

This Development Permit Guideline Checklist must be completed and submitted as part of a complete Development Permit application. The checklist helps applicants demonstrate how their proposal addresses the applicable Development Permit Area guidelines and assists staff in reviewing the application.

For each guideline, applicants must provide a written explanation describing how the proposal meets the guideline or, where applicable, why it does not. Statements such as “see plans,” “refer to drawings,” or similar references are not sufficient and will not be accepted in place of a written response. Supporting plans and reports may be provided but are intended to supplement, not replace, the explanations provided in this checklist.

General Environmental DPA Guideline	Applicant comments	City Staff review
1. Conserve Environmentally Sensitive Areas to the greatest extent possible while still developing as per the OCP land use designation and zoning and complying with senior government legislation. Variances that facilitate higher conservation levels are encouraged and can be facilitated through a development permit with variances as per the Development Applications Procedures and Delegation Bylaw.		
2. An Environmental Assessment Report prepared by a QEP is required and may be used to establish conditions for the issuance of a development permit. The Environmental Assessment Report must be based on site visits in addition to desktop review, and identify: a. Environmentally Sensitive Areas on the site. b. Applicable measures for compliance with provincial and federal legislation relating to Environmentally Sensitive Areas on site. c. Recommended measures to		

mitigate impacts of proposed development, including where variances would be required. d. A site plan prepared by a BC Land Surveyor that identifies: i. The proposed development relative to Environmentally Sensitive Areas and property lines, and ii. The applicable buffer or setback recommended by the QEP to separate the proposed development from Environmentally Sensitive Areas. e. Confirmation that all required pre-development federal and provincial environmental approvals have been granted for the proposed development.		
3. If the QEP report described in Guideline 2 (see above) identifies Environmentally Sensitive Areas not shown on any DPA map, then the applicant and the City shall treat those Environmentally Sensitive Areas as if they are shown on the applicable DPA map for the purposes of applying requirements of the more specific environmental DPAs.		
4. If the QEP report described in guideline 2 above confirms that there are no Environmentally Sensitive Areas on a parcel identified on a DPA map, then the applicant and the City shall treat the property as though it is not in the applicable DPA. This includes the case where a QEP determines that there is a physical barrier between the environmental feature and the subject property that creates a functional separation between the two.		
5. Density clustering is encouraged as a means for preserving		

Environmentally Sensitive Areas, which may require a development permit with variances.		
6. Setback requirements from an Environmentally Sensitive Area may be varied where it can be demonstrated that a “net positive improvement” for fish or wildlife habitat will result, subject to City, Provincial and Federal agency review where applicable		
7. The City may accept the transfer of Environmentally Sensitive Area lands to ensure their longterm protection; however, such transfers shall not be credited toward the 5% parkland dedication requirement at the time of subdivision.		
8. For all projects that involve development within an Environmentally Sensitive Area, the City shall require the applicant to post security at 110%.		