



THE RESORT MUNICIPALITY OF WHISTLER
 4325 Blackcomb Way TEL 604 932 5535
 Whistler, BC Canada V0N 1B4 TF 1 866 932 5535
 www.whistler.ca FAX 604 935 8109

DEVELOPMENT PERMIT APPLICATION LANDSCAPE ALTERATIONS - DELEGATED

Resort Experience, Planning Department
 Tel 604-935-8170 (direct)
 Email: planning@whistler.ca

Application Number DP _____ Received by _____ (OFFICE USE ONLY)

Subject Property Street Address: _____

Legal Description P.I.D. _____ Lot _____ D.L. _____
 Plan _____ Block _____ Zoning _____

Name of Registered Owner: _____

Mailing Address: _____

City: _____ Province: _____ Postal Code: _____

Phone: _____ Cell: _____ Email: _____

Name of Applicant/Agent: _____

Mailing Address: _____

City: _____ Province: _____ Postal Code: _____

Phone: _____ Cell: _____ Email: _____

For landscape alterations pertaining to wildfire fuel management:

A FireSmart™ Assessment (provided free of charge by RMOW Protective Services – contact Scott Rogers, FireSmart Coordinator at 604-966-4173 or srogers@whistler.ca) and a Landscape Modification Prescription Report by a qualified tree professional that provides a detailed prescription for the landscape modifications referenced in the Assessment authored by Scott Rogers. **It is recommended that the qualified tree professional meet on site with the FireSmart Coordinator before completing the above reports**

Does proposal include landscape alterations on adjacent municipal lands? Y N

If you answered yes to the above, the private landowner is responsible for all application submittal requirements respecting the adjacent municipal lands and will have to enter into a contract with the RMOW for landscape alterations on the adjacent municipal lands. Contact Scott Rogers, FireSmart Coordinator at 604-966-4173 or srogers@whistler.ca respecting contract requirements.

Application Fee: \$300.00	Title Search: \$21.00 (per P.I.D.) <input type="checkbox"/> Y <input type="checkbox"/> N
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SUBMITTAL REQUIREMENTS

In support of this application I/we submit:

- Application fee of \$300.00;
- Title Search (issued not more than 30 days from the date application is received) OR \$21.00 Title Search Fee in lieu (per P.I.D.);
- Written description and rationale for proposed landscape alterations;
- Documentation identifying proposed landscape alterations:
 - 1 hard copy plus a PDF of marked up 8" x 10" colour photographs of the existing landscaped area including identification of vegetation to be removed and retained **and/or**
 - a scaled site plan showing current landscaping conditions and proposed alterations /landscaping (in cases where a photograph does not sufficiently illustrate alterations). Include plant list with plant species, quantities, plant size and spacing; Refer to <https://www.whistler.ca/services/environmental-stewardship/bears/bear-attractants> for bear attractant plants that will not be approved.
- For landscape alterations pertaining to wildfire fuel management:
 - a Firesmart[®] Assessment (provided free of charge by RMOW Protective Services – contact Scott Rogers, Firesmart Coordinator at 604-966-4173 or srogers@whistler.ca) **and**
 - a Landscape Modification Prescription Report by a qualified tree professional that includes the Documentation described above.
- A general work schedule including estimated completion date;
- The name and contact information of the landscape professional who will perform the
- work; Strata authorization on form attached (as may be required);
- For comprehensive landscape alterations, Information Sign posted on the property within 7 days of submitting application. Submit digital photo of installed sign (see attached); and
- Any further information necessary for the processing of this application.

For a Development Permit Area designated for Protection of the Natural Environment submit the following:

- An Initial Environmental Review (refer to [Schedule O](#) of OCP).
- For any parcel of land any portion of which is in a "riparian assessment area" as defined in the [Riparian Areas Regulation](#), submit:
 - A report by a "qualified environmental professional"¹ as defined in the Riparian Areas Regulation prepared in accordance with the Assessment Methods set out in the Regulation and containing the certifications and opinions described in the Regulation.
- An Environmental Impact Assessment as may be determined by RMOW after review of IER above.

NOTE: Incomplete applications will not be accepted.

More detailed information may be requested during review of the application.

¹ "Qualified Environmental Professional (QEP)" means an applied scientist or technologist, acting alone or together with another qualified environmental professional to prepare a site investigation report or an assessment report if:

- i. the individual is registered and in good standing in British Columbia with a recognized professional organization, acting under that association's code of ethics and subject to disciplinary action by that association;
- ii. the individual's area of expertise is recognized in the environmental report's term of reference as one that is acceptable for the purpose of providing all or part of a report in respect of the particular development proposal that is being assessed; and
- iii. the individual is acting within that individual's area of expertise.

AUTHORIZATIONS

Authorization of Agent

I _____ authorize _____
(PRINT NAME of registered owner) (PRINT NAME of agent/person authorized to sign the application)

to act as agent and sign the application form to the Resort Municipality of Whistler on my/our behalf for the property known as:

(Civic address of property)

Signature(s) of registered owner(s)

Date

Signature(s) of Signing Officer(s) of Corporation

Corporate Seal(s), if applicable

Declaration

I, _____, **solemnly declare that the statements made**
(PRINT NAME)
by me upon this application are to the best of my belief and knowledge a true and complete representation of the purpose and intent of this application.

Signature of applicant or agent

Date

Personal information is being collected under the authority of the *Local Government Act* for the purpose of processing this application. This information is protected under the privacy provisions of the *Freedom of Information and Protection of Privacy Act*. If you have any questions about the collection of this information, contact the Director of Planning at 604-935-8170, Resort Municipality of Whistler, 4325 Blackcomb Way, Whistler, BC V0N 1B4.



Landscape Alteration Procedures

Good landscaping has many positive benefits and is a cost effective tool for improving the experience a place offers. It enhances the connection between the built environment and its natural surroundings as well as providing tangible benefits such as improved air quality and decreased soil erosion. Landscaping also improves aesthetics by softening the appearance of building edges, adding colour and screening less desirable views. Well maintained landscaping positively influences perceptions of comfort and safety and provides shady refuge options on summer days.

The Resort Municipality of Whistler (RMOW) seeks to work with property owners in an effort to ensure potential benefits from landscaping in Whistler are fully realized.

The following is a summary of the streamlined process for modifying existing landscaped areas on properties located in Development Permit Areas that are not in a “Riparian Assessment Area”. Alterations to landscaping in a “Riparian Assessment Area” require a Development Permit Application – Delegated. For simple tree thinning and limbing please see the related section on page 2.

Step-by-step Summary

1. Obtain a Development Permit Landscape Alterations - Delegated application form. (Delegated DPs may be approved by staff and do not require council approval or review by the Advisory Design Panel).
2. Contact Planning Department to request a site visit with staff ph. 604-935-8170.
3. Submit completed application form with fee(s) and supporting information.
4. Submit landscape security if applicable.

Staff will contact the applicant(s) to advise them of the decision on their application within two weeks of the applicant’s submittal of a complete application.

Permit Requirement

Development Permit Landscape Alterations - Delegated application forms specific to landscaping alterations are available on the RMOW website www.whistler.ca under [Business and Development / Application Forms](#). In addition to general requirements, the application requires applicants to provide documentation specific to their proposal.

For landscape alterations pertaining to wildfire fuel management a Firesmart[®] Assessment is provided free of charge by RMOW Protective Services – contact Scott Rogers, Firesmart Coordinator at 604-604-966-4173 or srogers@whistler.ca.

- If your proposal includes landscape alterations on adjacent municipal lands, the private landowner is responsible for all application submittal requirements respecting the adjacent municipal lands and will have to enter into a contract with the RMOW for landscape alterations on the adjacent municipal lands. Contact Scott Rogers, Firesmart Coordinator at 604-966-4173 or srogers@whistler.ca respecting contract requirements.

- **Supplemental information** may be requested by staff during the site visit or following application submission depending on proposed alterations. Supplemental information could include a replacement landscaping submission and a narrative or check list identifying actions taken to achieve *Whistler Green*¹ objectives.

Site Visit

Applicants should contact the Planning Department to request a site visit with members of the planning and landscaping team **prior to submitting their proposed landscaping alteration plans and their application(s)**. To facilitate the site visit applicants should flag vegetation and trees they plan to remove with ribbon. During the site visit, staff will determine if replacement landscaping is required and provide guidance on the appropriate size and type of replacement material. Depending on the extent of the replacement landscaping, staff will ask the applicant to submit either a letter or a site plan describing the plants and their locations. Staff may also recommend applicable *Whistler Green* objectives and standards and require a submission describing associated actions to be taken.

Underground Utilities

Locating underground utilities is the responsibility of the applicant. This can be done by:

- Calling BC One Call Before You Dig at 1-800-474-6886 and
- Calling RMOW Environmental Services at 604-935-8190.

Fee and Security

Applicants must pay the application fee(s) at the time of application.

A landscape security is also required for landscaping alterations valued over \$25,000. The security amount is 135% of the estimated value of the work and is due before the permit is issued. The estimated value of the work will be determined based on the estimate for supply and installation of replacement plant material provided by the landscape contractor. The security will be returned to the applicant when the landscaping work is complete consistent with application materials, less a 10% or minimum \$1,000 maintenance holdback for one year. The security may be in the form of a Letter of Credit from a bank, certified cheque or cash.

Tree Thinning and Limbing

Basic tree pruning is an expected annual landscape maintenance activity. However, in an effort to ensure tree health and aesthetics are maintained and that tree topping does not occur, persons seeking to thin or limb an existing tree must consult with Planning Department staff prior to commencing work. Staff may request at this time that a certified arborist be engaged to carry out the work. No permit or security is required.

We look forward to working with you!

Whistler Green Objectives:

Site / Landscape

Minimize disturbance to soils, vegetation and hydrology through careful location, design, construction practices and site rehabilitation.

Energy

Decrease energy requirements and associated greenhouse gas emissions; lower the share of energy supplied by non-renewable sources. Target net zero energy consumption.

Water

Reduce the total volume of water used for buildings and associated landscaping; lower the share of water needs met through the municipal potable system.

Materials

Use less new material through efficient design and engineering, and material reuse; increase the application of renewable, recycled and locally-sourced materials.

Waste

Lower the total volume of waste sent to landfills during construction and occupancy; work toward the community's goal of generating no landfill waste.

¹ The Resort Municipality of Whistler's Green Building Policy adopted by Council on October 20, 2008.



STRATA COMMON PROPERTY REPRESENTATION OF AUTHORITY

PROPERTY CIVIC ADDRESS

STRATA CORPORATION NO.

The undersigned, on behalf of Strata Corporation No. _____ (the "Strata Corporation"), in making application (the "Application") for a Building Permit, Development Permit or Development Variance Permit (the "Permit") to alter the Common Property of Strata Plan No. _____, being a Strata Manager (holding a valid license) licensed by the Real Estate Services Act as defined by the Strata Property Act represents to the Resort Municipality of Whistler (the "RMOW") that we are authorized to submit the Application and apply for and obtain the Permit on behalf of the Strata Corporation and that all appropriate resolutions of the Strata Corporation have been duly passed to authorize the proposed changes or alterations to the Common Property.

In the case where the Strata Corporation is not represented by a licensed Strata Manager the undersigned hereby represent to the RMOW that we are members of the Strata Council duly elected in accordance with the Strata Property Act, that we are legally authorized to submit the Application and obtain the Permit on behalf of the Strata Corporation and that all appropriate resolutions of the Strata Corporation have been duly passed to authorize the proposed changes or alterations to the Common Property and the making of this Application.

In making the above representation, the Strata Corporation acknowledges that the RMOW is relying on our representation in accepting the Application and issuing the Permit and the Strata Corporation releases the RMOW from any and all liabilities if the representation is untrue or inaccurate.

PLEASE COMPLETE THE FOLLOWING IF STRATA MANAGEMENT COMPANY IS PROVIDING REPRESENTATION OF AUTHORITY:

STRATA MANAGEMENT COMPANY NAME* (PLEASE PRINT)

STRATA MANAGER NAME* (PLEASE PRINT)

STRATA MANAGER SIGNATURE

SIGNED THIS ___ DAY OF _____ 20__

PLEASE COMPLETE THE TABLE ON PAGE OVER IF STRATA COUNCIL MEMBERS ARE PROVIDING REPRESENTATION OF AUTHORITY.



STRATA COMMON PROPERTY REPRESENTATION OF AUTHORITY

PLEASE COMPLETE THE FOLLOWING IF STRATA COUNCIL MEMBERS ARE PROVIDING REPRESENTATION OF AUTHORITY:

COUNCIL MEMBER NAME* (PLEASE PRINT)

STRATA LOT NO: _____

COUNCIL MEMBER SIGNATURE

SIGNED THIS _____ DAY OF _____ 20_____

COUNCIL MEMBER NAME* (PLEASE PRINT)

STRATA LOT NO: _____

COUNCIL MEMBER SIGNATURE

SIGNED THIS _____ DAY OF _____ 20_____

The Strata Title Act requires that permission from a Strata Corporation be obtained whenever construction affects Common Property. Written approval from the Strata Corporation is required whenever the proposed work involves Common Property or Limited Common Property.

"common property" means

(a) that part of the land and buildings shown on a strata plan that is not part of a strata lot, and

(b) pipes, wires, cables, chutes, ducts and other facilities for the passage or provision of water, sewage, drainage, gas, oil, electricity, telephone, radio, television, garbage, heating and cooling systems, or other similar services, if they are located

(i) within a floor, wall or ceiling that forms a boundary

(A) between a strata lot and another strata lot,

(B) between a strata lot and the common property, or

(C) between a strata lot or common property and another parcel of land, or

(ii) wholly or partially within a strata lot, if they are capable of being and intended to be used in connection with the enjoyment of another strata lot or the common property;

"limited common property" means common property designated for the exclusive use of the owners of one or more strata lots;

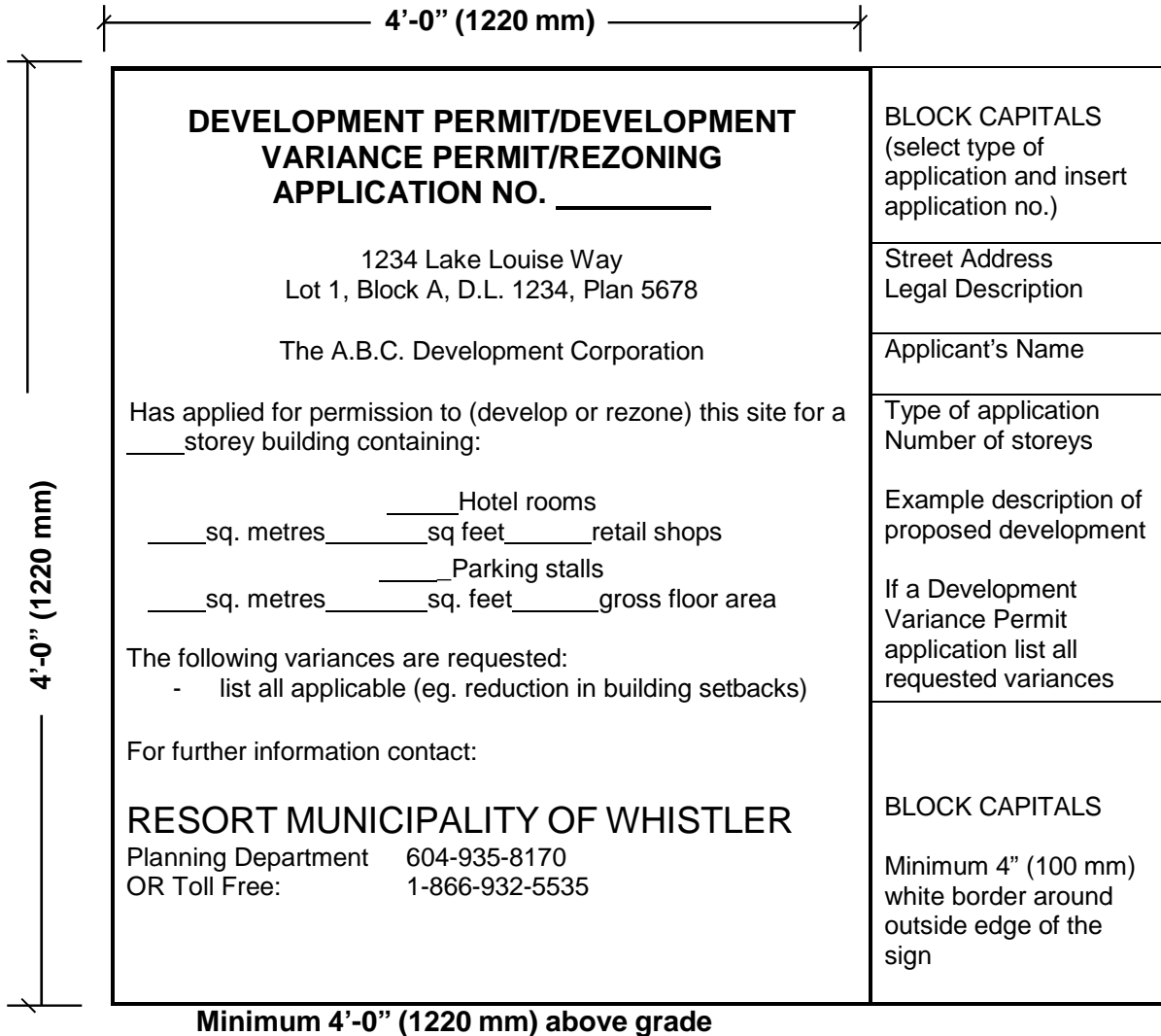
INFORMATION SIGN REQUIREMENTS

Applications are subject to the Resort Municipality of Whistler Land Use Procedures and Fees Bylaw No. 2019, 2012 information sign requirements.

1. An information sign is required to be posted for all rezoning, development permit and development variance permit applications.
2. The applicant must prepare and post an information sign on the land that is the subject of the application within 7 days of making the application and notify the municipal planner that the sign has been posted via an email containing a photo of the installed sign.
3. The information sign must conform generally to the specifications on page 2 of this handout and must state:
 - a. The type of application and application number
 - b. The applicant's name
 - c. The legal description and civic address of the affected property
 - d. A brief description of the proposal including proposed uses, floor areas and building heights in metric units, number of dwelling units, number of parking stalls
 - e. For a Development Variance Permit Application also list all requested variances (eg. reduction in building setbacks)
 - f. The text indicating the phone number of the Resort Municipality contact department for more details
4. Notification signs must be placed in a conspicuous location, be clearly legible from adjoining streets, and not be obstructed by vegetation or structures on the land.
5. The applicant must keep the notification sign posted and in good repair until the application has been approved or refused by the Council or its delegate.
6. Failure to comply with these requirements will delay the processing of the application.

SIGN SPECIFICATIONS FOR DEVELOPMENT PERMIT / DEVELOPMENT VARIANCE PERMIT / REZONING APPLICATIONS

1. SAMPLE SIGN



2. SPECIFICATIONS

- a) Black Arial lettering on white background;
- b) 3/4"(20 mm) plywood / 4" x 4" posts (138 x 139 mm);
- c) Posts to be driven into ground and braced;
- d) Rigid free-standing frame is acceptable for winter installation;
- e) A smaller size sign may be permitted in primary and secondary commercial areas.