



# WHISTLER Zoning/OCP Bylaw Amendment

Climate Action, Planning and Development Services - Planning Department  
Tel 604-935-8170 (direct)  
Email: [planning@whistler.ca](mailto:planning@whistler.ca)

## RESORT MUNICIPALITY OF WHISTLER

4325 Blackcomb Way TEL 604 932 5535  
Whistler, BC Canada V8E 0X5 TF 1 866 932 5535  
[whistler.ca](http://whistler.ca) FAX 604 935 8109

### Application Number

RZ \_\_\_\_\_

Work Order \_\_\_\_\_

(OFFICE USE ONLY)

### Application Type: (check all applicable boxes)

- ☐ Amendment to the Zoning Bylaw – change in permitted uses and/or change in *density up to 465* square metres.
- ☐ Amendment to the Zoning Bylaw – change in permitted uses and/or change in density greater than 465 square metres

### This application will require the following: (check all applicable boxes)

- ☐ Amendment to the Official Community Plan
- ☐ Public Hearing
- ☐ Advisory Design Panel Review

### 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 zoning amendment: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## 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.

\_\_\_\_\_  
Signature of property owner

\_\_\_\_\_  
Date

## PAYMENT OF FEES

Enclosed is the fee for this application. I agree to pay any further costs (legal and/or consultant fees at cost), which may be determined as this application is reviewed. Prior to advancing to Municipal Council all outstanding invoices must be paid.

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

**FEE SCHEDULE**

Application Type	Application Fee	Select
Amendment to the Zoning Bylaw – change in permitted uses and/or change in density up to 465 square metres	\$15,000.00	<input type="checkbox"/>
Amendment to the Zoning Bylaw – change in permitted uses and/or change in density greater than 465 square metres	\$30,000.00	<input type="checkbox"/>
Amendment to a Zoning Bylaw - for a Complex Site Rezoning	A minimum fee of \$150,000 for the first 10,000 m2 of site area plus \$350 per additional 100 m2 of site area or portion thereof, to a maximum fee of \$750,000`	<input type="checkbox"/>
Requiring an amendment to the Official Community Plan – Additional Fee	\$2,200.00	<input type="checkbox"/>
Requiring Public Hearing – Additional Fee	\$3,500.00	<input type="checkbox"/>
Requiring Advisory Design Panel Review – Additional Fee	\$1,500.00	<input type="checkbox"/>
Legal Services	At cost	<input type="checkbox"/>
<b>Other Services By Request</b>		
Land Title Searches by Request	\$35.00	<input type="checkbox"/>

## PROJECT DATA

Please fill in all areas applicable to your proposal:

### Project Information Table \*

<b>Site Data</b>	Current Zoning Standard	Proposed Zoning Standard	Project/Site Information	Calculate Variance (if required)
Zoning				
Site Area (m <sup>2</sup> )				
Existing useable site area (m <sup>2</sup> )				
Site Coverage				
Open Site Space (%)				
Gross Floor Area (m <sup>2</sup> ) - Commercial - Residential				
Frontage (m)				
Floor Space Ratio (density)				
Height of Building (m)				
Number of Storeys				
Is the property located within 30m of a watercourse?				
<b>Setbacks</b>				
Front (m)				
Rear (m)				
Side (indicate which side) (m)				
Side (indicate which side) (m)				
<b>Parking</b>				
Parking Stalls on site				
Bicycle Parking (specify)				
<b>Building Data</b>				
Total number of units				
Unit type, i.e., 1 bedroom				
Ground orientated units				
Minimum unit floor area (m <sup>2</sup> )				
Total residential floor area (m <sup>2</sup> )				
* If your proposal involves more than one zone (e.g. existing house stays in a RS-1 zone and new house is in a RS-E1 zone), then complete two data tables.				

**Please fill in all areas applicable to your proposal:**

### Development Information

**Note:** The amount of detail may vary depending on the plan submission requirements, the nature of the application and the stage of the project's planning and design. If you have any questions, please call Planning at 604-935-8170.

<b>Number, type and description of dwelling units</b> (e.g. target group, type of tenure, dwelling unit size, wheel chair accessibility)	
<b>Building features</b> (e.g. heritage, architectural) <b>and other site features</b> (e.g. topography)	
<b>Landscaping and trees</b> (e.g. protected trees and tree retention, nature and quality of landscaping, environmental features)	
<b>Traffic, parking, access and loading</b> (e.g. expected traffic and parking demand, layout and types of parking spaces, bicycle facilities, driveway and parking space and surface treatment. Parking treatments can include "permeable pavement".)	
<b>Design features and amenities</b> (e.g. building materials, meeting room space, amenities for children, storage, public art, off-site features such as boulevard trees and sidewalks)	
<b>Environmental features</b> (e.g. green building, green roof, permeable paving)	
<b>Safety and security</b> (e.g. lighting, sight lines, safety routes, Crime Prevention through Environmental Design features).	

### Rationale for Rezoning

To assist Council, staff, community associations and residents in reviewing an application for rezoning, please provide answers to the questions below (and other relevant information) in a concise summary letter.

Government Policies	Describe how the proposal conforms to the objectives and policies of the <a href="#">Official Community Plan</a> .
Project Benefits	What are the economic, environmental and social benefits to the municipality and neighbourhood, e.g., increased tax base, number of jobs, contribution towards reduced community and greater affordability?
Need and Demand	What is the demonstrated public need and demand for the proposal? Does the location meet a need or demand which is not or could not be met in land already zoned?

Services	Are there adequate public infrastructure and community/recreation services available to meet the proposal (e.g. sewer, water, sidewalks, roads, parks)? If not, how would the proposal address infrastructure and service requirements? Note that changes to land outside your property boundary may be only shown if approved by the municipal Environmental Services Department.
Neighbourhood	What is different or unique about the site to warrant rezoning, e.g. lot size, topography, situation vis-à-vis neighbouring properties, existing site and neighbouring development?
Impacts	Would the development complement or improve conditions existing in the surrounding area? What other effects would this proposal have on the immediate neighbours? Consider noise, activity level, odors, removal of trees, retaining walls, fence, privacy, views and other neighbourhood and environmental features.
Design	How well does the proposed development relate to the neighbourhood? Is the design in keeping with the existing or anticipated development of the community? Consider building height, massing, orientation, setbacks and streetscape. Please reference the <a href="#">Official Community Plan Development Permit Area Guidelines</a> .

### **Supplementary Information**

You may also need to provide some supplementary information with your application. Please review the following and discuss with municipal staff, if necessary.

### **Community Development**

If your project has a public art component, refer to the Public Art Policy I-8.

### **Subdivision**

For developments that require subdivision of land (fee simple or bare land strata), a parcelization plan and phasing plan (if applicable) must be submitted with the rezoning application. Discuss all subdivision requirements with the Infrastructure Services Department at 604-935-8190.

**SUBMITTAL REQUIREMENTS – DOCUMENT CHECKLIST****Subject Property Civic Address:** \_\_\_\_\_**Incomplete applications will not be accepted.**

The items on the list are the minimum requirement for your application. Depending on the nature of your project, **you may be requested to submit additional information/documents** with, or following submission of, your application. Check and sign and include this document with your application.

**For ALL applications:**

**Electronic PDF copies** of all submissions; including application, drawings, & reports. Electronic files may be emailed to [planning@whistler.ca](mailto:planning@whistler.ca).

**Every report and document submitted in support of an application must contain an express grant of permission to the Resort Municipality of Whistler to use, reproduce and publish the information contained in the report or document for non-commercial purposes.**

REQ	N/A	FORMS, REPORTS AND DRAWINGS
<input type="checkbox"/>	<input type="checkbox"/>	1. Complete and signed <b>Application Form, Document Checklist</b> and <b>application fee</b> . For a rezoning of a strata property the application form must be signed by all owners on title.
<input type="checkbox"/>	<input type="checkbox"/>	2. <b>Title Search</b> (issued not more than 30 days from the date application is received) OR a \$35.00 Title Search Fee in lieu (per PID).
<input type="checkbox"/>	<input type="checkbox"/>	3. Copies of any <b>title restrictions</b> e.g. restrictive covenants, easements, rights-of-way (only if requested).
<input type="checkbox"/>	<input type="checkbox"/>	4. <b>Site Disclosure Statement</b> if any of the specified industrial or commercial use activities listed in <b>Schedule 2 of the Contaminated Site Regulation</b> has previously occurred or are presently occurring on the lands.
		5. Submit a <b>Green Building Checklist</b> describing how the proposed rezoning responds to the objectives in Section 2 of the <b>Green Building Policy</b> .
<input type="checkbox"/>	<input type="checkbox"/>	6. <b>Written description of the proposed development</b> and design narrative relative to the OCP Development Permit Area (DPA) guidelines, as applicable to the proposal.
<input type="checkbox"/>	<input type="checkbox"/>	7. <b>Written description of how the proposed rezoning meets the requirements of the Whistler Village Density Policy</b> (as may be required for CC1 and CC1-E zoned properties)
<b>PDF of the following drawings and reports as may be relevant to illustrate the proposal. All drawings must include a bar scale and a north arrow</b> (Note: at a later date, architectural drawings stamped by the registered professional will be requested for proposals requiring review by the Advisory Design Panel and, for non-delegated applications, redacted drawings for Council).		
<input type="checkbox"/>	<input type="checkbox"/>	8. <b>Site Survey</b> - Prepared by a B.C.L.S. or a certified member of the Applied Science Technologists and Technicians of BC who is registered in site improvement surveys (RSIS). a. Include, as may be applicable to the application: subject parcel area; parcel dimensions; adjacent roads; contour information to road edge; existing buildings, structures, retaining walls; statutory right of ways; easements; tree preservation areas; streams located within 30 metres of the subject parcel.
<input type="checkbox"/>	<input type="checkbox"/>	9. <b>Context Plan</b> - Scale of 1:500 (minimum) or imperial equivalent. If imperial equivalent all dimensions must be labelled in both imperial and metric. Include: a. Location of property including adjacent streets and zones. b. Photographs showing the subject property and all adjacent development.
<input type="checkbox"/>	<input type="checkbox"/>	10. <b>Site Plans (existing and proposed)</b> - Scale of 1:200 (minimum) or imperial equivalent. If imperial equivalent any dimensions must be labelled in both imperial and metric. a. Building program (type of development, number and type of units, site area, gross floor area by use, floor space ratio, site coverage, parking and loading required and provided). b. Location of all existing and proposed buildings/uses including accessory buildings and structures, fences, retaining walls. c. For every new, or addition to, a multi-family residential complex greater than 11 dwelling units, 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 <a href="#">Waste Collection Areas and Permit Requirements   Resort Municipality of Whistler</a> for bylaw requirements, solid waste wildlife-proof enclosure guidelines and solid waste management plan template. d. Driveway location, size, surface material, grades and dimensioned parking spaces e. Proposed bicycle parking. f. Dimensioned setbacks. g. Drainage concept and snow storage areas. h. Location of adjacent sidewalks, streets and curbs. i. Footprints of adjacent buildings within 9 m of property lines.

		j. Statutory right of ways; easements; tree preservation areas (from Site Survey). k. Location of fire hydrants and service connections. l. Site services (sanitary and storm sewer lines, water lines, gas lines, telephone lines, cable, electricity)
<input type="checkbox"/>	<input type="checkbox"/>	11. <b>Architectural Plans (existing and proposed)</b> - Scale of 1:100 (minimum) or imperial equivalent. If imperial equivalent any dimensions must be labelled in both imperial and metric a. <b>Architect required?</b> Yes <input type="checkbox"/> No <input type="checkbox"/> Review <a href="#">AIBC Bulletin 31: Buildings Requiring the Services of an Architect</a> b. Zoning analysis and parking calculation (existing and proposed). c. Dimensioned floor plans of all structures including typical unit plans. d. Elevations/sections showing proposed building height e. Elevations/sections clearly illustrating and labelling exterior building materials, finishes and colors; signage location and size; and lighting (except for proposed development in Protection of Riparian Ecosystem, Protection of Sensitive Ecosystems and Aquifer Protection DPAs). f. Roof plan showing snow dump areas, major roof structure and equipment and screening details. g. Site section from front to rear property line (minimum scale of 1:200) including adjacent streets, lanes and sidewalks. h. Outline elevations and photos of buildings on adjacent sites within 9 m of property lines (except for proposed development in Protection of Riparian Ecosystem, Protection of Sensitive Ecosystems and Aquifer Protection DPAs). i. Building material and color samples (as may be requested). j. Gross Floor Area Certification Letter if your application adds gross floor area (see attached).
<input type="checkbox"/>	<input type="checkbox"/>	12. <b>Landscape Plan (existing and proposed)</b> - Scale of 1:200 (minimum) or imperial equivalent. If imperial equivalent any dimensions must be labelled in both imperial and metric. a. Existing and finished grades. b. Open space and recreational amenities. c. Vegetation to be retained and method of protection during construction. d. Planting plan. Refer to <a href="#">Bear Attractants Overview</a> or bear attractant plants that will not be approved. e. Method of irrigation, if any. f. Proposed boulevard landscaping and paving (if applicable). g. Location and details of landscape features including (but not limited to) all hard surfaces, decks, pathways, patios, fences, light fixtures and water features). h. Retaining wall detail including top- and bottom- of wall elevations.
<input type="checkbox"/>	<input type="checkbox"/>	13. <b>Preliminary Design Brief and Site Servicing Drawings</b> if alterations to existing utilities or new utilities are proposed (see attached).
<input type="checkbox"/>	<input type="checkbox"/>	14. <b>Traffic Impact Analysis</b> (as may be required)
<input type="checkbox"/>	<input type="checkbox"/>	15. For lands located within the <b>Protection of Riparian Ecosystems DPA</b> – Please refer to the <a href="#">Terms of Reference</a> for detailed submittal requirements.
<input type="checkbox"/>	<input type="checkbox"/>	16. For lands located and the <b>Protection of Sensitive Ecosystems DPA</b> - Please refer to the <a href="#">Terms of Reference</a> for detailed submittal requirements.
<input type="checkbox"/>	<input type="checkbox"/>	17. For lands located within the <b>Whistler Village DPA</b> a. <a href="#">Shadow Analysis (as may be required - see Appendix A of Schedule T)</a> b. <a href="#">View Analysis (as may be required - see Appendix B of Schedule T)</a>
<input type="checkbox"/>	<input type="checkbox"/>	18. <b>Additional Development Information Requirements</b> a. During the review process addition information requirements may be required if the proposal is reasonably expected to have an impact on any matters contained in the OCP or Zoning Bylaw. b. Upon the request of the General Manager, Director of Planning or Manager of Planning and within the time specified in the request, an applicant must provide to the General Manager, Director of Planning or Manager of Planning written terms of reference for the preparation of development approval information on the impact of the proposed activity or development. The terms of reference must specify the date on which and the form in which the impact information will be provided. Upon acceptance of the terms of reference in writing, the applicant must prepare the information in accordance with the accepted terms of reference and within the time specified in the terms of reference must provide it at the applicant's expense.

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 Full name of applicant or agent (Print)

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 Signature of applicant or agent

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 Date



## INFORMATION SIGN REQUIREMENTS

Applications are subject to the Resort Municipality of Whistler “Land Use Procedures and Fees Bylaw No. 2205, 2022” information sign requirements.

1. An information sign is required to be posted for all applications for:
  - development permit,
  - development permit under a land use contract,
  - approval of a Development Plan or Development Approval under the *Blackcomb Land Use Contract*,
  - development variance permit,
  - temporary use permit,
  - modification or discharge of a section 219 covenant,
  - exemption from a bylaw establishing a flood construction level or floodplain setback,
  - amendment to the Official Community Plan,
  - amendment to the Zoning Bylaw, and
  - amendment to a land use contract.
2. The applicant must prepare and **post an information sign on the land that is the subject of the application within 14 days of making the application** and notify [planning@whistler.ca](mailto:planning@whistler.ca) that the sign has been posted via an email containing a photo of the installed sign. (Please download and fill in the [Development Application Sign Template](#) using Adobe Acrobat or similar pdf viewer/editor)
3. The information sign must conform generally to the written specifications contained on the following page of this handout and must also include the following:
  - A map of the site containing a North Arrow, with all the roads adjoining the development site labelled (insert as top image on the fillable [Development Application Sign Template](#));
  - A rendering of the proposed development for development permit applications requiring Council consideration and for zoning amendments with a design component (insert as bottom image on the fillable [Development Application Sign Template](#)). For all other application types, leave the bottom image blank;
  - The abovementioned images can be inserted using Adobe Acrobat or another similar pdf viewer/editor. **The ideal aspect ratio for the image(s) is 947:591.**
4. The information sign must be 4' (1220 mm) x 6' (1829mm) in size.
5. 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, and is required to be placed every 100 metres of highway/road frontage of the subject parcel, except that no more than 3 signs are required for any one parcel.
6. The applicant must keep the notification sign posted and in good repair until the application has been approved or refused by Council or its delegate, or has been withdrawn by the applicant.
7. The applicant must remove the notification sign within 14 days of the application being approved or refused by Council or its delegate, or being withdrawn by the applicant. The municipality may remove the notification sign at the expense of the applicant subject to the municipality first giving notice of the non-compliance of the 14 day removal requirements.



# DEVELOPMENT APPLICATION

Application No: eg. DP001800

Address:

Applicant Name:

Type of Application: eg. Development Permit

Insert brief description of the proposal including proposed uses, number and type of units, proposed gross floor area and proposed building heights (in metric units).

List all proposed variances.

Include the following text: "The details of the proposed development may be revised during the application process."



Location



Proposed Development

**FOR  
MORE  
INFO:**



604 935 8170  
[whistler.ca/ourcity](http://whistler.ca/ourcity)  
[planning@whistler.ca](mailto:planning@whistler.ca)



## 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,

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Registered Architect or  
Professional Engineer

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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.**

TO: Qualified Environmental Professionals, Landowners and Developers  
FROM: Development Planning, RMOW  
DATE: November 2022

**RE: Terms of Reference for Development Applications in the Protection of Riparian Ecosystems and Protection of Sensitive Ecosystems Development Permit Areas, Zoning Amendment Applications and OCP Amendment Applications**

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The Resort Municipality of Whistler's Official Community Plan (OCP) recognizes the value of Whistler's natural assets and proposes policies to protect the natural environment, its ecosystems and biodiversity. Whistler has identified sensitive ecosystems within two Development Permit Area's.

1. The Protection of Riparian Ecosystems Development Permit Area (DPA) is established to protect Whistler's riparian ecosystems and their associated streams including wetlands. Riparian ecosystems represent areas of high biodiversity and a range of habitat features, are an important connection between land and water, are important components of the hydrological cycle, function in natural erosion, deposition, and flood mitigation processes, and function as wildlife corridors. Riparian ecosystems also provide a natural setting and visual assets of great significance to the municipality. In addition, the municipality is obliged by the Riparian Areas Protection Act and Riparian Areas Protection Regulation to protect water bodies and riparian areas from the effects of residential, commercial and industrial development.
2. The Protection of Sensitive Ecosystems DPA is established to protect Whistler's sensitive ecosystems from the effects of development and, where possible, to restore and enhance degraded sensitive ecosystems.

The requirement that applicants for development to submit an Environmental Impact Study (EIS) prepared by a Qualified Environmental Professional (QEP), in addition to other submittal requirements, is contained in the OCP guidelines for both the Protection of Riparian Ecosystems DPA and Protection of Sensitive Ecosystems DPA, as well as in *Land Use Procedures and Fees Bylaw No. 2205, 2022*.

An EIS prepared by a QEP may also be required for applications for amendment to the zoning bylaw and applications for amendment to the OCP, to the extent that the proposed development can reasonably be expected to have an impact on the natural environment.

These Terms of Reference are prepared for convenience. In accordance with *Land Use Procedures and Fees Bylaw No. 2205, 2022*, upon the request of the General Manager of Climate Action, Planning & Development Services, Director of Planning or Manager of Planning and within the time specified in the request, an applicant must provide to the General Manager, Director of Planning or Manager of Planning written terms of reference for the preparation of development approval information on the impact of the proposed activity or development on the community that is the subject of the application.

## Terms of Reference:

### 1. Definitions

- a. **Qualified Environmental Professional (QEP)** - An applied scientist or technologist preparing an environmental review or environmental impact assessment, if:
  - i. the individual is registered and in good standing in B.C. 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 terms 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
- b. **Riparian Ecosystem Protection Area (REPA)** – Land within 30 metres of the high water mark of a *stream* as mapped by the municipality and as shown on Schedule J of the OCP.
- c. **Sensitive Ecosystems Protection Area** – Land which may contain species at risk habitat; ecosystems at risk; raptor's nesting sites; core forest habitat; coastal western hemlock (CWH) forest; cottonwoods; and forested floodplain.
- d. **Stream** - Stream includes any of the following:
  - i. a watercourse whether it usually contains water or not;
  - ii. a pond, lake, river creek or brook;
  - iii. a spring that is connected by surface flow to something referred to in paragraph (i) or (ii);
  - iv. a wetland.

### 2. Submittal Requirements

An application shall contain the following information prepared by a QEP:

- a. a statement outlining the reason for the proposed activities within the development permit area;
- b. a legal description of the subject parcel(s);
- c. a location map showing the general location of the subject parcel(s) in the Resort Municipality including surrounding land uses and patterns;
- d. an inventory map (at appropriate scale) identifying and delineating the following on the property:
  - i. the location of the property boundaries;
  - ii. the location and extent of the proposed development including buildings, structures, utilities, and roads;
  - iii. the location and extent of any proposed alteration of land including tree cutting and land disturbance to facilitate items in 2(d)(ii)
  - iv. the location of existing right-of-way, easement, and covenant areas;
  - v. the location of existing development including buildings, structures, utilities, and roads;
  - vi. the location of all *streams* and riparian areas including the 30 metre distance from the high water mark of a stream, and if applicable per 2(f) below, the location of the SPEA;
  - vii. in the case of the Protection of Sensitive Ecosystems Development Permit Area, the location of all *Sensitive Ecosystem Protection Areas*. QEP's must do their own diligent investigation to confirm presence/absence of each sensitive ecosystem type and provide evidence of their findings. GPS delineation of sensitive ecosystems is acceptable.
  - viii. the location and written inventory of any species at risk habitat, ecosystems at risk and [priority invasive plant species](#) (listed by the Sea to Sky Invasive Species Council as Prevent, Eradicate or Contain in the "Priority in Whistler ISMA 2" category on the [SSISC Priority Plant Species List](#)).
- e. a written description of how the proposal is consistent or not consistent with the applicable Protection of Riparian Ecosystems Development Permit Area guidelines and/or the Protection of Sensitive Ecosystems Development Permit Area guidelines contained in the [OCP](#).

- f. If development is proposed to occur within 30 metres of the high water mark of a stream, a *QEP* must submit an EIS in relation to the development consistent with the assessment methods of the *Riparian Areas Protection Regulation* (RAPR). The municipality requires that any EIS that identifies proposed commercial, residential or industrial development in a *Streamside Protection and Enhancement Area* (SPEA) as defined in the RAPR must be submitted to the Province under section 6 of the RAPR. (Note: RAPR does not apply to park and institutional development, however, the municipality still requires determination of the SPEA using RAPR assessment methods and protection consistent with applicable Development Permit Area guidelines).

The Environmental Impact Study must:

- i. Include or append all items listed in a. through e. above;
    - ii. Identify any potential issues relating to the proposed development and its impacts on the *Riparian Ecosystem Protection Area* (REPA) and relating to protection, preservation and enhancement of the REPA; and
    - iii. Provide mitigation measures to protect the 30m REPA and delineated SPEA during all phases of development. The EIS shall address mitigation measures to avoid/minimize impacts to the REPA, SPEA, fish habitat, other wildlife and potential species and ecosystems at risk, and invasive species management.
  - g. If the information submitted by the *QEP* under items a. through e. above identifies *Sensitive Ecosystem Protection Areas* on the property, a *QEP* must submit an EIS in relation to the development that:
    - i. Identifies any potential issues and impacts relating to the proposed development and provides recommendations on avoiding and minimizing impacts on the *Sensitive Ecosystem Protection Area* consistent with the Protection of Sensitive Ecosystems Development Permit Area guidelines;
    - ii. Without limiting (i.) above, if encroachment into any identified sensitive ecosystems is unavoidable, provide recommendations to minimize encroachment and provide recommendations for habitat compensation for the portion of the *Sensitive Ecosystem Protection Area* that will be affected; and
    - iii. Provide an invasive plant species management plan.
3. *Permit Conditions*
- a. Permit conditions shall, at minimum, include all mitigation measures as recommend by the *QEP* in the EIS or other.
4. *Independent Review*
- a. Depending on the complexity of the site, scope of development under consideration, availability/quality/reliability of background information and field data, the degree of judgment on which the assessment is based and the capability of the municipality to review and respond, an independent peer review may be required. If the municipality considers that the information provided by the applicant, or any portion of it, requires an independent review, the municipality may require the applicant to provide the terms of reference and methodology for such a review. The applicant must arrange for the independent review required by the municipality to be conducted and submitted in writing at the applicant's expense and within the time specified by the municipality.
5. *Future Use*
- a. The EIS in relation to a property may be used in support of a development permit application for up to five years from the date on which the study is certified by the *QEP*, provided it addresses the proposed development.

## 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.