



# POLICY ENQUIRY APPLICATION FORM

This application form is for the Policy Enquiry process that may precede submission of a formal Rezoning Enquiry or Application. This process was designed for consideration of development concepts that deviate from Council-adopted policy or by-laws related to rezonings, but that meet or exceed Council priorities and goals.

- Download, complete, and send Policy Enquiry submissions to [policyenquiry@vancouver.ca](mailto:policyenquiry@vancouver.ca)
- The applicable fee for the Policy Enquiry Process is the [Application Requiring Rezoning Advice](#) (may be subject to change).
- Required materials include this application form and preliminary drawings, including:
  - 1)  site plan; 2)  massing study; 3)  shadow study; and 4)  programming scheme.
 Note that detailed architectural drawings will not be reviewed and additional information may be requested during the review process.

## 1. PROPOSAL INFORMATION

Project Name (if applicable)	
Property Address(es)	
Legal Description(s) and PID(s)	
Existing Zoning District	

<input type="checkbox"/> This proposal has been shared with staff prior to this application.	
Staff Contact(s)	

	Contact Information	For Payment Notice (if different)
Name		
Firm/Affiliation		
Address		
Phone		
Email		

Summary of Proposal

## 2. PROPOSAL STATISTICS

The information in this section is required to inform staff's response to two related [Council Motions](#). Approximate numbers or ranges are permitted.

Building Form and Uses		
Number of buildings		
Typology (high-rise, low-rise, townhouse, etc.)		
Building height(s) (m and ft.)		
Site area (sq. m and sq. ft.)		
Number of parking levels (including parking spaces)		
<a href="#">Green Buildings Policy Path</a>		
Proposed use(s), see <a href="#">Z&amp;D By-law Section 2</a> for definitions	<input type="checkbox"/> Dwelling Uses <input type="checkbox"/> Retail Uses <input type="checkbox"/> Service Uses <input type="checkbox"/> Office Uses	<input type="checkbox"/> Institutional Uses <input type="checkbox"/> Cultural and Recreational Uses <input type="checkbox"/> Manufacturing Uses <input type="checkbox"/> Parking, Transportation, Storage, Utility, Communication, or Wholesale Uses
Density		
	FSR	Floor area (sq. m and sq. ft.)
Total		
Dwelling Uses		
Retail Uses		
Service Uses		
Office Uses		
Institutional Uses		
Cultural and Recreational Uses (including rehearsal, production or performance/show space square footage)		
Manufacturing Uses		
Parking, Transportation, Storage, Utility, Communication, or Wholesale Uses		

<b>Number of residential units (including bedroom mix)</b>	
Social or supportive housing units	
Below-market rental units	
Market rental units	
Strata units	
Other (please specify)	
<b>Economic activity generated by proposal (approximate number of jobs generated)</b>	
Construction jobs	
Office jobs generated	
Cultural jobs generated	
Industrial jobs generated	
Retail spending	
Cultural spending	
Other economic activity (please describe)	
<b>Existing site conditions</b>	
There are rental tenants who are living in <a href="#">primary rental stock</a> .	
If there are currently tenants living in primary rental stock, will the proposal be offering the opportunity for them to return in the new building? (See Right of First Refusal in the <a href="#">Tenant Relocation and Protection Policy</a> ).	
Briefly describe the current status and uses on the existing site. For example, the number of existing buildings, the year(s) constructed, current uses and residential/commercial tenant attributes, whether any buildings are heritage and whether any buildings or tenants are planned to be retained.	
<b>Financial</b>	
Project value	
This proposal is expected to generate a <a href="#">Community Amenity Contribution (CAC)</a>	
This proposal intends to apply for a <a href="#">DCL Waiver</a> as per the eligibility outlined in the <a href="#">Rental Incentive Program</a> bulletin.	
This project will be seeking federal or provincial grants or loans, or other partnership funding opportunities. (Please specify)	

### 3. POLICY ANALYSIS

Describe the way in which your proposal does not meet Council-adopted policy or by-laws. Please review the [key rezoning policies](#) to help inform your responses.

Is the site in a designated area for change as set out in an enabling policy?	
If Yes, what is the name of the enabling policy?	
If Yes, what is the nature of the policy deviation?	<input type="checkbox"/> Height <span style="margin-left: 150px;"><input type="checkbox"/> Other (please describe)</span> <input type="checkbox"/> Density <input type="checkbox"/> Use <input type="checkbox"/> Tenure
Are there other policy deviations?	<input type="checkbox"/> <a href="#">Protected views</a> <span style="margin-left: 100px;"><input type="checkbox"/> Other (please describe)</span> <input type="checkbox"/> <a href="#">Shadowing (West End)</a> <input type="checkbox"/> <a href="#">CAC</a>
What other policies apply? (including City, Regional, i.e. removal of industrial lands)	

### 4. BASELINE CRITERIA

Briefly describe how your proposal meets one or more of the [Baseline Criteria](#). The proposal will be assessed against the baseline criteria to determine prioritization through the process

<p><b>Reconciliation and Cultural Redress:</b> Provides housing, employment opportunities, health and wellness strategies, and funding for projects that further Reconciliation work with First Nations and Indigenous peoples and communities. The Reconciliation and Cultural Redress seeks to deliver outcomes that achieve cultural redress, equity, and social and cultural infrastructure needs of the First Nations, urban Indigenous people, or other systemically marginalized Ethno-Cultural communities.</p>	
<p><b>Housing:</b> Delivers 100% secured rental housing units with a component of below-market rental units.</p>	
<p><b>Jobs and economy:</b> Provides or intensifies job space in alignment with the <a href="#">Employment Lands and Economy Review</a>.</p>	
<p><b>Other City-serving amenity:</b> Includes a significant public amenity pursuant to the City's <a href="#">Community Amenity Contributions Policy for Rezonings</a>.</p>	

## 5. REVIEW CRITERIA

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Staff will review your proposal against the detailed review criteria below. Proposals should strive to meet or exceed the goals(s) outlined below. Review these criteria carefully when you develop your proposal rationale. You may also wish to provide supplementary information such as a rationale letter as part of your submission.

<sup>1</sup> Per Council amendment.

### 1. Housing

**Goal:** Provide a range of affordable housing choices by shifting towards a focus on rental, social, and supportive housing **as well as owner occupied homes for first-time buyers<sup>1</sup>.**

**Criteria:**

- If the proposal is located within the boundaries of a community / area plan, does it exceed the requirements of the plan (e.g. deeper affordability or a larger number of affordable units) or achieve the plan objectives in an all-rental development?
- Does the proposal retain existing purpose-built rental units, or if not possible, replaced with affordability retained and tenants supported?
- Does the proposal meet the City's housing affordability goals, focusing on households with incomes below \$80,000? Does it achieve deeper levels of affordability for households with lower incomes and/or other housing barriers and/or underserved tenant populations (e.g. lone-parent families, people with disabilities, etc.)?
- Does the proposal support the shift to the right supply of housing, with strong emphasis on rental housing and community-based housing?
- Does the proposal include strata floor area? (Note: strata developments that are not compliant with existing policy should be considered only in exceptional circumstances due to potential for speculative impacts on land value.)

**Describe how the proposal meets or exceeds this goal:**

## 2. Jobs

**Goal:** Ensure a resilient local economy that provides a broad range of employment opportunities for all with a particular focus on fostering a **strong green, creative and tech sectors**<sup>1</sup>.

**Criteria:**

- Does the proposal assist with addressing the challenges identified through the Employment Lands and Economy Review?
- Provides major office or hotel space in high demand areas (DT West, Broadway Corridor, Oakridge)
- Increases small office / retail-commercial space above what is typically delivered in residential or choice of use areas
- Delivers stacked light industrial space
- Provides secured space for non-profit operators / arts and culture / social services / social enterprise / childcare
- Does the proposal maintain capacity for jobs in industrial and other employment only areas (e.g. CBD) and does not introduce residential in these areas?

**Describe how the proposal meets or exceeds this goal:**

## 3. Cultural, Social, and Other City-Serving Amenities

**Goal:** Fulfill a City goal and/or meet City targets that is otherwise difficult to achieve through existing mechanisms or policy, including social or cultural infrastructure, i.e. [Culture|Shift](#)

**Criteria:**

- Does the proposal include a significant public amenity(ies), including social and/or cultural public amenity(ies), based on an identified need in the community and cannot be delivered through existing mechanisms (e.g. childcare, community facilities, cultural spaces, new park space)?
- Is there an immediacy of the opportunity based on funding / partnership opportunities?
- If the proposal is located within the boundaries of a community / area plan, does the proposal include a significant public amenity, pursuant to policy direction in the plan and/or the area Public Benefit Strategy, that is beyond what would be expected as a CAC in the proposed development under plan policy?
- Does the proposal meet a City goal and/or target, i.e. Culture|Shift goals, priorities and cultural space targets?
- Does the proposal secure significant cultural space and meet Reconciliation and/or Cultural Redress infrastructure needs of the community?

**Describe how the proposal meets or exceeds this goal:**

## 4. Energy and Greenhouse Gases

**Goal:** Eliminate dependence on fossil fuels, helping residents and local businesses survive and thrive in a post-carbon era

**Criteria:**

- Is the proposal in an area well-served by sustainable active transportation networks, such as pedestrian, public transit and bike infrastructure (or can be provided through development) to meet City goals for safety and sustainable transportation (including Transportation 2040 & Climate Emergency Action Plan)?
- Is the project light wood frame or mass timber? Will it be built to exceed building code energy requirements by at least 50%? Is there on-site renewable energy provided?

**Describe how the proposal meets or exceeds this goal:**

## 5. Neighbourhoods

**Goal:** Ensure our neighbourhoods are places where residents and workers have access to open space, shops and community amenities and where urban land use and street networks support everyone's ability to walk, roll, and take transit for their daily needs

**Criteria:**

- Is the proposal located in an area that has convenient access to shops, community centres or neighbourhood houses, childcare, parks, plazas, or other open space amenities?
- Will the proposal make a significant contribution to the completeness of the neighbourhood, through a combination of increased affordable housing, local-serving retail, and/or public amenities which meet a demonstrated community need?
- Does the proposal retain existing local-serving commercial or non-profit spaces, or if not possible, replace these with affordability retained and tenants supported?
- If the proposal is located within the boundaries of a recently approved [community / area plan](#) (2010 onward), are there other specific factors that need to be considered (will vary by plan area policies)?

**Describe how the proposal meets or exceeds this goal:**

## 6. Ecology

**Goal:** Enhance biodiversity and connect natural habitat areas and waterways

**Criteria:**

- Does the proposal offer opportunities to enhance a local environmental area, create a park connection, and/or create a biodiversity corridor?
- Is the proposal located within the [Still Creek](#) or [Musqueam Creek](#) catchment areas?

**Describe how the proposal meets or exceeds this goal:**

## 7. Municipal Infrastructure

**Goal:** Ensure existing infrastructure capacity is protected by analyzing the impact on water, wastewater, drainage services, transit/ transportation, structures and climate adaptation and enabling opportunities to create more resilience and ability to respond to climate change

**Criteria:**

- What is the City's understanding of infrastructure capacity to support the proposed development (e.g. potable water, sewer, drainage, roads, transportation, public safety)? What resources (\$, time, people) are needed to evaluate the proposal?
- Does the proposal deliver on the goals of climate adaptation, such as green infrastructure and onsite rainwater management or enabling increases in sustainable modes of transportation?
- Will it trigger additional technical analysis/review and funding needs and/or infrastructure planning discussions (and how much)? Are there off-site improvements, or other regional utilities implications?
- Is the proposal in an area well-served by the transportation network and transit capacity to meet City goals for safe and sustainable active transportation (including Transportation 2040 & CEAP)?

**Describe how the proposal meets or exceeds this goal:**



## 6. ACKNOWLEDGEMENTS

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There are risks associated with engaging in the Policy Enquiry Process. Regardless of whether staff support the proposal, other factors may affect the viability of the proposal. Please review and consider these factors carefully:

- 1) The Policy Enquiry Process focuses on a review of the proposal from the perspective of land use regulations and policies, as assessed against the goals and criteria identified by Council. A comprehensive review of the proposal's form of development, landscape, parking, sustainability, rainwater management, utility servicing, and other requirements would be undertaken as part of a rezoning application process.
- 2) If the proposal proceeds as a rezoning, standard requirements through the rezoning enquiry and/or application process would apply. This includes an application form, applications fee(s) (including any fee associated with an Issues Report), other items on the submission checklist and a pro forma analysis to determine whether a CAC contribution would be applicable. Further, costs associated with transportation infrastructure, utility servicing, and DCLs, and others may be assessed as an outcome of the rezoning application process.
- 3) In accordance with Council Motions described in the report, staff are providing to Council on a quarterly basis a confidential list of proposals that deviate from Council-approved regulations and policies related to rezoning. In establishing the Policy Enquiry process, this *List* consists only of proposals that are associated with a Policy Enquiry application (see Recommendation B of the [Report](#)).
- 4) Proposals under the Policy Enquiry Process are submitted voluntarily and are acknowledged to be non-compliant with Council-approved regulations and policies related to rezoning. Staff recommendations though the Policy Enquiry process will inform further recommendations on any subsequent rezoning applications for Council's consideration. Any policy non-compliant rezoning applications that forego the Policy Enquiry Process will also be subject to the same evaluation criteria in the course of staff review. Ultimately, Council is the deciding and governing body to render decisions following a Public Hearing.

***I understand the preceding statements and the associated risks of submitting a voluntary Policy Enquiry application.***

Name of Applicant \_\_\_\_\_ Date \_\_\_\_\_