



UNIVERSITY ENDOWMENT LANDS

Development Permit Applications
for Single-Family Dwellings

POLICY

Purpose:

- To clarify the UEL's expectations regarding Development Permit (DP) applications and the limits of service and advice that will be made available to potential applicants.
- To clarify when a DP application will be deemed to be cancelled by the UEL Manager and when a new application will be required.

Background: The University Endowment Lands (UEL) is unique in that DPs are an integral part of the development of single-family lots. As a very small organization, 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" (the "Guide"). **The Guide and the *University Endowment Lands 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, BC during regular office hours.**

Interpretation and application of the Guide and the Bylaw are best left to industry professionals who have experience with the UEL bylaws and/or with similar requirements in other jurisdictions. It is generally expected that persons seeking DPs in the UEL will hire their own consultants to complete the plans and application requirements in accordance with the Guide and the Bylaw.

The role of UEL planning staff in the DP process is to review the applications against the UEL's bylaws and policies to ensure that all requirements have been met. It is not the role of UEL planning staff to refine an applicant's plans in preparation for an application; this is not appropriate for the following reasons:

1. It is not UEL 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 in accordance with the Bylaw by other applicants; and,
3. It compromises staff's ability to remain impartial if differences arise between an applicant and UEL Administration when 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 a continual basis.

In these situations, UEL Administration may decline to review the DP application until the deficiencies and/or shortcomings have been addressed, may require the applicant to pay the applicable revision fees prior to completing the review, or may require that a new application (along with applicable fees) be submitted.

DP Application Process:

Pre-application Consultation

- Prior to submission of an application, staff will be available for **one** 30-minute consultation with individuals interested in making a DP application. The pre-application consultation is **strictly voluntary** and is designed to clarify any aspects of the Bylaw and Guide that are unclear to a potential applicant. All information provided and/or advice received during a pre-application consultation is “without prejudice” to any subsequent review of the application.
- Interested persons must have reviewed the Bylaw and the Guide and must come prepared with questions. It is strongly recommended that applicants bring their design professional to the meeting along with any preliminary plans or drawings they may have prepared.
- The fee for this property-related service request is \$50.00.
- Pre-application consultations will be arranged by appointment only and are a maximum duration of 30 minutes. Appointments can be arranged by calling 604-660-1808 or by emailing UEL@gov.bc.ca.

Formal Application

- Following the pre-application consultation an individual may submit a formal DP application, along with the applicable application fee outlined in the [UEL Fees Bylaw](#). The **“Development Permit Application Checklist”** on the UEL website outlines the requirements for filing a DP application and a completed Checklist must be included in the application. Incomplete applications will not be accepted.
- Submission of the formal DP application is by appointment only. Appointments can be arranged by calling 604-660-1808 or by emailing UEL@gov.bc.ca.
- DP applications are processed in the order in which they are received.
- The first stage of the application is a technical review. Applications that meet all the technical requirements and bylaw regulations will proceed to the neighbourhood review stage.
- Where an application does not pass the technical review, a letter outlining the deficiencies will be provided to the applicant.
- UEL Administration will determine whether any deficiencies are sufficiently material to require a new DP application and will advise the applicant in writing. Applications that fail the technical

review more than twice are subject to revision fees and may also be required to submit a new DP application along with the applicable application fee.

- In the case of a failed application, the applicant may request another pre-application consultation (see section above) prior to making the new application.

Changes to Development Permit Application While Under Review

- Any applicant wishing to make changes to their DP application while under review must notify UEL Administration in writing, setting out the proposed changes in detail.
- UEL Administration will determine whether the changes are sufficiently material to require a new DP application or if the proposed changes can be reviewed under the current application, subject to the applicable revision fees per the UEL's Fees Bylaw.
- If a new DP application is required to accommodate the changes, UEL Administration will inform the applicant in writing that their proposal requires a new application.
- If the applicant decides to proceed with their new revised proposal, the original application will be cancelled and the applicant may submit a new DP application, along with the applicable application fee. The new application will be assigned a new place in the queue; all applications are reviewed in the order in which they have been received.

Advisements:

Original policy implemented in May 2011

Policy updated in March 2023

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