

**RESORT MUNICIPALITY OF WHISTLER**

4325 Blackcomb Way TEL 604 932 5535  
Whistler, BC Canada V8E 0X5 TF 1 866 932 5535  
whistler.ca FAX 604 935 8109

## DEVELOPMENT PERMIT APPLICATION

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

Application Number \_\_\_\_\_

DP \_\_\_\_\_

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

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

- ☐ Development Permit - delegated
- ☐ Development Permit – requiring Council Consideration of Issuance

**Is your Application delegated to staff for approval?** (Refer to Schedules [A](#) and [B](#)) attached then check appropriate box on page 3).

**Subject property located in Development Permit Area:** (Refer to the Official Community Plan (OCP) [Development Permit Area \(DPA\) maps](#) and check all that apply).

<a href="#">Protection of Riparian Ecosystem</a>	<a href="#">Protection of Sensitive Ecosystems</a>
<a href="#">Aquifer Protection</a>	<a href="#">Whistler Village</a>
<a href="#">Whistler Creek</a>	<a href="#">Commercial/ Industrial</a>
<a href="#">Multi-Family Residential</a>	<a href="#">Intensive Residential</a>
<a href="#">Industrial</a>	<a href="#">Wildfire Protection</a>

**Subject Property Street Address:** \_\_\_\_\_

Legal Description P.I.D. \_\_\_\_\_  
(On Land Title Certificate)

**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: \_\_\_\_\_

**Present use of property:** \_\_\_\_\_

**Description of proposed development:** \_\_\_\_\_

**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 expenses for legal services at cost, which may be determined as necessary 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 as described above 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 V8E 0X5.

**FEE SCHEDULE**

Refer to Schedules [A](#) and [B](#) of this application package to determine the applicable fee, then select applicable fee(s).

<b>Development Applications</b>	<b>Fee</b>	<b>Select</b>
Development Permit – delegated and removal or addition of trees or vegetation on the land only	\$1,000.00	
Development Permit - delegated	\$3,000.00	
Development Permit – requiring Council consideration of issuance	\$10,000.00	
Development Permit – requiring Council consideration of issuance and involving multiple buildings	\$15,000.00	
Legal Services – <i>as may be determined</i>	At cost	
<b>Other Services By Request</b>	<b>Fee</b>	<b>Select</b>
Land Title Search by Request	\$35.00	

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## PROJECT DATA

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

### Site Data

Parcel Area:	m <sup>2</sup>	Footprint (area) of all buildings on site:	m <sup>2</sup>
Parcel Frontage:	m	Depth of lot(s):	m
Existing usable site area:	m <sup>2</sup>	Proposed usable site area:	m <sup>2</sup>
Existing landscaped area:	m <sup>2</sup>	Proposed landscaped area:	m <sup>2</sup>
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 <sup>2</sup>		m <sup>2</sup>
	m <sup>2</sup>		m <sup>2</sup>
	m <sup>2</sup>		m <sup>2</sup>
	m <sup>2</sup>		m <sup>2</sup>
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 – 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) or to request a link to our secure file-transfer system (Titan).

Documents must be saved in PDF format with all layers flattened and no document restrictions. **File names must follow the RMOW strict document naming standard:** e.g. Document name\_date, for example Architecture\_2023-01-30

**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
		1. Complete and signed <b>Application Form, Document Checklist</b> and <b>application fee</b> .
		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).
		3. Copies of any <b>title restrictions</b> e.g. restrictive covenants, easements, rights-of-way (only if requested).
		4. <b>Strata authorization</b> on form attached for all proposals affecting common property on a strata plan.
		5. <a href="#">Site Disclosure Statement</a> for a development permit application unless the application is for only one or more of the following purposes: demolition; installing or replacing underground utilities; installing or replacing fencing or signage; paving; landscaping.
		6. <b>Written description of the proposed development</b> and design narrative relative to the , as applicable to the proposal.
<b>PDF</b> of the following drawings and reports as may be relevant to illustrate the proposal. <b>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, PDF drawings saved to 11x17 size with floor plans redacted for Council).		
		7. <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.
		8. <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: b. Location of property including adjacent streets and zones. c. Photographs showing the subject property and all adjacent development.
		9. <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.

		<ul style="list-style-type: none"> <li>f. Dimensioned setbacks.</li> <li>g. Drainage concept and snow storage areas.</li> <li>h. Location of adjacent sidewalks, streets and curbs.</li> <li>i. Footprints of adjacent buildings within 9 m of property lines.</li> <li>j. Statutory right of ways; easements; tree preservation areas (from Site Survey).</li> <li>k. Location of fire hydrants and service connections.</li> <li>l. Site services (sanitary and storm sewer lines, water lines, gas lines, telephone lines, cable, electricity)</li> </ul>
		<p>10. <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</p> <ul style="list-style-type: none"> <li>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></li> <li>b. Zoning analysis and parking calculation (existing and proposed).</li> <li>c. Dimensioned floor plans of all structures including typical unit plans.</li> <li>d. Elevations/sections showing proposed building height</li> <li>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).</li> <li>f. Roof plan showing snow dump areas, major roof structure and equipment and screening details.</li> <li>g. Site section from front to rear property line (minimum scale of 1:200) including adjacent streets, lanes and sidewalks.</li> <li>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).</li> <li>i. Building material and color samples (as may be requested).</li> <li>j. Gross Floor Area Certification Letter if your application adds gross floor area (see attached).</li> </ul>
		<p>11. <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.</p> <ul style="list-style-type: none"> <li>a. Existing and finished grades.</li> <li>b. Open space and recreational amenities.</li> <li>c. Vegetation to be retained and method of protection during construction.</li> <li>d. Planting plan. Refer to <a href="#">Bear Attractants Overview</a> or bear attractant plants that will not be approved.</li> <li>e. Method of irrigation, if any.</li> <li>f. Proposed boulevard landscaping and paving (if applicable).</li> <li>g. Location and details of landscape features including (but not limited to) all hard surfaces, decks, pathways, patios, fences, light fixtures and water features).</li> <li>h. Retaining wall detail including top- and bottom- of wall elevations.</li> </ul>
		12. <b>Site Servicing Drawings</b> if alterations to existing utilities or new utilities are proposed (see attached).
		13. <b>Snow Management/Snow Shed Report</b> prepared by a certified engineer for new roofs or roof additions in form and character Development Permit Areas with a roof slope greater than 2%.
		14. 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.
		15. 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.
		<p>16. For lands located within the <b>Aquifer Protection DPA</b> –</p> <ul style="list-style-type: none"> <li>a. A development permit is not required if a declaration is provided, signed by the owner of the lands, that the existing and proposed activities or developments on the land do not involve the use, storage, processing, manufacturing or sale of chemicals, substances, or compounds, whether in solid, liquid or gaseous form, that could migrate into the ground and affect the groundwater aquifer, other than the use of a motor vehicle on the land. <b>OR</b></li> <li>b. Alternatively, provide a report by a professional engineer or qualified environmental professional certifying and detailing the spill containment and aquifer protection methods to be incorporated such that the proposed activity or development may be accommodated on the land in accordance with the <a href="#">Aquifer Protection Guidelines</a> and not result in contamination of any aquifer or groundwater.</li> </ul>
		17. For lands located within the <b>Wildfire Protection Area DPA</b> - A <i>FireSmart</i> ® Assessment may be required. (Refer to the <a href="#">Wildfire Protection Guidelines</a> )

		<div>18. For lands located within the <b>Whistler Village DPA</b><div>a. <a href="#">Shadow Analysis (as may be required - see Appendix A of Schedule T)</a></div>b. <a href="#">View Analysis (as may be required - see Appendix B of Schedule T)</a></div> c. Construction Management Plan (see <a href="#">Whistler Village Construction Management Strategy</a> )
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\_\_\_\_\_  
Full name of applicant or agent (Print)

\_\_\_\_\_  
Signature of applicant or agent

\_\_\_\_\_  
Date

*SCHEDULE A***DELEGATED DEVELOPMENT PERMIT CRITERIA**

Pursuant to “Land Use Procedures and Fees Bylaw No. 2205, 2022”, Council has delegated to the General Manager of Resort Experience (GM), Director of Planning (DP) and Manager of Development Planning (MP) the authority to issue development permits in respect of (please check the relevant area for which the DP is eligible for delegated approval):

(check all applicable boxes)	<b>A permit will be delegated if the development or activity pertains to lands designated under the <i>Official Community Plan</i> as:</b>
	<b><i>Intensive Residential</i></b> Development Permit Area
	<b><i>Protection of Riparian Ecosystems</i></b> Development Permit Area
	<b><i>Protection of Sensitive Ecosystems</i></b> Development Permit Area
	<b><i>Aquifer Protection</i></b> Development Permit Area
	<b><i>Wildfire Protection</i></b> Development Permit Area
	<b><i>Whistler Village, Whistler Creek, Commercial/Industrial, Multi-family Residential or Industrial</i></b> Development Permit Areas to the extent described in <a href="#">Schedule B.</a>



*SCHEDULE B*

**DELEGATED DEVELOPMENT PERMIT CRITERIA  
SPECIFIC TO WHISTLER VILLAGE, WHISTLER CREEK, COMMERCIAL/INDUSTRIAL,  
MULTI-FAMILY RESIDENTIAL AND INDUSTRIAL DEVELOPMENT PERMIT AREAS**

(check all applicable boxes)	<b>Development permits authorizing:</b>
	subdivision of land
	alteration of land including soil removal or deposit, tree cutting or vegetation removal
	construction of, addition to or alteration of a structure without a roof
	construction of, addition to or alteration of landscaping, trails, pathways, walkways, sidewalks, patios, roads, driveways, signs, lighting, bollards, fences, retaining walls, rockstack walls, stairs, decks, guardrails, planters and utilities
	construction of a building, or structure with a roof, up to 20 m <sup>2</sup> in floor area and additions to a building, or structure with a roof, where the total floor area is increased by 20 m <sup>2</sup> or less in the <b>Whistler Village Development Permit Area</b> and the <b>Whistler Creek Development Permit Area</b>
	construction of a building, or structure with a roof, up to 100 m <sup>2</sup> in floor area and additions to a building, or structure with a roof, where the total floor area is increased by 100 m <sup>2</sup> or less in the <b>Commercial/Industrial Development Permit Area, the Multi-Family Residential Development Permit Area</b> and the <b>Industrial Development Permit Area</b> ;
	construction of, or addition to a detached dwelling or duplex dwelling with any floor area
	construction of, addition to or alteration of solid waste separation and storage facilities with any floor area in compliance with Resort Municipality of Whistler Solid Waste Bylaw No. 2133, 2017
	alteration of a structure with a roof, or alteration of a building except the alteration of more than one side of a building in the Whistler Village Development Permit Area
	alteration of more than one side of a building in the Whistler Village Development Permit Area for any of the following: <ul style="list-style-type: none"> <li>a. exterior painting;</li> <li>b. exterior roofing materials; or</li> <li>c. exterior communications equipment, chimneys, mechanical equipment, eavestroughs, downspouts, and other appurtenances</li> </ul>
	demolition of a building or structure; and
	interior renovations that enclose storefront windows with display walls or cabinets that impede views into a store in the <b>Whistler Village Development Permit Area</b> and the <b>Whistler Creek Development Permit Area</b>

**RESORT MUNICIPALITY OF WHISTLER**

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whistler.ca

**TEL** 604 932 5535  
**TF** 1 866 932 5535  
**FAX** 604 935 8109

**STRATA COMMON PROPERTY REPRESENTATION OF AUTHORITY**

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PROPERTY CIVIC ADDRESSSTRATA CORPORATION NO.

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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 an application to which the Resort Municipality of Whistler "Land Use Procedures and Fees Bylaw No. 2205, 2022" applies 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:**

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STRATA MANAGEMENT COMPANY NAME\* (PLEASE PRINT)

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STRATA MANAGER NAME\* (PLEASE PRINT)

STRATA MANAGER SIGNATURE

SIGNED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 20\_\_\_\_

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**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:**

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

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**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. 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  
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,

---

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.**

TO: Qualified Environmental Professionals, Landowners and Developers  
FROM: Development Planning, RMOW  
DATE: July 2023

**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 or ecosystems at risk. For a comprehensive inventory of species and ecosystems at risk in the RMOW, refer to the current [RMOW Species and Ecosystems at Risk](#) report.
  - ix. the location and written inventory of any [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.