

Pre-Application Meeting Request Form



Please review the Pre-Application for Development Application Policy (attached) prior to submitting your application.

1. SITE DESCRIPTION

Address : _____

Property Identification Number: _____

2. APPLICANT

Name: _____

Business Name: _____

Applicant Is: Owner Architect Agent Contractor Other (specify): _____

Mailing Address: _____

City: _____ Postal Code: _____

Phone: _____ Fax: _____

Cell: _____ Email: _____

Signature: _____ Date: _____

3. APPLICATION DESCRIPTION

Existing

OCP Designation

Schedule A: _____

Local Area Plan: _____

Zoning: _____

Proposed

OCP Designation

Schedule A: _____

Local Area Plan: _____

Zoning: _____

Development Permit Area(s): _____

Heritage Conservation Area: _____

Variance(s) Required: _____

Current Use: _____

Proposed Use: _____



4. SUBMISSION REQUIREMENTS

- Application Fee (to be credited toward Development Application fees if a Development Application is submitted within 6 months of the date of the Pre- Application Meeting).
- Site Plan and Building Elevations
 - Site Plan must be clearly labeled and to scale. Existing bylaw size trees (20 cm trunk diameter or greater measured at 1.4 m above the ground) that are on or adjacent to the site should be noted on the Plan. The drawings and/or plans provided must include sufficient detail to provide land use context and site limitations.
 - Preliminary building elevations are required if the proposal would trigger a form and character Development Permit.
- Color Photos (indicate the direction of view on each photo)
 - One photo of the front of the subject property as viewed from the street;
 - One photo of the back of the subject property as viewed from the rear property line;
 - One photo of each neighbouring lot as viewed from the street (two photos in total);
 - Additional photo(s) to illustrate the site conditions; and
- Current Title Search and copies of legal documents registered on title
- Detailed Summary of the Proposal
 - Summary should include reference to how the proposal complies with the Official Community Plan, the Regional Growth Strategy, the Zoning Bylaw and the Subdivision and Development Standards Bylaw. The summary should also include a list of sustainable features of the proposal. If the proposal will require an Official Community Plan amendment, the summary should also include a description of how the proposal would benefit Delta.
- Owner Authorization

5. BRIEF SUMMARY OF PROPOSAL



6. OWNER AUTHORIZATION

This part must be signed by all owner(s) of the subject site. For strata properties, owner authorization must also be obtained from the Strata Council. If more than three owners of the property(s) are involved, please attach additional sheets.

I/We hereby consent to a pre-application meeting or meetings with City staff, and to engage in any follow-up discussions or receive correspondence pertaining to a proposed application.

Name of Owner(s): _____

Address: _____

City: _____ Postal Code: _____

Phone: _____ Cell: _____

Email: _____

Signature of Owner Date

Name of Signatory (Please print)

Signature of Owner Date

Name of Signatory (Please print)

Signature of Owner Date

Name of Signatory (Please print)



A Pre-Application Meeting is intended to assist a potential applicant with a complex enquiry related to an imminent development application. Land use policy and zoning regulation questions can be addressed directly by front counter or planning staff without a formal meeting. In general, Pre-Application Meetings will be considered for:

- Single detached residential development with five or more units;
- Strata title conversion;
- Multi-unit residential development;
- Mixed-used developments; or
- Developments with complex site constraints, as determined by staff.

If a Pre-Application Meeting is granted, please see below process and expectations related to the meeting. One meeting will be granted per application. An additional meeting will require senior staff approval and an additional fee may apply. An assigned City staff contact will be provided.

Meeting Attendance

The prospective applicant must attend the meeting and will be your designated point of contact for your Pre-Application Meeting request. Note that if the prospective applicant is not the property owner, then owner authorization is required. At least one staff member from Planning Services would be at the meeting. Depending on the nature of the enquiry, additional municipal staff may also be invited.

Responsibilities at the Meeting

At the Pre-Application Meeting, planning staff will:

- Advise of relevant land use policies and regulations pertaining to the subject property.
- Advise of planning issues with respect to the proposal.
- Review the list of application requirements for your proposal and the application process.

Staff will advise the applicant on costs that are outlined in Delta's Bylaws only. It is the applicant's responsibility to engage an engineering firm to undertake an analysis of Delta's existing infrastructure and determine if it is adequate to service the proposed development. Staff are not able to provide estimates of probable costs to adequately service the proposal.

Staff are not able to advise on the probability of success of an application. Pre-application comments are provided for preliminary discussion only and are not intended to be a complete set of Planning or Engineering requirements, or to be considered as approval of the proposal.

Meeting Results

Following the meeting, planning staff will provide a summary of the meeting notes to the prospective applicant.

**Community Planning & Development guides may change from time to time.
Consult with the Community Planning and Development Department to ensure
the information you are referencing is updated and accurate.
Please contact the Application Centre
at 604.946.3380 to ensure the information is current.**



Application Centre, Community Planning & Development

Contact Us: 604-946-3380 or CPD@delta.ca

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Page 4 of 4