

Development Application Guide

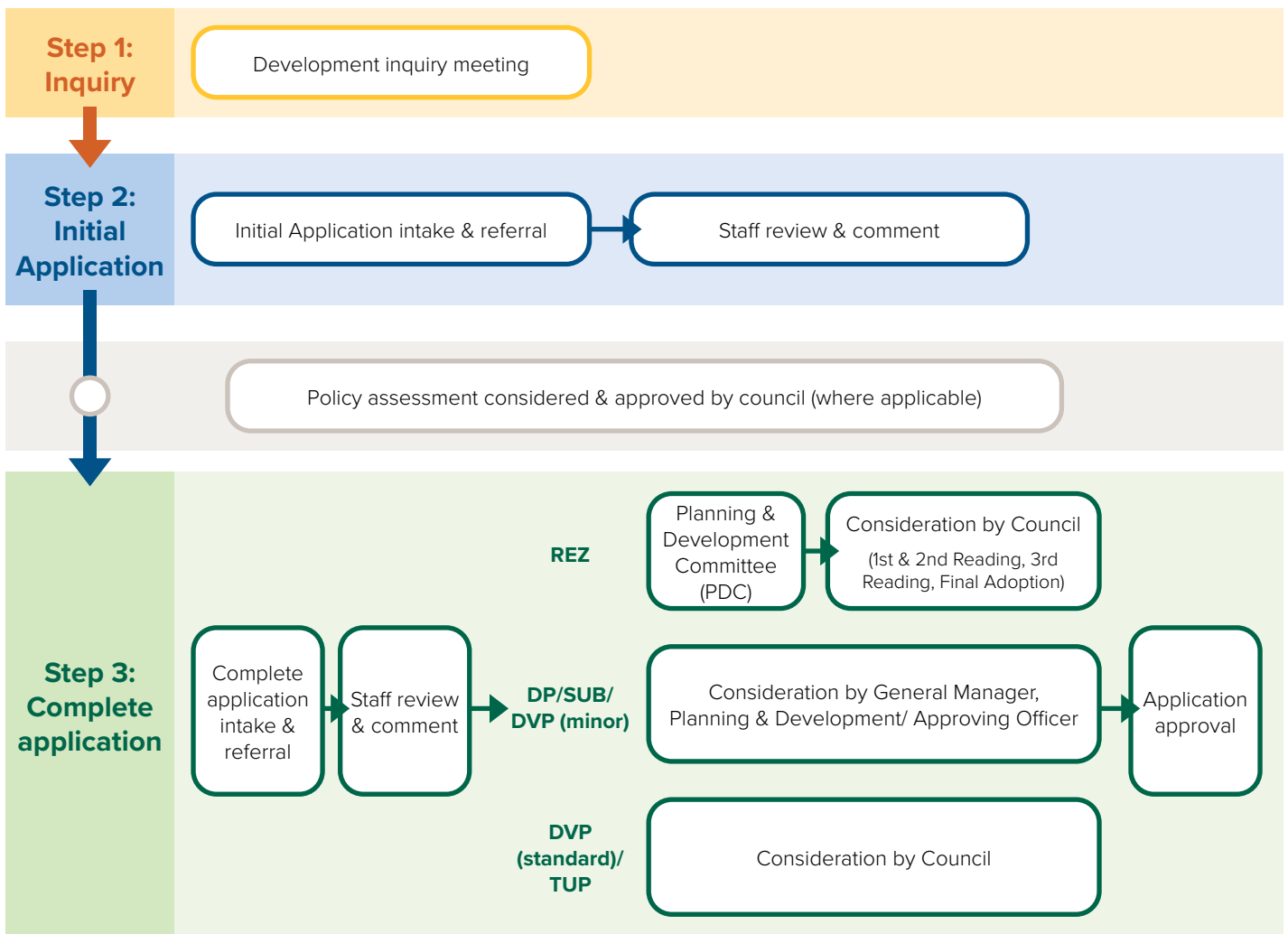


Process overview

This guide outlines the process for Development Inquiry Meetings, Initial Application, Rezoning, Development Permit, Subdivision, Temporary Use Permit, and Development Variance Permit applications.

For information on other application types including Sign Permit, Liquor Licence, Cannabis Store, please refer to the [Development Planning webpage](#).

For projects that require Rezoning, a Building Permit application may be submitted after the Rezoning has received 1st & 2nd Reading from Council. For projects that do not require Rezoning, a Building Permit application may be submitted once the Development Permit or applicable planning application has reached the final review stage by City staff. While applications may be submitted at these stages, a Building Permit cannot be issued until all required planning approvals are finalized.



Application types:

DP = Development Permit DVP = Development Variance Permit REZ = Rezoning
 SUB = Subdivision or Servicing TUP = Temporary Use Permit

Step 1: Inquiry

Before submitting a development application, applicants should complete a Development Inquiry Meeting. A Development Inquiry Meeting is a preliminary meeting where City staff review a proposal, provide general feedback on its supportability, and identify required applications, submission materials, and applicable bylaws and policies.

1. Inquiry request

Applicants should review all submission requirements prior to contacting the City to arrange a Development Inquiry Meeting. Once the required documents are prepared, applicants can request a meeting by sending an email to planning@burnaby.ca. Please attach the required documents to this email.

2. Case Manager assigned

Once a development inquiry has been received, a Case Manager will be assigned to the file, and they will contact the applicant to schedule the meeting.

3. Inquiry meeting

During the meeting, the Case Manager will provide preliminary feedback on the development proposal. They will outline the required subsequent application types to be submitted (Initial Application, OCP Amendment, Rezoning, Development Permit, etc.), and provide guidance to applicants to support an efficient and effective development review process.

Step 2: Initial Application

After a Development Inquiry Meeting, the next step is submitting an Initial Application. An Initial Application is a precursor application that enables a streamlined review process to identify key issues and requirements.

1. Application submission

Applicants should review all requirements listed in the Initial Application Submission Checklist carefully before making a submission. Any site-specific submission requirements should be confirmed with staff prior to the submission of an Initial Application.

Once all submission requirements have been prepared, applicants may submit their application package to planning@burnaby.ca. Planning Admin will intake the application and provide an invoice. An incomplete application will not be accepted.

2. Case Manager assigned

Once all required submission materials have been received and applicable fees have been paid, a Case Manager will be assigned to the application. An Initial Application number will also be issued at this time.

The Case Manager will then conduct a detailed review of the submitted materials to confirm that all required information and documentation have been provided before the application proceeds to the next stage.

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3. Application review

The Case Manager will conduct a review of the development proposal and circulate the file to all appropriate departments for comment. If applicable, the application will be referred to external agencies.

4. Development Review Meeting (DRM)

The Case Manager will schedule the application for the next available DRM where all applicable departments will discuss the application collectively and identify any additional considerations.

5. Initial Conditions Letter

The Case Manager will compile all comments and requirements into an Initial Conditions Letter. This letter will outline all that is required prior to the submission of a Complete Application (see Step 3).

Step 2A: Policy Assessment

Community benefit bonus

On lands zoned for residential use, conditional height increases may be permitted where a development provides community benefits. Council approval is required where a development proposal includes a physical community amenity. This is outlined in Part 5 of the Burnaby Zoning Bylaw.

Based on the information provided through the Initial Application, City staff will prepare a report with recommendations for Council consideration. Council approval of the proposed amenity is required prior to the submission of a Complete Application (see Step 3).

Official Community Plan Amendment

An Official Community Plan (OCP) Amendment application is required when a development proposal does not align with the land use designation identified in the OCP.

Once an application is received, City staff will review the proposal and refer the application to relevant agencies, First Nations, and partners for comment. Staff will then prepare a report and amendment bylaw for Council's consideration. If Council grants first and second readings to the bylaw, the City will proceed with statutory public notification and hold a Public Hearing to provide the public with an opportunity to be heard.

Following the Public Hearing, Council will consider the proposed amendment, including any input received, and may grant third reading and final adoption. Final adoption must be completed before a Complete Application (see Step 3) can be submitted.

Other instances

In some instances, applicants may wish to advance a report to Council prior to the submission of a Complete Application (see Step 3) to seek Council support on a proposal that is not compliant with the Burnaby Zoning Bylaw.

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Step 3: Complete Application

If applicable, an Initial Application (see Step 2) must be completed, and Policy Assessment report (see Step 2A) approved by Council prior to the submission of a Complete Application. Complete Application is an umbrella term used to describe development applications for rezoning, subdivision, servicing, development permit, temporary use permit, and development variance permits.

These applications may be submitted concurrently, however, some application types must be approved or adopted before others. For example, a Development Permit cannot be approved until the associated Rezoning application has received final adoption by Council.

1. Application submission

Applicants must ensure all submission requirements as listed in the Complete Application Submission Checklist are provided at the time of submission. These documents should incorporate all feedback received through the Initial Application process, if applicable. Complete Application submissions and supporting documents should be sent to planning@burnaby.ca

Once received, Planning staff will intake the application(s) and issue an invoice for all applicable planning application types.

2. Case Manager assigned

Once all required submission materials have been received and applicable fees have been paid, a Case Manager will be assigned to the application. All application numbers will also be issued at this time.

The Case Manager will then conduct a detailed review of the submitted materials to confirm that all required information and documentation have been provided before the application proceeds to the next stage.

3. Application review

The Case Manager will conduct a review of the development proposal and circulate the file to all appropriate departments for comment.

Once all comments have been addressed, the applicant will be issued a Complete Conditions Letter. This letter will outline all conditions required for approval, estimated fees and securities, and any applicable legal requirements.

4. Public notification

The City of Burnaby requires the installation of development signage on properties subject to applications such as Rezoning, Development Permits, Development Variance Permits (DVPs), and Temporary Use Permits (TUPs). These signs are intended to notify the public of proposed developments and provide information about the nature of the application. The City will provide the applicant with information on the size, location, and required information to be included on the development sign.

5. Approval and issuance

Once all requirements have been addressed, applications may proceed to final approval. Applicants must satisfy all applicable requirements and conditions, including the payment of securities, prior to approval. For some application types, a permit is registered on title and remains valid for two years from the date of issuance, unless otherwise specified.

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5.1. Rezoning

A rezoning application is required when a proposed use, density, or building form does not comply with the property's existing zoning requirements.

All rezoning applications must be reviewed and adopted by Council. After staff conduct a substantial review of the proposal, a report is advanced to the Planning and Development Committee (PDC) recommending future consideration of the rezoning bylaw by Council. If supported, the report will be advanced to Council for consideration, then to first and second readings. Prior to third reading, applicants must meet a comprehensive list of requirements which is outlined in the Complete Conditions Letter and finalized prior to Council consideration. When all requirements are fully satisfied, the rezoning bylaw may proceed to Council for Final Adoption.

See [Burnaby's Council calendar](#) for the latest meeting dates and locations.

5.2. Subdivision

A subdivision application is required when there is a change in one or more of the existing property lines and/or a property line is being added.

Subdivision applications are reviewed and approved by Approving Officers. The applicant will receive the requirements for approval of the subdivision in a Complete Conditions Letter. Once these conditions are completed, the survey plan and all supporting documents are submitted to the Approving Officer for final approval. After the Approving Officer has signed the survey plan, the plan and all accompanying documents are deposited in the Land Title Office.

5.3. Development Permits

A Development Permit is required in certain areas of the City to ensure new projects meet specific standards for design, environmental protection, and tenant protection.

The General Manager of Planning and Development has delegated authority to issue and amend Development Permits. Once staff complete the review of a development permit proposal, the application is forwarded to the General Manager for consideration and approval.

Applicants may request Council reconsideration of the General Manager's decision by submitting a written request to the Corporate Office within 10 days of receiving the decision.

Form and Character Development Permit

A Form and Character Development Permit is required for most new buildings, major additions, or significant exterior alterations to residential, commercial, employment, industrial or mixed-used developments. This permit reviews the projects' physical form and visual characteristics to ensure it aligns with the guidelines and neighbourhood context. Some projects may be exempt from this permit. Please refer to Section 1.4 of the Form and Character Development Permit Area Guidelines for the full exemption list.

Key considerations may include, but are not limited to:

- » Building massing and shape
- » Exterior design, materials, and finishes
- » Site layout and building siting
- » Vehicle and pedestrian circulation and access
- » Landscaping and trees

The Form and Character Development Permit helps ensure high-quality design outcomes that contribute positively to the public realm and neighbourhood vision.

Streamside Protection and Enhancement Development Permit

A Streamside Protection and Enhancement Development Permit is required when development activities such as subdivision, construction, or land alteration are proposed near a feature or within the Streamside Development Permit Area. This permit ensures development activities are undertaken in a way that helps to protect riparian areas, natural areas and community health and safety. Applications will be reviewed against the guidelines and relevant sections of the Zoning Bylaw. Some projects may be exempt from this permit. Please refer to Section 2.4 of the Streamside Protection and Enhancement Development Permit Area Guidelines for the full exemption list.

Tenant Protection Development Permit

A Tenant Protection Development Permit is required when a purpose-built rental building, with 5 or more units, is proposed for redevelopment. The permit is intended to mitigate the impacts of development on existing renters by securing measures that support tenant relocation, assistance, and replacement housing. Applications will be reviewed against the guidelines and the Tenant Protection Bylaw. Some projects may be exempt from this permit. Please refer to Section 2.4 of the Tenant Protection Development Permit Area Guidelines for the full exemption list.

5.4. Temporary Use Permit

A Temporary Use Permit (TUP) is required when a proposed use does not align with existing zoning, and there is a desire to only permit the use temporarily.

TUP applications are reviewed and issued by Council. After staff complete a detailed review of the proposal, a report is presented to Council. If approved, the TUP will be registered with the Land Title Office.

5.5. Development Variance Permit

A Development Variance Permit (DVP) is required when a proposed development does not align with the existing regulations under the Zoning Bylaw or Sign Bylaw but does comply with the permitted land use. Variances are classified as minor or standard, depending on the degree and nature of the requested changes.

The General Manager of Planning and Development has delegated authority to issue DVPs for variances up to 50% (or up to 25% for building heights) and for sign-related variances.

All other variances are standard and are considered and issued by Council. After staff complete a review of the proposal, a report is presented to Council for consideration. If approved, the DVP will be registered with the Land Title Office.

Building Permit

Following the approval of applicable planning applications, a Building Permit must be submitted before construction can begin. If changes are proposed to the approved design, as outlined in the approved planning application, including building design or landscaping, these changes must be brought forward to the assigned Case Manager and may require submission of applicable application types.

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Common fees associated with a development application

Where applicable, the following fees may be required. Fees and securities are determined on a site-specific basis, depending on the details of each application, and payable as a condition of the Rezoning, Development Permit, Subdivision, or Building Permit as applicable. This list of fees is not exhaustive and the City reserves the right to charge fees in alignment with the Consolidated Fees and Charges Bylaw.

*Letters of credit and certified cheques should be separate for each department.

| Fees | Preferred Method of Payment |
|---|---|
| Application fees | |
| Initial Application, Rezoning, Development Permits, Subdivision or Servicing, Temporary Use Permit, Development Variance Permit & other planning fees | To be paid by certified cheque to the Planning Dept. or via credit card (a credit card surcharge will apply) Link to City of Burnaby Planning Fees |
| Planning fees | |
| Administration fee - Based on compliance security values | To be paid by certified cheque or letter of credit to Planning Dept. |
| Public art - cash in lieu | To be paid by certified cheque or letter of credit to Planning Dept. |
| Land title and document retrieval and final examination | be paid by certified cheque to Planning Dept. |
| <u>Amenity Cost Charges (ACCs) and Development Cost Charges (DCCs)</u> | |
| Burnaby ACCs & DCCs | |
| Metro Vancouver Development Cost Charges For Greater Vancouver Sewage and Drainage District (GVS & DD), Water and Parkland | If paid in full: To be paid by certified cheque to the Building Dept. If paid via installment plan: |
| TransLink Development Cost Fee | First installment (25%) - certified cheque to the Building Dept. |
| School Site Acquisition Charge | Balance of fee (75%) - letter of credit or surety bond |

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| Compliance Securities | |
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| Demolition Compliance Security | Certified cheque or letter of credit to the Planning Dept. |
| Tenant Protection | Certified cheque or letter of credit to the Planning Dept. Link to the Tenant Protection Bylaw |
| Public Art | Certified cheque or letter of credit to Planning Dept. |
| Alternative Transportation Compliance | Certified cheque or letter of credit to Planning Dept. |
| Site Remediation | Certified cheque or letter of credit to Engineering Dept. |
| Public Realm Compliance Securities (i.e. internal private roads, linkages, plaza areas) | Certified cheque or letter of credit to Engineering Dept. |
| Streamside Protection and Enhancement | Certified cheque or letter of credit to Engineering Dept. |
| Third-party Utilities (BC Hydro and TELUS) | Certified cheque or letter of credit to Engineering Dept. |
| Legal Fees | |
| Legal Department Document Preparation and Review Fee | Certified cheque to the Planning Dept. Link to Burnaby Consolidated Fees and Charges Bylaw |
| Land Title Fee for registration and administration | Certified cheque to Planning Dept. Link to Burnaby Consolidated Fees and Charges Bylaw |

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| Engineering Fees and Securities | |
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| Engineering Servicing Initial Application Fee | Certified cheque for amounts over \$75K; otherwise, cheque payable to the Engineering Dept. Link to Burnaby Consolidated Fees and Charges Bylaw |
| Latecomer Agreements | Certified cheque for amounts over \$75K; otherwise, cheque payable to the Engineering Dept. Link to Burnaby Consolidated Fees and Charges Bylaw |
| Engineering (5% admin fees, future infrastructure contributions, future works, service connection fees etc.) | Certified cheque for amounts over \$75K; otherwise, cheque payable to the Engineering Dept. |
| Engineering Services Performance Security | Certified cheque, bank draft, letter of credit or surety bond to the Engineering Dept. |
| Engineering Services Compliance Security | Certified cheque, bank draft, letter of credit to the Engineering Dept. |
| Other | |
| Road/lane closure - Council approval (for sale and disposition and for value of the lands) | Certified cheque for amounts over \$75K; otherwise, cheque payable to the Engineering Dept. Link to Burnaby Consolidated Fees and Charges Bylaw |
| Sale of City lands - Council approval (for sale and disposition and for value of the lands) | Certified cheque to Planning Dept. or transfer of funds through Finance Dept. |
| Taxes and utility fees for current year | Payment to be made to Tax Office directly Link to Burnaby Consolidated Fees and Charges Bylaw |
| Density Bonusing - Council approval | Certified cheque to the Planning Dept. Link to Burnaby Development Funding Program |

This information in this guide is offered for general information only and is subject to change.

For any further information on the development application process, please contact Burnaby Planning and Development Department at **604-294-7400** or **planning@burnaby.ca**