



DEVELOPMENT APPLICATION PROCEDURES FOR MAJOR DEVELOPMENT APPLICATIONS GOING TO DEVELOPMENT PERMIT BOARD

*Authority - Director of Planning
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The purpose of this bulletin is to outline the current procedures in dealing with major development applications going to the Development Permit Board.

- (1) The Planning Department will generally recommend refusal of preliminary development applications where significant design changes would be required.
- (2) No design revisions will be accepted to development applications within 31 days of the Development Permit Board meeting date or after review by the Urban Design Panel.
- (3) No change in the status of an application will be permitted after submission, i.e. preliminary to complete, unless agreed to by the Development Permit staff.
- (4) All information submitted for review by the Urban Design Panel must be previewed **first** by staff and be available at least three days prior to the scheduled Urban Design Panel meeting date.
- (5) Applications will not be accepted that are not fully complete with regard to required information per the check list.
- (6) If we are aware that “speedy” applications are put in the system just to obtain a Development Permit Board date and it is the applicant's intention to further develop and revise the scheme and submit revised plans later, the Planning Department will not schedule the application until the proper information has been submitted.
- (7) When a development application has been dealt with by the Development Permit Staff Committee, revisions will not be accepted between the Development Permit Staff Committee date and the Development Permit Board date. If, subsequent to a Development Permit Staff Committee review, an applicant doesn't want the application to proceed to the Development Permit Board, the only option is to withdraw the development application totally and resubmit at a later date with a new development application.

NOTE: For information on *submission requirements* and an explanation of Vancouver's *major development application review process*, please refer to **Brochure No. 3, “Development Permits for Major Developments**