



DEVELOPMENT PERMIT APPLICATION

CHECK ONE:

- DELEGATED NON-DELEGATED

Resort Experience, Planning Department
Tel 604-935-8170 (direct) Fax 604-935-8188
Email: planning@whistler.ca

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

**Subject property located in Development Permit Area # _____ ,
designated a development permit area for (check all that apply):**

- Form and Character of Commercial, Multiple Residential or Industrial Development
- Form and Character of Intensive Residential Development
- Protection of the Natural Environment
- Protection of Development from Hazardous Conditions
- Promotion of Energy and Water Conservation

Refer to the Official Community Plan (OCP) Development Permit Area Guidelines applicable to your property: http://www.whistler.ca/sites/default/files/related/ocp_-_text_-_oct_2012.pdf

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: _____ Fax: _____

Name of Applicant/Agent: _____

Mailing Address: _____

City: _____ Province: _____ Postal Code: _____

Phone: _____ Cell: _____ Email: _____ Fax: _____

Present use of property: _____

Description of proposed development: _____

Application Fee: <input type="checkbox"/> \$300.00 (Delegated) <input type="checkbox"/> \$750.00 (Non-Delegated)	Title Search: \$21.00 (per P.I.D.) <input type="checkbox"/> Y <input type="checkbox"/> N
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AUTHORIZATIONS

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

 Date

PROPERTY OWNER'S AGREEMENT

As of the date of this application, I am the registered owner of the lands described in the application. I have examined the contents of the application, certify that the information submitted with it is correct insofar as I have knowledge of these facts, and concur with the submission of the application. I acknowledge that the lands described in the application may be subject to applicable laws, regulations, and guidelines including, but not limited to, the Resort Municipality of Whistler Zoning and Parking Bylaw No. 303, 2015 and the *Local Government Act*. I agree to comply with all provisions of the Resort Municipality of Whistler Zoning and Parking Bylaw No. 303, 2015 and any other applicable legislation, if this application is approved. I understand that approval does not constitute a building permit and that drawings submitted for a building permit must match the approved Development Permit drawings.

 Signature of property owner

 Date

PAYMENT OF FEES

Enclosed is the fee for this application. I agree to pay any further costs (e.g. processing fees for professional and clerical staff time, legal and/or consultant fees, advertising expenses and miscellaneous disbursements at cost), which may be determined as this application is reviewed. Prior to the issuance of a development permit for the above noted property, the Resort Municipality of Whistler requires a commitment that all further expenses incurred by the Resort Municipality of Whistler will be paid within 30 days of billing.

BILLING DETAILS Name: _____

Address: _____

City: _____ Province: _____ Postal Code: _____

Phone: _____ Cell: _____ Email: _____

Your signature below will stand as your commitment to pay all applicable invoices.

 Signature of owner or applicant

 Date

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.

PROJECT DATA**Please fill in all areas applicable to your proposal:****Site Data**

Parcel Area:	m ²	Footprint (area) of all buildings on site:	m ²
Parcel Frontage:	m	Depth of lot(s):	m
Existing usable site area:	m ²	Proposed usable site area:	m ²
Existing landscaped area:	m ²	Proposed landscaped area:	m ²
Is the property located within 30m of a watercourse?	Y/N	Is there a tree preservation covenant on the property?	Y/N

Building Data

Existing site coverage:	%	Proposed site coverage:	%
Existing front setback:	m	Proposed front setback:	m
Existing rear setback:	m	Proposed rear setback:	m
Existing side setback (N/E/S/W):	m	Proposed side setback (N/E/S/W):	m
Existing side setback (N/E/S/W):	m	Proposed side setback (N/E/S/W):	m
No. of existing buildings:		Date(s) of construction:	
No. of buildings to be demolished:		No. of proposed buildings:	
Existing gross floor area by use (list below):		Proposed gross floor area by use (list below):	
	m ²		m ²
	m ²		m ²
	m ²		m ²
	m ²		m ²
Existing floor space ratio:		Proposed floor space ratio:	
Existing site coverage (area of buildings/lot size):	%	Proposed site coverage (area of buildings/lot size):	%
Existing building height(s):	m	Proposed building height(s):	m
No. of storey(s) in existing building(s):		No. of storey(s) in proposed building(s):	
No. of existing bed units:		No. of proposed bed units:	

Parking

No. of existing parking stalls:	No. of proposed parking stalls:
No. of existing loading stalls:	No. of proposed loading stalls:
No. of existing bus stalls:	No. of proposed bus stalls:
No. of existing accessible parking stalls:	No. of proposed accessible parking stalls:

SUBMITTAL REQUIREMENTS

For all Development Permit applications submit the following:

- Application fee.
- Title Search (issued not more than 30 days from the date application is received) OR a \$21.00 Title Search Fee in lieu (per PID).
- Copies of any title restrictions e.g. restrictive covenants, easements, rights-of-way.
- Strata authorization on form attached (as may be required).
- Information Sign posted on the property within 7 days of submitting application (see attached). Submit digital photo of installed sign.
- Written description of proposed development and design narrative relative to the Development Permit Area guidelines applicable of the property.
- Site Profile if any of the activities listed in [Schedule 2 of the Contaminated Site Regulation](#) has previously occurred or are presently occurring on the lands and your application involves soil excavation. Obtain Site Profile form here: <http://www2.gov.bc.ca/gov/content/environment/air-land-water/site-remediation/guidance-resources/forms>. Alternatively, a letter signed by the registered owner(s) confirming the Schedule 2 activities have never occurred on the lands.
- Green Building Checklist describing how the proposed development responds to the objectives in Section 2 of the [Green Building Policy](#), required for a DP Area designated for promotion of energy and water conservation, recommended for all other DP Area designations.
- Photographs showing the subject property and all adjacent development.
- Snow Management/Snow Shed Report prepared by a certified engineer, consistent with Council Policy G-16 (as may be required).
- Site Servicing Drawings if alterations to existing utilities or new utilities are proposed (see attached).
- Gross Floor Area Certification Letter if your application adds gross floor area (see attached).
- As may be required, for development in the Whistler Village DP Area:
 - Shadow Analysis (see [Schedule Y of OCP](#)).
 - View Analysis (see [Schedule X of OCP](#))
 - Construction Management Plan (see [Whistler Village Construction Management Strategy](#)).
- **1 hard copy plus a PDF** of the following drawings as may be relevant to illustrate the proposal (additional hard copies may be required).

Site Survey

- Prepared by a B.C.L.S. or a certified member of the Applied Science Technologists and Technicians of British Columbia who is registered in site improvement surveys (RSIS).

Context Plan

- Scale of 1:500 (minimum) or imperial equivalent, north arrow.
- Location of property including adjacent streets and zones.

Site Plans (existing and proposed)

- Scale of 1:200 (minimum) or imperial equivalent, north arrow.
- Building program (type of development, number of residential units, site area, gross floor area by use, floor space ratio, site coverage, parking and housing required and provided).
- Size and location of all existing and proposed buildings/uses including accessory buildings and structures, fences, retaining walls.
- For every multi-family residential complex greater than 11 dwelling units and every industrial, commercial and institutional use – the location, size and details of a wildlife proof solid waste separation and storage facility in accordance with [Solid Waste Bylaw No. 2139, 2017](#) and a solid waste management plan in accordance with subparagraph 26(1)(b)(vii) of Part 5 of [Zoning and Parking Bylaw No. 303, 2015](#). Refer to www.whistler.ca/waste-collection-areas-and-dp-requirements
- Driveway location, size, surface material, grades and dimensioned parking spaces.
- Proposed bicycle parking.
- Dimensioned setbacks.
- Drainage concept and snow storage areas.
- Location of adjacent sidewalks, streets and curbs
- Footprints of adjacent buildings within 9 m of property lines.
- Location of fire hydrants and service connections.

- Site services (sanitary and storm sewer lines, water lines, gas lines, telephone lines, cable, electricity)

Architectural Plans (existing and proposed)

- Scale of 1:100 (minimum) or imperial equivalent.
- Zoning analysis and parking calculation (existing and proposed).
- Dimensioned floor plans of all structures including typical unit plans.
- Elevations/sections showing proposed building height, exterior finishes and colours, signage and lighting.
- Roof plan showing snow dump areas, major roof structure and equipment and screening details.
- Site section from front to rear property line (minimum scale of 1:200) including adjacent streets, lanes and sidewalks.
- Outline elevations (except for Intensive Residential designation) and photos of buildings on adjacent sites within 9 m of property lines.
- Building material and colour samples.
- Specifications for proposed outdoor light fixtures.

Landscape Plan

- Scale of 1:200 (minimum) or imperial equivalent.
- Existing and finished grades.
- Open space and recreational amenities.
- Vegetation to be retained and method of protection during construction.
- Planting plan. Refer to <https://www.whistler.ca/services/environmental-stewardship/bears/bear-attractants> for bear attractant plants that will not be approved.
- Method of irrigation, if any.
- Proposed boulevard landscaping and paving (if applicable).
- Details of proposed landscape features including (but not limited to) all hard surfaces, decks, pathways, patios, fencing, light fixtures and water features.
- Retaining wall detail including top- and bottom- of wall elevations.

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.

Reports provided under this section may be used in support of a development permit application for up to 5 years from the date on which the report is certified by the QEP.

NOTE: Incomplete applications will not be accepted.

**More detailed information may be requested during review of the application.
Presentation quality plans may be required for Advisory Design Panel review.**

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.



STRATA COMMON PROPERTY REPRESENTATION OF AUTHORITY

PROPERTY CIVIC ADDRESS

STRATA CORPORATION NO.

The undersigned, on behalf of Strata Corporation No. _____ (the "Strata Corporation"), in consenting to the application (the "Application") of _____, the owner of Strata Lot No. _____ for a 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 under the Real Estate Services Act, represents to the Resort Municipality of Whistler (the "RMOW") that we are authorized to consent to the Application 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 consent to the Application 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 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

Page 2

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;

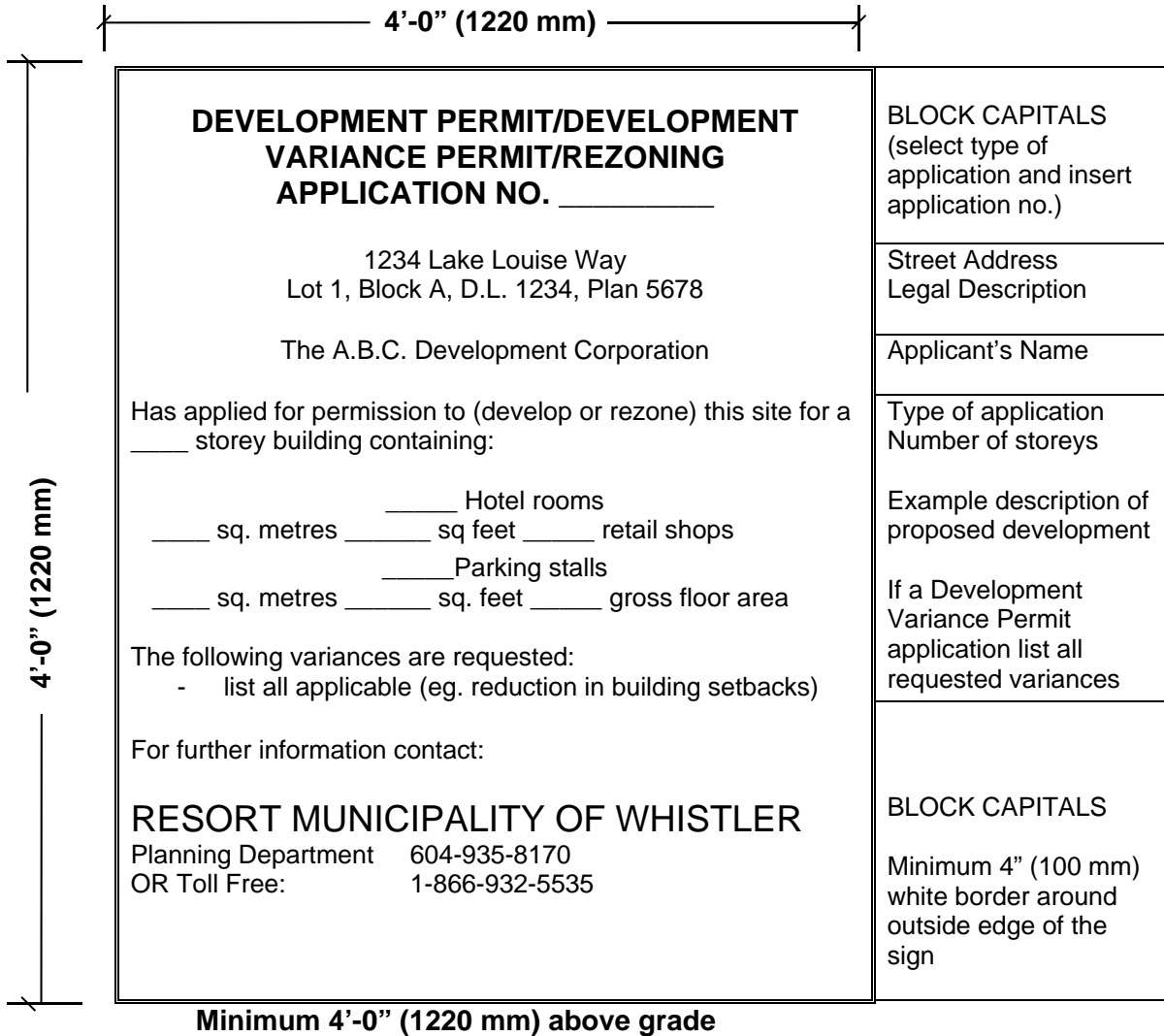
INFORMATION SIGN REQUIREMENTS

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



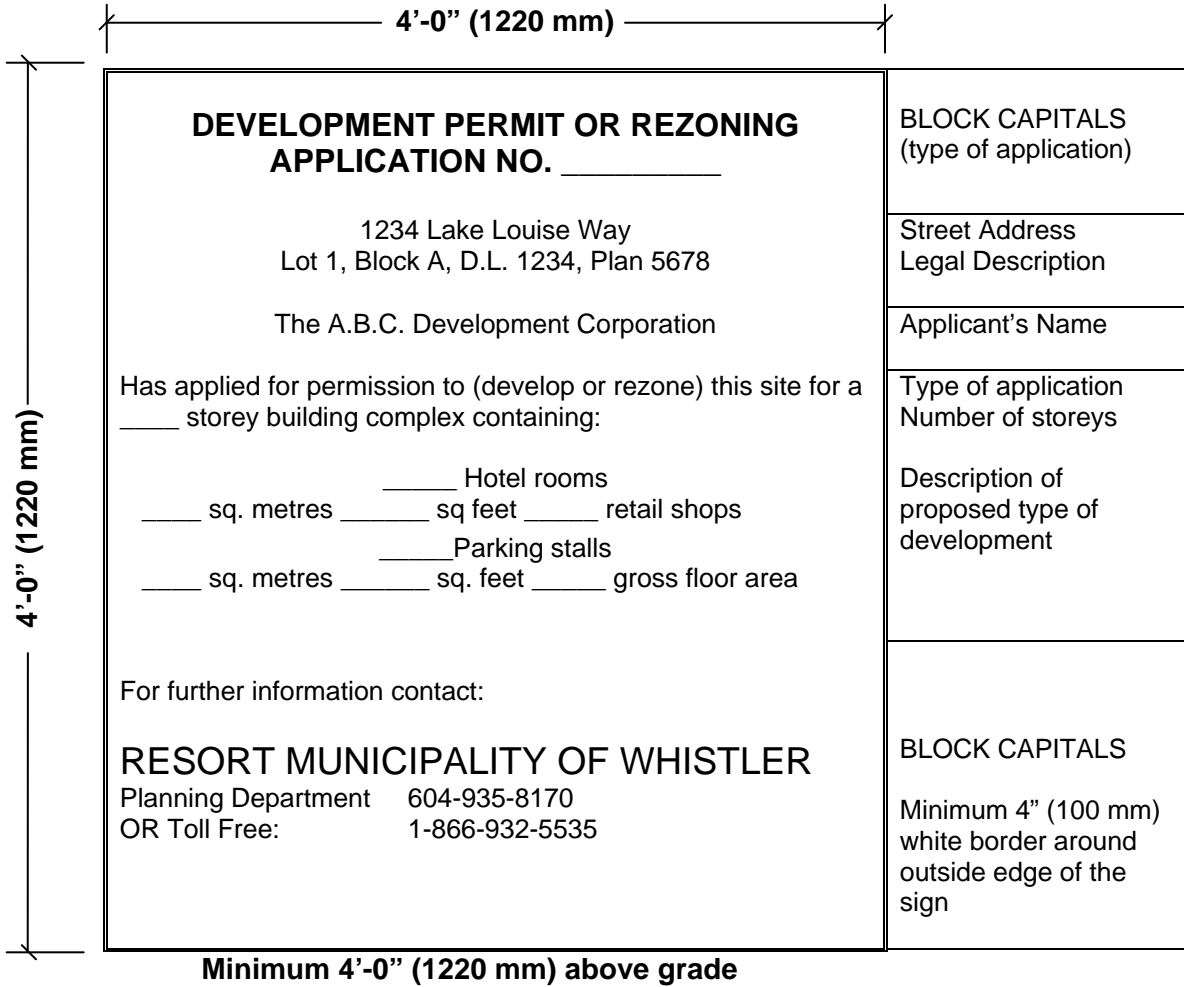
2. SPECIFICATIONS

- 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.



SIGN SPECIFICATIONS FOR DEVELOPMENT PERMIT & REZONING APPLICATIONS

1. SAMPLE SIGN



2. SPECIFICATIONS

- a) Black Helvetica lettering on white background;
- b) ¾"(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; and
- e) A smaller size sign may be permitted in primary and secondary commercial areas.

SITE SERVICING DRAWING REQUIREMENTS

General

- All site servicing drawings must be prepared on Standard A-1 format sheets and sealed by a Professional Engineer registered in the Province of British Columbia – six (6) sets.
- North arrow and scale. (Scale to be 1:250 metric or approved alternate.)
- All drawings must clearly distinguish between what “exists” and what is “proposed”.
- Survey benchmark and datum information. (All drawings to be referenced to NAD 83.)
- Outline of all buildings on site complete with lowest floor elevations.
- Full legal description of the subject property and all adjacent properties.
- Property lines of the subject property.
- Tree preservation zones.
- All existing and proposed easements and rights-of-way indicating legal plan numbers.

Drainage

- Location, size and invert elevation of Municipal storm sewer service with offset to property line.
- Sizes and invert elevations of all existing and proposed storm sewer mains and culverts.
- Pipe invert elevation and rim elevation of all proposed catch basins, lawn basins and manholes.
- Spot elevations on and adjacent to site to indicate grading.
- Existing and proposed swales and ditches on site and on adjacent sites to a designated ditch or storm sewer.

Roads

- Edge of pavement of existing and proposed roads and parking areas and including: curbs, parking stalls and road names.
- Typical road cross-section.
- Centre line profile for roads and lanes as required.

Waterworks

- Location, size and invert of Municipal water service with offset to property line.
- Existing and proposed water mains, service connections, hydrants and valves on site.
- Existing hydrants and water mains on adjacent parcels.

Sanitary Sewer

- Location, size and invert of Municipal sanitary sewer service with offset to property line.
- Sewer mains and manholes complete with diameters and invert elevations at manholes.

Hydro / Telephone / Cable TV

- All buried and above grade vaults, kiosks, pull boxes, etc.
- Location of hydro/telephone/cable TV service to the parcel and building with offset to property line.
- Existing and proposed poles.

Gas

- Location of existing and proposed gas lines and valves.

Flood Protection

- Flood Construction Level (FCL), where applicable.
- The centre line and invert elevations of water feature and designated flood routing, where applicable.

GROSS FLOOR AREA CERTIFICATION *

Resort Municipality of Whistler
4325 Blackcomb Way
Whistler BC V0N 1B4

Attn: Planning Department

Dear Sirs:

I have read and understand the following definitions from Zoning and Parking Bylaw No. 303, 2015 as amended:

“Gross Floor Area” means the total area of all floors in all buildings on a parcel, measured to the outside surface of the exterior walls of the building, including stairwells, basements and cellars but excluding areas specified in Part 5 section 26.

“Crawl Space” means any floor area having less than 1.5 metres of clearance between the underside of a roof or floor system above and a ground floor slab or ground surface below.

“Void Space” means any floor area having less than 1.5 metres of clearance between the underside of a ceiling, roof or floor system above and the upper surface of a floor system below.

Attached is a schedule of the gross floor area calculation showing areas by occupancy, suite, floor level and building.

I certify that the gross floor area calculation for this project has been calculated as per the above definition.

Yours truly,

Registered Architect or
Professional Engineer

SEAL

*** NOTE: This letter should be typed on the registered architect’s or professional engineer’s letterhead and submitted with the development permit application form.**