agency Review and Reporting**

**2 months**

- Development Services Department refers the application to internal and external agencies for comment.
- Consideration by the Advisory Design Review Commission (Applicant may attend meeting).
- Development Services Department completes detailed review of request considering the existing municipal policies and agency comments.
- Development Services Department meets with and/or prepares correspondence to Applicant outlining the comments received and any additional information that is required.

#### **STEP #4 - Council Consideration**

**1 month**

- Development Services Department prepares report for Council's review and whether the Major Development Permit should proceed to a Public Information Meeting.

#### **STEP #5 - Public Information Meeting**

**0.5-1 month**

- Statutory Notice Requirements.
- Public Information Meeting.
- 

#### **STEP #6 - Council Consideration**

**0.5-1 month**

- Development Services Department prepares report for Council recommending consideration of Major Development Permit approval.

#### **STEP #7 – Development Permit Issuance**

**1-3 months**

- Applicant Addresses Conditions which may include entering into a Subdivision and Servicing Bylaw and posting of security for on and off site works and landscaping.
- Issuance of Major Development Permit.
- Registration of Major Development Permit on Title.

## **SCHEDULE “J”**

### **Development Variance Permit Approval Process**

#### **STEP #1 – Pre Application Meeting**

- Meet with Development Services Department to confirm Village application requirements and any other agencies or interests that may have comments related to the application request.
- 

**Estimated Timeframe (depends on complexity of the application, responsiveness of the Applicant and workload of Village staff)**

**1.5-2 months**

#### **STEP #2 - Complete Application Submission**

- Submit application in accordance with municipal requirements.

#### **STEP #3 - Village and Agency Review and Reporting**

**1 month**

- Development Services Department refers the application to internal and external agencies for comment.
- Development Services Department completes detailed review of request considering the existing municipal policies and agency comments.
- Development Services Department meets with and/or prepares correspondence to Applicant outlining the comments received and any additional information that is required.

#### **STEP #4 Public Notification**

- Village prepares public notification of Council's consideration of the Development Variance Permit.

#### **STEP #5 - Council Consideration**

**0.5-1 month**

- Development Services Department prepares report for Council recommending consideration of Development Variance Permit approval.
- Council makes decision on variance request.

#### **STEP #6 - Registration of Development Variance Permit on Title**

## **SCHEDULE "K"**

### **Minor Development Permit Approval Process**

#### **STEP #1 – Pre Application Meeting**

- Meet with Development Services Department to confirm Village application requirements and any other agencies or interests that may have comments related to the application request.
- 

**Estimated Timeframe (depends on complexity of the application, responsiveness of the Applicant and workload of Village staff)**

**2-4 months**

#### **STEP #2 - Complete Application Submission**

- Submit application in accordance with municipal requirements.

#### **STEP #3 - Village and Agency Review and Reporting**

**0.5-2 months**

- Development Services Department refers the application for internal review.
- Consideration by the Advisory Design Review Commission (Applicant may attend meeting).
- Development Services Department completes detailed review of request considering the existing municipal policies and referral comments.
- Development Services Department meets with and/or prepares correspondence to Applicant outlining the comments received and any additional information that is required.
- Manager of Development Services consider approval, rejection or further consideration of the application.
- within thirty (30) calendar days of the Manager's decision the applicant may request that the decision of the Manager be reconsidered by Council, or the Manager may request a decision from Council;
- Manager shall submit a report to Council; and
- If applicable, the Council considers the application.

#### **STEP #4 – Development Permit Issuance**

**1-2 months**

- If approved by the Manager/Council, Applicant addresses Minor Development Permit conditions.
- Issuance of Minor Development Permit.
- Registration of Minor Development Permit on Title.

**SCHEDULE “L”**

**Temporary Use Permit Approval Process**

**STEP #1 – Pre Application Meeting**

- Meet with Development Services Department to confirm Village application requirements and any other agencies or interests that may have comments related to the application request.

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**Estimated Timeframe (depends on complexity of the application, responsiveness of the Applicant and workload of Village staff)**

**3.5-6 months**

**STEP #2 - Complete Application Submission**

- Submit application in accordance with municipal requirements.

**STEP #3 - Village and Agency Review and Reporting**

**1-2 months**

- Development Services Department refers the application to internal and external agencies for comment.
- Consideration by the Advisory Land Use Commission (Applicant may attend meeting).
- Development Services Department completes detailed review of request considering the existing municipal policies and agency comments.
- Development Services Department meets with and/or prepares correspondence to Applicant outlining the comments received and any additional information that is required.

**STEP #4 - Public Notification of Intent to Consider Temporary Use Permit**

**0.5 -1 month**

- Statutory Notice Requirements.

**STEP #5 - Council Consideration**

**1 month**

- Development Services Department prepares report for Council's review recommending consideration of the Temporary Use Permit.
- Council considers approval of Temporary Use Permit.

**STEP #6 – Temporary Use Permit Issuance**

**1-2 months**

- Applicant addresses conditions of the Temporary Use Permit.
- Issuance of Temporary Use Permit.
- Registration of Temporary Use Permit on Title.

**SCHEDULE “M”**

**Permit Renewals**

**STEP #1 – Pre Application Meeting**

- Meet with Development Services Department to confirm Village application requirements and any other agencies or interests that may have comments related to the renewal.
- 

**Estimated Timeframe (depends on complexity of the application, responsiveness of the Applicant and workload of Village staff)**

**3-4 months**

**STEP #2 – Submit Written Renewal Request**

- Submit application in accordance with municipal requirements.

**STEP #3 - Village and Agency Review and Reporting**

**1 months**

- Development Services Department refers the application any affected internal and external agencies for comment.
- Development Services Department completes detailed review of request considering the existing permit approval, municipal policies and agency comments.
- Development Services Department advises Applicant of any comments received and any additional information that may be required.

**STEP #4 - Council Consideration**

**1 month**

- Development Services Department prepares report for Council's review recommending consideration of the permit renewal.
- Council considers approval of permit renewal in accordance with Village policies and bylaws as well as the *Act*.
- 

**STEP #5 –Permit Renewal Issuance**

**1-2 months**

- Applicant addresses conditions of the permit.
- Issuance of renewed permit.
- Registration of renewed permit on Title.

**SCHEDULE “N”**  
**Subdivision and Bare Land Strata Approval Process**

**STEP #1 – Pre Application Meeting**

- Meet with Development Services Department to confirm Village application requirements and any other agencies or interests that may have comments related to the application request.
- 

**Estimated Timeframe (depends on complexity of the application, responsiveness of the Applicant and workload of the Approving Officer)**

**3-12 months**

**STEP #2 - Complete Application Submission**

- Submit application in accordance with municipal requirements.

**STEP #3 - Village and Agency Review and Reporting**

**1-2 months**

- Development Services Department refers the application to internal and external agencies for comment.
- Development Services Department completes detailed review of request considering the existing municipal policies and agency comments.
- Development Services Department meets with and/or prepares correspondence to Applicant outlining the comments received and any additional information that is required.

**STEP #4 – Issuance of Tentative Approval Letter**

**1 month**

- Tentative Approval Letter prepared by the Approving Officer outlines the conditions for the subdivision and/or lot consolidation.

**STEP #5 – Plan Approval**

**1-9 months**

- Applicant addresses all the requirements identified in the Tentative Approval Letter and other statutory requirements.
- Subdivision or lot consolidation plan registered on title.



**SCHEDULE “N”**  
**Strata Title Conversions Approval Process**

**STEP #1 – Pre Application Meeting**

- Meet with Development Services Department to confirm Village application requirements and any other agencies or interests that may have comments related to the renewal.
- 

**Estimated Timeframe (depends on complexity of the application, responsiveness of the Applicant and workload of Village staff)**

**3-4 months**

**STEP #2 – Submit Written Request**

- Submit application in accordance with municipal requirements.

**STEP #3 - Village and Agency Review and Reporting**

**1 months**

- Development Services Department refers the application any affected internal and external agencies for comment.
- Development Services Department completes detailed review of request considering the request, municipal policies and agency comments.
- Development Services Department advises Applicant of any comments received and any additional information that may be required.

**STEP #4 - Council Consideration**

**1 month**

- Development Services Department prepares report for Council’s review recommending consideration of the conversion.
- Council considers approval of the conversion request accordance with Village policies and bylaws as well as the *Strata Property Act*.

**STEP #5 –Strata Conversion Approval**

**1-2 months**

- Applicant addresses conditions of the approval.
- Issuance of approval by the Village authorized signatory signing the strata plan.
- Registration of the strata plan.