

PRE-APPLICATION GUIDE

A Pre-Application meeting is a helpful step for anyone submitting a development application. During this meeting, the Village staff carefully look at an initial application and provide feedback to the person applying before they submit a complete application.

General, land use policy and zoning regulation questions can be addressed directly by front counter or over the phone without a formal meeting.

Pre-application meetings are required for the following applications:

- Official Community Plan Amendments
- Zoning Bylaw Amendments
- Development Permits
- Development Variance Permits
- Temporary Use Permits
- Heritage Alteration Permits
- Subdivisions

For less complex applications (as determined by development services staff), a pre-application meeting may be conducted with a short phone call and email follow-up.

BENEFITS OF A PRE-APPLICATION MEETING

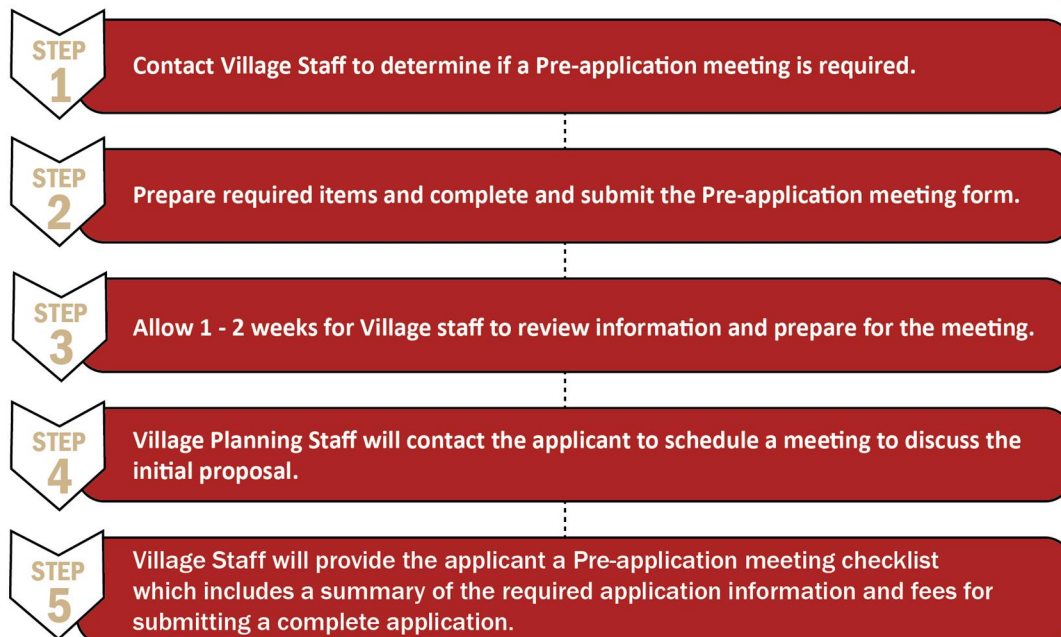
The purpose of the pre-application meeting is to help applicants figure out if there are any significant changes needed to your development plan before you officially apply. The feedback you receive during this meeting is meant to guide you in making improvements and ultimately save you time and money. However, it's essential to understand that the pre-application review doesn't mean the Village has made a decision to approve or reject your final application. This process is especially useful for big or complex projects.



WHAT TO EXPECT FROM A PRE-APPLICATION MEETING

In response to a complete pre-application meeting request staff will review the proposal and:

- Advise of any relevant land use policies and regulations to be aware of.
- Advise of site-specific or project-specific planning issues with respect to the proposal.
- Advise the applicant on the estimated application fee as outlined in the Village's [Fees Bylaw](#). Further development costs will be calculated as required.
 - Note that the application fee could change as a result of any changes made to the proposal after the pre-application meeting (i.e., number of units, gross floor area).
 - Application fees are set amounts as outlined in the Fees Bylaw. Additional development costs are dependant on the type of development and can include items such as: professional reports, surveys, planning rationale, securities, off-site works, legal fees etc.
- The information provided at the pre-application meeting will vary depending on the scope and complexity of a project, and the information provided to the Village by the applicant in the pre-application meeting request form.
- The following flowchart outlines the Pre-Application meeting process:



HOW TO PREPARE FOR A PRE-APPLICATION MEETING

You are required to prepare the following items to the Village before staff can schedule your pre-application meeting:

☐ **Completed Pre-Application Meeting Form**

☐ **Proposal Description**

- Provide a detailed description of your proposed development and/or land use including details of any proposed variances, Official Community Plan amendments (or deviations from the development permit area guidelines listed in the OCP), and Zoning Bylaw amendments. Ensure your description includes the long-term vision for your development. The more detail the better.

☐ **Site Plan & Building Elevations**

- Site plan must include lot area dimensions (metric). The drawings and/or plans must include sufficient detail to provide land use context and site limitations.
- Simple/preliminary building concepts are requested if the proposal is for a form and character Development Permit.

☐ **Proposed Servicing**

- Where servicing is needed, provide your preliminary plan

☐ **(OPTIONAL) Any other supporting plans or reports you would like staff to review.**

**IMPORTANT: To avoid unnecessary professional costs, hand-drawn plans may be submitted as long as they are correctly scaled and measured.*

