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**BULLETIN 2009-001-AD/BU**

January 2, 2009

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## **CHANGES TO THE OCCUPANCY PERMIT APPROVAL PROCESS**

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In the past, it has been the City's practice to allow Development Permit requirements for off-street parking and landscaping to be finalized within six months following the Building's Occupancy Permit approval stage. The City will no longer accept the six month grace period for these requirements to be completed and the former DE conditions will be revised to reflect this change.

Effective February 1, 2009, all new DE permits will require that the following Development Permit requirements for off-street parking and landscaping be completed and satisfied prior to final Occupancy Permit approval:

- All provisions for loading and unloading spaces,
- All provisions for off-street vehicle parking,
- All provisions for bicycle parking spaces, and
- All provisions for landscaping including open site treatments.

Where it is not feasible, due to weather conditions, to complete the landscaping requirements prior to final occupancy approval, the City may permit the work to be delayed and completed after final occupancy. In these cases, the City will require that a monetary guarantee be provided to complete the work within an agreed time frame.

It will be the owner's responsibility to notify and provide the City at the Application for Occupancy Permit stage with the following:

- The intent to delay completion of the landscaping work,
- A suitable time frame for completion of the work with a predetermined completion date, and
- An irrevocable letter of credit or certified cheque payable to the City in the amount of 1% of the building permit construction cost up to a maximum of \$150,000.

For projects with a permitted delayed completion date, a Property Use inspector will schedule an inspection for the landscaping work on the predetermined completion date. If the Landscaping is in compliance, then the monetary guarantee will be returned to the applicant within two weeks following acceptance of the work. If the landscaping work is not in compliance, then the City will commence enforcement action.

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