

Appendix

Parks & the Development
Approval Process

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Parks Division Roles in the Development Approval Process	
Preliminary Rezoning Submission	<p>Purpose: to describe the development proposal's general compliance with the OCP/ Area Plan/ Zoning Bylaw.</p> <ul style="list-style-type: none"> • Includes preliminary conceptual design for any parks or public open spaces (e.g., on-site walkways, plazas, greenways, neighbourhood links) • The Developer may be required to undertake public consultation prior to making a rezoning application <p>Process:</p> <ol style="list-style-type: none"> 1. Initial development proposal submission including conceptual plans, elevations, cross-sections, representative images 2. Staff/proponent meeting to discuss initial submission 3. Typically, 3 more submissions are reviewed before the rezoning submission is recommended to go forward
Rezoning Considerations	<p>Purpose: to describe legal requirements for rezoning (e.g., subdivision, road dedication, park dedication, registration of rights-of-way) and to describe the conditions that must be satisfied prior to the adoption of the rezoning bylaw (affordable housing, child care, public art)</p> <ul style="list-style-type: none"> • Describe all the required covenants and legal agreements that must be registered on title (e.g., child care, affordable housing, live/work) • Describe the requirements for Right-of-Way agreements (e.g., pedestrian, cycling, vehicle, u/g utilities) • Describe the Servicing Agreement requirements for the design and construction of off-site works for streets (roads, sidewalks, boulevards, tree protection, tree replacement), greenways, parks • Describe which works require Letters of Credit • Describe the Development Permit conditions (density calculations, etc.) • Describe the Building Permit conditions <p>Note: a preliminary calculation of DCC's may be requested and has been provided in some cases but there is no consistent practice for doing so.</p> <p>Process:</p> <ol style="list-style-type: none"> 1. A formal Rezoning Application is made by the proponent 2. Staff review and comment and begin preparation of rezoning considerations 3. Legal agreements are drafted

<p>Rezoning Application</p>	<p>Purpose: Approval of rezoning bylaw by Council and rezoning conditions including the form of development and off-site works including parks and public open spaces.</p> <p>Process:</p> <ol style="list-style-type: none"> 1. Staff report to Council includes: <ul style="list-style-type: none"> • Recommendations regarding approval of rezoning application • Outline of conditions to be met prior to final adoption • Rezoning considerations 2. First reading by Council <ul style="list-style-type: none"> • Approval or referral 3. Public hearing <ul style="list-style-type: none"> • Advertisement in newspapers, mail-out to adjacent property owners 4. Satisfaction of rezoning requirements 5. Final reading and adoption of Rezoning Bylaw by Council
<p>Park Concept Approval</p>	<p>Purpose: To receive Council approval for the acquisition and development of dedicated parkland provided directly through development.</p> <ul style="list-style-type: none"> • Define the terms of acquisition, design, and park development (who builds what and in what phases) • Developer provides conceptual plan and cost estimate • Staff are responsible for calculating the Operational Budget Impact (OBI) associated with the new park development. <p>Process:</p> <ol style="list-style-type: none"> 1. Staff approval of the conceptual design and cost estimate 2. Calculation of the OBI 3. Staff prepare report to Council recommending adoption of the park concept and the OBI 4. Council approval of the park concept and OBI
<p>Servicing Agreement</p>	<p>Purpose: To describe and secure financing for off-site works (e.g., utilities, roads, parks, street trees) and some on-site works (e.g., pump stations, SRW's incl. publicly accessible open space and pedestrian links)</p> <p>Process:</p> <ol style="list-style-type: none"> 1. Development of detailed design drawings by Developer 2. Drawing review and mark-up by Staff 3. Revisions and resubmission by Developer 4. Detailed design approval by Staff 5. Developer prepares an updated, detailed cost estimate 6. Value of DCC's and the applicable DCC credits are calculated by the City (Dev. Apps) 7. Value of the letter of credit is established (typically at 150% of the value of the works) 8. Law prepares SA and any accompanying legal agreements (ROW's, covenants)

<p>Development Permit <i>(sometimes concurrent with preparation of SA)</i></p>	<p>Purpose: Approval of form of development, density, etc. as well as confirm compliance with DP conditions (ESA, Agriculture, hazardous conditions, tree preservation/compensation)</p> <ul style="list-style-type: none"> • Submission of detailed design of off-site and on-site works • Potential reduction in the value of the letter of credit where sufficient detail is provided <p>Process:</p> <ol style="list-style-type: none"> 1. Advisory Design Panel submission 2. Staff review and comment 3. Once ADP and staff comments have been addressed, submission by Developer to Development Permit Panel for approval 4. Submission by Developer of letters of credit and any required contributions (e.g., public art) 5. Staff prepare report to Council recommending approval of Development Permit
<p>Building Permit (BP)</p>	<p>Purpose: To confirm compliance with BC Building Code and relevant bylaws.</p> <ul style="list-style-type: none"> • BP drawings are not typically circulated to Parks staff • On approval of BP, construction may commence
<p>Park and Public Open Space Construction</p>	<p>Purpose: Construction of SA works.</p> <ul style="list-style-type: none"> • Parks responsible for conducting field reviews of works occurring on dedicated parkland to ensure compliance with SA agreements • Parks responsible for conducting field reviews of SRW works to ensure compliance with SA agreements • Parks supports Engineering Inspections in field reviews of off-site street works and on-site works (works not included in Parks SA agreements) • All street tree planting (e.g., trees planted within road ROW's) are inspected by Parks staff <p>Process:</p> <ol style="list-style-type: none"> 1. Tender of park construction drawings by developer/owner. Tender bid pricing is used to confirm the value of DCC credits <p>Parks staff work with Inspections staff to:</p> <ol style="list-style-type: none"> 2. Attend site meetings with contractors 3. Prepare of regular field review reports 4. Confirm all required permits are in place 5. Review site layout to confirm compliance with SA drawings 6. Inspect all excavation and site preparation 7. Inspect all materials delivered to the site 8. Review grading and drainage to confirm compliance with SA drawings 9. Commissioning 10. Sign-off on completion of the terms of the SA agreement 11. Submission of as-built drawings by developer/owner for record purposes 12. Maintenance warranty period – developer/owner is responsible for maintenance and replacement of any deficient work for a pre-approved period (e.g., 1 to 2 years). Parks staff inspect all park assets during and at the end of the warranty period.