



Applicant Checklist for Projects Involving Tenant Relocation Rezoning and Development Permit Process

1. REZONING PROCESS

A. Pre-Application

- Review applicable policies:
 - The rights and responsibilities of landlords and tenants is regulated by the Province and is set out in the Residential Tenancy Act: http://www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/00_02078_01

For more information, about the City's rental housing protection policies, please refer to the following documents:

- Rental Housing Stock ODP: <http://vancouver.ca/files/cov/rate-of-change.pdf>
- Rate of Change Guidelines: <http://former.vancouver.ca/commsvcs/guidelines/R021.pdf>
- SRA Bylaw: <http://vancouver.ca/people-programs/protecting-single-room-accommodations.aspx>

- Begin communication with tenants
The purpose is to inform tenants of the intent to redevelop and provide information on the process and timelines involved. Note: Applicants should not be issuing any Notices to End Tenancy at this early stage. For examples of sample communication forms, please see: <http://vancouver.ca/files/cov/communication-to-tenant-templates.pdf>

For larger projects or those in the West End, a pre-application meeting with tenants is suggested. Invitations to the meeting should be included with the letter above.

B. Application

- Applicants are encouraged to submit a Tenant Relocation Application Form, including rental statistics on the existing site and a draft Tenant Relocation Plan: <http://vancouver.ca/files/cov/tenant-relocation-application-form.doc>
 - Submit Final Tenant Relocation Plan
Staff will provide comments on the draft Tenant Relocation Plan proposed during the application. The Applicant will submit a revised draft Tenant Relocation Plan that incorporates feedback from staff.
 - Once the terms are agreed to by the City and applicant, the applicant is encouraged to communicate the Final Tenant Relocation Plan to tenants either by email or in writing. The document should be formatted in a way that is clear and user-friendly. For examples of sample Final Tenant Relocation Plans, please see: <http://vancouver.ca/files/cov/tenant-relocation-plan-example.pdf>
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C. Rezoning Report Approval

The Draft Tenant Relocation Plan will be included in the Staff (rezoning) report and brought forward to Council for approval at Public Hearing. The terms in the Plan will be satisfied during the Development Permit process, prior to issuance of the development permit.

2. DEVELOPMENT PERMIT PROCESS

A. Pre-Application

- Review the prior-to conditions related to tenant relocation outlined in the rezoning report (approved by Council), including the terms outlined in the Draft Tenant Relocation Plan.
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B. Application

- Submit updated rent roll, number of units occupied, name of tenants and a finalized Tenant Relocation Plan.
 - Submit Final Tenant Relocation Plan
The Final Tenant Relocation Plan should be submitted and will be approved by Staff prior to Director of Planning or Development Permit Services Committee approval of the application.
 - Communicate Final Draft Tenant Relocation Plan to tenants in writing either by mail or email. The document should be formatted in a way that is clear and user-friendly. For examples of sample Final Tenant Relocation Plans, please see: <http://vancouver.ca/files/cov/tenant-relocation-plan-example.pdf>
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C. Satisfying Prior- to Conditions

- Submit notarized declaration stating:
 - That each person occupying the building has been given written notice of the intent to redevelop the property;
 - The number of units occupied on the date of the notice;
 - Notices have been posted in conspicuous places in the building, advising of the intent to redevelop;
 - Signatures from each tenant and date verifying that they have **received** the terms of the Tenant Relocation Plan

For more information on what should be provided in the notarized declaration, and for instances where the building is vacant at the time of application, please refer to the Rate of Change Guidelines (page 2): <http://former.vancouver.ca/commsvcs/guidelines/R021.pdf>

For examples of notarized declarations, please see: <http://vancouver.ca/files/cov/notarized-declaration-template.pdf>

D. Prior to Issuance of Occupancy Permit

- Submit Final Tenant Relocation Report prior to issuance of building permit or occupancy permit. This report can be submitted to the City prior to the issuance of the building permit if the outcomes of the terms of the approved Tenant Relocation Plan have been fulfilled at this stage. The report should include:
 - Name of tenants
 - Indicates the outcome of their search for alternate accommodation
 - Summarizes the total monetary value given to each tenant (moving costs, rents); and
 - Summary of all communication provided by the tenants.
 - Ensure information on any tenants remaining at the time of DE issuance is submitted to staff when available.

To access the Final Tenant Relocation Reports template, please see: <http://vancouver.ca/files/cov/tenant-relocation-report-template.docx>