

OVERVIEW OF THE DEVELOPMENT APPLICATIONS PROCESS

The purpose of the Development Applications Guide is to assist applicants with the land use development applications process in the University Endowment Lands (UEL), which includes amendments to the UEL [Official Community Plan \(OCP\)](#), Changes of Land Use District (rezonings), and Development Permits.

What is an Official Community Plan (OCP)?

The UEL OCP provides a land use designation system that sets out a vision for how land can be used, developed, and built upon to guide future land use development in the UEL. The OCP provides objectives and policies related to land use development, housing, environmental protection, and the social and economic health of the UEL community.

What is the Change of Land Use District (Rezoning) process?

The Change of Land Use District process, commonly known as rezoning, refers to changing from one zoning district to another. Zoning regulates the density and land use of each legal parcel of land. Each property in the UEL has a zoning classification that specifies the use of the land pertaining to the types of structures and activities allowed. The UEL Official Community Plan describes intended land use designations in the UEL, and the UEL [Land Use, Building and Community Administration Bylaw \(LUB\)](#) specifies land use districts that outline permitted uses, density, lot coverage, lot size, setbacks, building height, off-street parking, landscaping, and other criteria.

When is an OCP amendment required?

An OCP amendment is required when a rezoning proposal is not consistent with the current OCP designation. A rezoning application and an OCP amendment application are processed concurrently. The justification for the OCP amendment must demonstrate a greater benefit to the UEL community than under the current designation, which may include public open space, employment-generating uses, environmental preservation, non-market and market rental housing, and improved infrastructure servicing.

When is a Change of Land Use District (Rezoning) Application required?

A Change of Land Use District application is required when a development proposal seeks to change the zoning district, land use, or density of a property.

When is a Development Permit (DP) required?

In general, a Development Permit must be obtained for all developments (including those that have been granted rezoning) prior to the commencement of any construction, demolition, alteration, excavation, or fill, as well as when:

- erecting or altering a dwelling or accessory building outside the “allowable building envelope” within the UEL Land Use District;
- developing a Conditional Approval Use; or
- undertaking certain other developments listed in the *LUB*.

There are some development proposals that are exempted from the DP requirements; see the “Development Permit” section of the *LUB* for more details.

How is a development application made?

See process charts below. A pre-application meeting with UEL staff is strongly recommended to help the

applicant determine the appropriate development application process.

When is neighbourhood support required?

A neighbourhood engagement process is not required for R4/R6 Land Use District development applications but is required for rezoning or a large-scale development application. Regardless of whether neighbourhood engagement is required or not, it is strongly encouraged that applicants conduct community outreach to inform residents affected by and to gauge support for the development proposal. Working collaboratively with neighbouring residents affected by the proposal helps reduce potential opposition as the project progresses.

How long will an application take?

Every project is unique. Factors that influence the timeline of the application process include the size, scope, and complexity of the project, the number of applications in progress, **the completeness and quality of all required submission materials**, whether the application is a stand-alone application or is a concurrent application linked with other types of applications, and whether the application is contested. The submission of a complete, high-quality application package will assist in the success and timely processing of the development application(s).

Depending on the complexity of the application(s), the UEL Manager may consider concurrent reviews of a Change of Land Use District application and a Development Permit application on a case-by-case basis. Note that the applicant assumes the risk when submitting a development permit application prior to receiving rezoning approval from the Minister responsible for the UEL. Furthermore, a Development Permit will not be issued until the Change of Land Use District application has been approved.

What costs are involved?

All development application fees are identified in the UEL [Fees Bylaw](#) and the UEL [Works and Services Bylaw](#). UEL staff will also provide guidance on the process and fees that may be required. Since the UEL is part of the Metro Vancouver Regional District, TransLink and Metro Vancouver Development Cost Charges may also apply. Please contact the UEL Administration Office with any questions.

Resources

Please refer to policies and guidelines on the [University Endowment Lands](#) website to assist in preparation of the application(s).

CHANGE OF LAND USE DISTRICT APPLICATION REVIEW PROCESS SUMMARY (see [LUB Schedule 11](#))**1. Pre-application Meeting on Concept Development**

- Applicant meets with UEL to discuss process and principles, and UEL staff provide information requirements
- Applicant may hold informal meetings to describe concept to key, interested parties

**2. Application Submission**

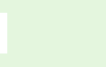
- Applicant submits Change of Land Use District (rezoning) application per *LUB Schedule 11* and UEL requirements (see also the [Development Applications Checklist](#))

**3. Technical Review**

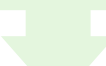
- UEL staff undertakes technical review of application for conformance to bylaw and other requirements; and, provides list of deficiencies to Applicant
- Applicant provides revisions - this step may repeat until conformance is met
- UEL instructs the applicant to erect public notification sign

**4. Community Consultation**

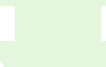
- UEL staff refers applications to agencies, Community Advisory Council (CAC), and Advisory Design Panel (ADP) per *LUB Schedule 11*, and depending on the scope of project, other interested parties
- UEL Manager may require public open house(s)
- Applicant provides revision based on comments; and, depending on extent of revision, consultation process may repeat
- UEL briefs Minister on Application status

**5. Zoning Bylaw Development**

- Minister responsible for the UEL delegates authority for zoning bylaw referrals, and may order a public meeting
- UEL staff draft bylaw(s) and refers draft bylaw(s) to CAC and ADP
- Public meeting, if stipulated

**6. Ministerial Decision**

- UEL staff brief Minister on draft bylaw(s) referral
- Minister decides on intention to enact bylaw(s)
- UEL staff initiates required public notification per the *UEL Act* (not more than 60 days and not less than 30 days before signing a Ministerial Order enacting the bylaw(s))
- Minister signs Ministerial Order enacting the bylaw(s)

**7. Development Permit (DP) Application**

- Upon bylaw enactment, Applicant moves forward to the DP approval process

DEVELOPMENT PERMIT APPLICATIONS REVIEW PROCESS SUMMARY (see [LUB S.7](#) and *Schedule 11*)

1. Pre-application Meeting on Concept Development (if the DP is not part of a rezoning process)

- Applicant meets with UEL staff to discuss project principles
- Applicant *may* hold informal meetings to describe the concept to key stakeholders prior to application submission, if the DP is not part of the rezoning process



2. Development Permit (DP) Application Submission

- Applicant prepares for application submission (see [Development Applications Checklist](#))



3. Technical Review

- UEL staff provide review and refers to agencies
- UEL staff provide a deficiency list and comments from agencies - this stage may involve multiple rounds of review and resubmission. High quality submissions may see the benefit of shorter review times
- The UEL Manager may request a public meeting



4. Neighbourhood Notification

- UEL staff instruct Applicant to provide project notification sign
- Community comments received through Neighbourhood Notification process
- Objections shared with Applicant to consider modifying application
- UEL Manager may refer application to CAC and ADP



5. UEL Manager's Decision

- If no community comments are received through the Neighbourhood Notification process, the UEL Manager will consider approving the DP
- If the issuance of a DP is appealed to the Minister, the Manager shall take no action until the Minister rules on the appeal



6. Building Permit Application

- Upon DP approval, Applicant moves forward to the Building Permit process