

THE CORPORATION OF THE VILLAGE OF SLOCAN

BYLAW NO. 587

BEING A BYLAW TO ESTABLISH PROCEDURES FOR THE PROCESSING LAND DEVELOPMENT APPLICATIONS

WHEREAS Council has adopted an Official Community Plan (hereinafter referred to as “the OCP”) and a Land Use Bylaw;

AND WHEREAS Council has designated areas within the OCP where Development Permits are required;

AND WHEREAS Council shall, under Section 895 of the *Local Government Act*, by bylaw establish procedures to amend the OCP, Land Use Bylaw or issue permits;

NOW THEREFORE the Council of the Village of Slocan in open meeting assembled, enacts as follows:

1. CITATION

This bylaw may be cited for all purposes as “**Development Procedures Bylaw No. 587, 2010**”.

2. PURPOSE

Pursuant to section 895 of the *Local Government Act*, this bylaw defines the procedures under which an owner of land may apply for an amendment to the Official Community Plan, Land Use Bylaw or for the issuance of a development permit, a development variance permit or review by the Board of Variance.

3. SCOPE

This bylaw shall apply to:

- a) an amendment to the Official Community Plan;
- b) an amendment to the Land Use Bylaw;
- c) the issuance of Development Permits or a Development Variance Permits;
- d) review by the Board of Variance;

Hereinafter referred to as “the application”.

4. APPLICATION

The application shall be:

- a) made by the owner of the land involved or by a person authorized by the owner;
- b) made to the Chief Administrative Officer (hereinafter referred to as the CAO) for Village of Slocan on the prescribed form; and
- c) accompanied by the required information identified on the application form.

5. FEES

The fees outlined in the Village of Slocan “Fees and Charges Bylaw” must accompany any application made under this bylaw. An application shall not be considered complete until the Village of Slocan has received full payment of all fees and received a complete application with all supporting documentation required as outlined on the application form and in this bylaw.

6. APPLICATION REQUIREMENTS FOR SUPPORTING DOCUMENTATION

A. OFFICIAL COMMUNITY PLAN AND LAND USE BYLAW AMENDMENT APPLICATIONS

An application for an Official Community Plan or Land Use Bylaw Amendment shall include the supporting documentation outlined in Schedule "A" attached to and forming part of this Bylaw.

B. DEVELOPMENT PERMIT

An application for a Development Permit shall include the supporting documentation outlined in Schedule "B" attached to and forming part of this Bylaw.

C. DEVELOPMENT VARIANCE PERMIT

An application for a Development Variance Permit shall include the supporting documentation outlined in Schedule "C" attached to and forming part of this Bylaw.

D. BOARD OF VARIANCE

An application to the Board of Variance shall include the supporting documentation outlined in Schedule "D" attached to and forming part of this Bylaw.

7. NOTICE OF DEVELOPMENT SIGNS

In the case of applications to amend the OCP or the Land Use Bylaw, the applicant shall be responsible for erecting development proposal signage to the specifications outlined in Schedule "E" attached to and forming part of this bylaw.

8. NOTIFICATION

Pursuant to the *Local Government Act* (Sections 892, 893, 921 and 922), a notice where required for an OCP amendment, rezoning or development variance, shall be mailed or otherwise delivered to owners and tenants within a minimum distance of 60 metres from the centre of the property under consideration.

9. NOTIFICATION OF REFUSAL

Where an application under this Bylaw has been refused by the Village, the CAO shall notify the applicant in writing within thirty (30) days of the date of refusal.

10. RE-APPLICATION

Subject to Section 895(3) of the *Local Government Act*, re-application for an amendment or permit that has been refused by Council, shall not be considered within a six (6) month period immediately following the date of refusal.

11. REPEAL

The "Village of Slocan Procedures Bylaw No. 406, 1989" is hereby repealed in its entirety.

12. SEVERABILITY

If any portion of this bylaw is for any reason held to be invalid by a Court of competent jurisdiction, the invalid portion shall be severed and the portion that is invalid shall not affect the validity of the remainder of this bylaw.

13. EFFECTIVE DATE

This Bylaw shall come into force and effect upon its adoption.

READ A FIRST TIME this 9th day of December, 2009.

READ A SECOND TIME this 9th day of December, 2009.

READ A THIRD TIME this 9th day of December, 2009.

FINALLY PASSED AND ADOPTED this 11th day of January, 2010
and Numbered 587.



Mayor



Chief Administrative Office

Certified a true and correct copy of the "Development
Procedures Bylaw No. 587, 2010"



Chief Administrative Officer

SCHEDULE "A"
To Development Procedures Bylaw No. 587

DEVELOPMENT APPLICATION ATTACHMENT INFORMATION
FOR AMENDMENTS TO THE OCP OR LAND USE BYLAW

ATTACHMENT	DETAILS
1. STATE OF TITLE CERTIFICATE	A copy of the title, issued not more than 30 days prior to the application date, for any parcel of land subject to the application and a copy of all non-financial charges (i.e. restrictive covenants, easements and right-of-ways, etc.) registered on the subject property(s). A copy of the title and the related documents can be obtained directly from the Land Title Office or through a Government Agent's Office, a notary, lawyer or search company.
2. AGENT AUTHORIZATION	Written consent of all property owners, with one or more owners appointing an applicant to act as agent for all purposes associated with the application.
3. APPLICATION FEE	The application fee as set out in the applicable Village of Slocan Fees and Charges Bylaw shall accompany the application.
4. PROVINCIAL SITE PROFILE	As per current Contaminated Sites Legislation
5. SITE PLAN	Site plan of the proposed development drawn to scale and showing dimensions. The site plan must include: ○ The civic address and full legal description of the property; ○ Lot dimensions ○ Existing or required rights-of-way or easements; the name and extent of roads and lanes adjacent to the property, showing the traveled portion of the roads and lanes scaled from the property line to the edge of pavement; ○ Location and dimensions (including setbacks) of existing and proposed buildings and structures on the site (a recent survey plan is preferable) ○ Location of any existing wells or other water sources on the property ○ Location of any existing or proposed septic fields ○ Location of any watercourses, steep banks or slopes on or adjacent to the property ○ Location of any existing community services of water, storm drainage and rights-of-way on the site or adjacent to the site ○ Location of ditches, fire hydrants, fire department connections, gas lines, kiosks, hydro and telecommunications poles Submission shall include one small scale letter sized copy of the proposed site plan.
6. PROPOSAL SUMMARY	An outline of the type of development or land use proposed including: ○ the number of units, lots and gross floor area if applicable ○ Explanation of compliance with current zoning and proposed deviation or change, if applicable ○ Explanation of community/neighbourhood benefit and impact of the proposal

DEVELOPMENT APPLICATION ATTACHMENT INFORMATION
SCHEDULE "A" CONTINUED

ATTACHMENT	DETAILS
7. DEVELOPMENT PLANS	○ Detailed drawings of the proposed development, including building sections, elevations and floor plans proposed for the site. Development Permit applications must include information regarding building form and character (i.e. exterior finish) ○ A project summary sheet outlining gross site area, density and number of dwelling units, site coverage, heights, setbacks, off-street parking (required and actual), off-street loading (required and actual) and other relevant data ○ Location and width of existing or proposed access(es) to the property, driveways, maneuvering aisles and parking layout
8. NOTICE OF DEVELOPMENT SIGN	As outlined in Schedule "A" of this bylaw.
9. ADDITIONAL INFORMATION THAT MAY BE REQUIRED	○ Contour plan showing land contours before and after lot grading for the subject property and the adjacent properties ○ Geotechnical analysis ○ Survey certificate to identify the location of existing buildings/structures or watercourses, top of banks of other physical features ○ Location of existing or proposed refuse enclosures, refuse and recycling bins ○ Architectural rendering which depicts the design, finish and colour of proposed buildings, landscaping detail and signage locations. Renderings must not be embellished with unrelated details such as vehicles, wildlife, mountain, etc. ○ Signage plans for free standing and fascia, canopy or projecting signs, including the location, dimensions, height, materials and total sign area for each sign

SCHEDULE “B”
To Development Procedures Bylaw No. 587

DEVELOPMENT APPLICATION ATTACHMENT INFORMATION
FOR DEVELOPMENT PERMITS

ATTACHMENT	DETAILS
1. STATE OF TITLE CERTIFICATE	A copy of the title, issued not more than 30 days prior to the application date, for any parcel of land subject to the application and a copy of all non-financial charges (i.e. restrictive covenants, easements and right-of-ways, etc.) registered on the subject property(s). A copy of the title and the related documents can be obtained directly from the Land Title Office or through a Government Agent’s Office, a notary, lawyer or search company.
2. AGENT AUTHORIZATION	Written consent of all property owners, with one or more owners appointing an applicant to act as agent for all purposes associated with the application.
3. APPLICATION FEE	The application fee as set out in the applicable Village of Slocan Fees and Charges Bylaw shall accompany the application.
4. PROVINCIAL SITE PROFILE	As per current Contaminated Sites Legislation
5. SITE PLAN	Site plan of the proposed development drawn to scale and showing dimensions. The site plan must include: ○ The civic address and full legal description of the property; ○ Lot dimensions ○ Existing or required rights-of-way or easements; the name and extent of roads and lanes adjacent to the property, showing the traveled portion of the roads and lanes scaled from the property line to the edge of pavement; ○ Location and dimensions (including setbacks) of existing and proposed buildings and structures on the site (a recent survey plan is preferable) ○ Location of any existing wells or other water sources on the property ○ Location of any existing or proposed septic fields ○ Location of any watercourses, steep banks or slopes on or adjacent to the property ○ Location of any existing community services of water, storm drainage and rights-of-way on the site or adjacent to the site ○ Location of ditches, fire hydrants, fire department connections, gas lines, kiosks, hydro and telecommunications poles Submission shall include one small scale letter sized copy of the proposed site plan.
6. PROPOSAL SUMMARY	An outline of the type of development or land use proposed including: ○ the number of units, lots and gross floor area if applicable ○ Explanation of compliance with current zoning and proposed deviation or change, if applicable ○ Explanation of community/neighbourhood benefit and impact of the proposal

DEVELOPMENT APPLICATION ATTACHMENT INFORMATION
SCHEDULE “B” CONTINUED

ATTACHMENT	DETAILS
7. DEVELOPMENT PLANS	○ Detailed drawings of the proposed development, including building sections, elevations and floor plans proposed for the site. Development Permit applications must include information regarding building form and character (i.e. exterior finish) ○ A project summary sheet outlining gross site area, density and number of dwelling units, site coverage, heights, setbacks, off-street parking (required and actual), off-street loading (required and actual) and other relevant data ○ Location and width of existing or proposed access(es) to the property, driveways, maneuvering aisles and parking layout
8. NOTICE OF DEVELOPMENT SIGN	As outlined in Schedule “A” of this bylaw.
9. ADDITIONAL INFORMATION THAT MAY BE REQUIRED	○ Contour plan showing land contours before and after lot grading for the subject property and the adjacent properties ○ Geotechnical analysis ○ Survey certificate to identify the location of existing buildings/structures or watercourses, top of banks of other physical features ○ Location of existing or proposed refuse enclosures, refuse and recycling bins ○ Architectural rendering which depicts the design, finish and colour of proposed buildings, landscaping detail and signage locations. Renderings must not be embellished with unrelated details such as vehicles, wildlife, mountain, etc. ○ Signage plans for free standing and fascia, canopy or projecting signs, including the location, dimensions, height, materials and total sign area for each sign
10. LANDSCAPE PLAN	Site plan drawn to scale and showing dimensions, including any existing or proposed screening, landscaping and fencing

SCHEDULE "C"
To Development Procedures Bylaw No. 587

DEVELOPMENT APPLICATION ATTACHMENT INFORMATION
FOR DEVELOPMENT VARIANCE PERMITS

ATTACHMENT	DETAILS
1. STATE OF TITLE CERTIFICATE	A copy of the title, issued not more than 30 days prior to the application date, for any parcel of land subject to the application and a copy of all non-financial charges (i.e. restrictive covenants, easements and right-of-ways, etc.) registered on the subject property(s). A copy of the title and the related documents can be obtained directly from the Land Title Office or through a Government Agent's Office, a notary, lawyer or search company.
2. AGENT AUTHORIZATION	Written consent of all property owners, with one or more owners appointing an applicant to act as agent for all purposes associated with the application.
3. APPLICATION FEE	The application fee as set out in the applicable Village of Slocan Fees and Charges Bylaw shall accompany the application.
4. PROVINCIAL SITE PROFILE	As per current Contaminated Sites Legislation
5. SITE PLAN	Site plan of the proposed development drawn to scale and showing dimensions. The site plan must include: ○ The civic address and full legal description of the property; ○ Lot dimensions ○ Existing or required rights-of-way or easements; the name and extent of roads and lanes adjacent to the property, showing the traveled portion of the roads and lanes scaled from the property line to the edge of pavement; ○ Location and dimensions (including setbacks) of existing and proposed buildings and structures on the site (a recent survey plan is preferable) ○ Location of any existing wells or other water sources on the property ○ Location of any existing or proposed septic fields ○ Location of any watercourses, steep banks or slopes on or adjacent to the property ○ Location of any existing community services of water, storm drainage and rights-of-way on the site or adjacent to the site ○ Location of ditches, fire hydrants, fire department connections, gas lines, kiosks, hydro and telecommunications poles Submission shall include one small scale letter sized copy of the proposed site plan.
6. PROPOSAL SUMMARY	An outline of the type of development or land use proposed including: ○ the number of units, lots and gross floor area if applicable ○ Explanation of compliance with current zoning and proposed deviation or change requested ○ Explanation of community/neighbourhood benefit and impact of the proposal

DEVELOPMENT APPLICATION ATTACHMENT INFORMATION
SCHEDULE "C" CONTINUED

ATTACHMENT	DETAILS
7. DEVELOPMENT PLANS	○ Detailed drawings of the proposed development, including building sections, elevations and floor plans proposed for the site. ○ A project summary sheet outlining gross site area, density and number of dwelling units, site coverage, heights, setbacks, off-street parking (required and actual), off-street loading (required and actual) and other relevant data ○ Location and width of existing or proposed access(es) to the property, driveways, maneuvering aisles and parking layout

SCHEDULE “D”
To Development Procedures Bylaw No. 587

DEVELOPMENT APPLICATION ATTACHMENT INFORMATION
FOR BOARD OF VARIANCE

ATTACHMENT	DETAILS
1. STATE OF TITLE CERTIFICATE	A copy of the title, issued not more than 30 days prior to the application date, for any parcel of land subject to the application and a copy of all non-financial charges (i.e. restrictive covenants, easements and right-of-ways, etc.) registered on the subject property(s). A copy of the title and the related documents can be obtained directly from the Land Title Office or through a Government Agent’s Office, a notary, lawyer or search company.
2. AGENT AUTHORIZATION	Written consent of all property owners, with one or more owners appointing an applicant to act as agent for all purposes associated with the application.
3. APPLICATION FEE	The application fee as set out in the applicable Village of Slocan Fees and Charges Bylaw shall accompany the application.
4. PROVINCIAL SITE PROFILE	As per current Contaminated Sites Legislation
5. SITE PLAN	Site plan of the proposed development drawn to scale and showing dimensions. The site plan must include: ○ The civic address and full legal description of the property; ○ Lot dimensions ○ Existing or required rights-of-way or easements; the name and extent of roads and lanes adjacent to the property, showing the traveled portion of the roads and lanes scaled from the property line to the edge of pavement; ○ Location and dimensions (including setbacks) of existing and proposed buildings and structures on the site (a recent survey plan is preferable) ○ Location of any existing wells or other water sources on the property ○ Location of any existing or proposed septic fields ○ Location of any watercourses, steep banks or slopes on or adjacent to the property ○ Location of any existing community services of water, storm drainage and rights-of-way on the site or adjacent to the site ○ Location of ditches, fire hydrants, fire department connections, gas lines, kiosks, hydro and telecommunications poles Submission shall include one small scale letter sized copy of the proposed site plan.
6. PROPOSAL SUMMARY	An outline of the type of development or land use proposed including: ○ the number of units, lots and gross floor area if applicable ○ Explanation of compliance with current zoning and proposed deviation or change, if applicable ○ Explanation of community/neighbourhood benefit and impact of the proposal

DEVELOPMENT APPLICATION ATTACHMENT INFORMATION

SCHEDULE "D" CONTINUED

ATTACHMENT	DETAILS
7. DEVELOPMENT PLANS	○ Detailed drawings of the proposed development, including building sections, elevations and floor plans proposed for the site. Development Permit applications must include information regarding building form and character (i.e. exterior finish) ○ A project summary sheet outlining gross site area, density and number of dwelling units, site coverage, heights, setbacks, off-street parking (required and actual), off-street loading (required and actual) and other relevant data ○ Location and width of existing or proposed access(es) to the property, driveways, maneuvering aisles and parking layout

SCHEDULE "E"
To Development Procedures Bylaw No. 587

**NOTICE OF DEVELOPMENT
PROPOSAL SIGN REQUIREMENTS**

These requirements apply to applications for amendments to the Official Community Plan or Land Use Bylaw.

Specifications:

The Notice of Proposed Development signage shall be a minimum of 1.2 m X 1.2 m in size and constructed of 1.3 cm plywood or other durable material with a white background and black letters. The Format Sheet specifies the requirements regarding the materials and format of the Notice of Proposed Development signage.

Locations:

That applicant shall ensure one sign is erected on each street frontage of the site to inform the public about the nature and purpose of the application. The signage shall be located within six (6) metres of the street frontage and approximately the mid point of the subject property. The signage shall be clearly visible from the street and be securely fixed to the ground. The signage shall be located a minimum 1.2 metres above the ground. Note: Small corner sites may be permitted to have only one sign at the discretion of Chief Administrative Officer.

Timing:

The applicant shall prepare and post the notification sign in accordance with the sign specifications within 10 days of making the application to the Village and verify to the Chief Administrative Officer that the sign(s) have been erected.

Posting:

It is the responsibility of the applicant to make, buy, or rent the sign(s) and to post the same. Failure to install the sign(s) according to these requirements will result in a postponement in the processing of the application.

Removal:

The applicant shall ensure the signage is removed within one week of the application being refused or approved by Council or within one week of the application being withdrawn by the applicant.

Schedule "E" Continued
To Development Procedures Bylaw No. 587

**NOTICE OF PROPOSED DEVELOPMENT
SIGN FORMAT SHEET**

NOTICE OF PROPOSED DEVELOPMENT

SITE DESCRIPTION:

FROM:

TO:

IN ORDER TO DEVELOP:

**FOR FURTHER INFORMATION PLEASE CONTACT:
THE VILLAGE OF SLOCAN OFFICES
Telephone: (250) 355-2277
Email: cao@villageofslocan.ca**

NOTICE OF DEVELOPMENT SIGN SPECIFICATIONS

Sign Material: 1.3 cm plywood or durable material

Sign Size: 122 cm x 122 cm

Sign Lettering: Black enamel paint or
Black vinyl block lettering
(i.e., Helvetica, Switzerland Black)

"NOTICE OF PROPOSED DEVELOPMENT"

- 7.6 cm black letters

"SITE DESCRIPTION" (and all wording therein)

"FROM" (and all wording therein)

"TO" (and all wording therein)

"IN ORDER TO DEVELOP" (and all wording therein)

- 3.8 cm black letters

**"FOR FURTHER INFORMATION PLEASE
CONTACT:**

VILLAGE OF SLOCAN

(250) 355-2277

- 2.5 cm black letters