

File: UEL Policy Binder

May 2011

Re: Development Permit Applications for Single Family Homes

Background

The UEL is unique in that it requires Development Permits for the development of most single family homes. As a very small organization, the UEL Administration has limited administrative, planning and other technical resources.

To assist applicants with the DP application process the UEL has produced “A Guide to Development Permits within the University Endowment Lands” (the “Guide”). **The Guide and the *University Endowment Land Use, Building and Community Administration Bylaw* (the Bylaw) are available on line at www.universityendowmentlands.gov.bc.ca or in hard copy at the UEL Administration Office, 5495 Chancellor Boulevard, Vancouver, B.C. during regular office hours.**

Interpretation and application of the Guide and the Bylaw is best left to industry professionals who have experience with the UEL bylaw or similar requirements of other jurisdictions.

In consideration of the foregoing it is expected that persons seeking Development Permits in the UEL will hire their own consultants to complete the plans and application requirements in accord with the Guide and the Bylaw.

The role of UEL planning staff in the DP process is to provide technical analysis of applications to ensure that all bylaw and other requirements have been met. From time to time applicants try to rely on UEL planning staff to refine their plans in preparation for an application. This is inappropriate for a number of reasons:

1. It is not the planning staff's role to provide consulting services or design advice;
2. It takes planning staff away from bona fide applications that have been completed by other applicants; and,
3. It compromises the staff person's ability to remain impartial in the event that differences arise between an applicant and the UEL Administration in reviewing the formal application.

There are two other situations where staff time and resources are taken away from complete and compliant applications:

1. Where applications are submitted for technical review with serious deficiencies or shortcomings; and,
2. Where applicants want to make extensive changes to applications that have passed the technical review, sometimes on an ongoing basis.

Purpose of the Policy

In order to address the above noted concerns and provide a fair and equitable process to all applicants, the following policy is in effect immediately.

This policy clarifies the UEL's expectations of the applicant and the limits of service and advice that will be made available to potential applicants. It will also clarify when an application will be deemed to be cancelled by the UEL Manager and when a new application will be required.

Pre-application Consultation

1. Prior to submission of an application, staff will be available for a consultation with individuals interested in making a Development Permit Application (DPA). The pre-application consultation is **strictly voluntary** and is designed to clarify any aspects of the Bylaw and Guide that might seem unclear to a potential applicant. All information provided or advice received during a pre-application consultation is “without prejudice” to any subsequent review of the application.
2. Pre-application consultations will be arranged by appointment only and for a maximum of 30 minutes. Appointments can be arranged by calling 604-660-1810, ext. 24.
3. Interested persons must have reviewed a copy of the Bylaw and Guide and be prepared with questions. It is strongly recommended that applicants bring their design professional to the meeting along with any preliminary plans or drawings they have prepared.
4. There is no charge for the pre-application consultation.

Formal Application

5. Following the pre-application consultation an individual may make a formal DPA, along with the \$750.00 new application fee. The “**Development Permit Application Checklist**” contained in the Guide outlines the requirements for filing a DPA and a completed Checklist must be included in the application . Incomplete applications will not be accepted.
6. Submission of the formal DPA will be by appointment only. Appointments can be arranged by calling 604-660-1810, ext. 24.
7. DPAs are processed in the order in which they are received.
8. The first stage of the application is a technical review. Applications that meet all of the technical requirements will proceed to the public review stage.
9. Where an application does not pass the technical review, a letter outlining the deficiencies will be provided to the applicant.

10. The UEL Manager will determine whether the deficiencies are sufficiently material to require a new DPA and will advise the applicant in writing. A new application is subject to the \$750 application fee.
11. In the case of a failed application, the applicant may request another pre-application consultation (see sections 1 to 4 above) prior to making the new application.

Changes to Development Permit Application While Under Review

12. Once a DPA has passed the technical review, changes will generally not be permitted.
13. Any applicant wishing to make changes in their DPA must notify the UEL Manager in writing, setting out the proposed changes in detail.
14. Upon receipt of this notification the UEL Manager will instruct staff to stop work on the DPA, and will determine whether the changes are sufficiently material to require a new DPA.
15. If a new DPA is required to accommodate the changes, the UEL Manager will inform the applicant in writing that their application has been cancelled.
16. An applicant whose application has been cancelled may make a new DPA, along with the \$750.00 new application fee.
17. As a new DPA it will be considered in the order in which it is received, and be assigned a new place in the queue.

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