

Pre-application Process for Land Development Projects

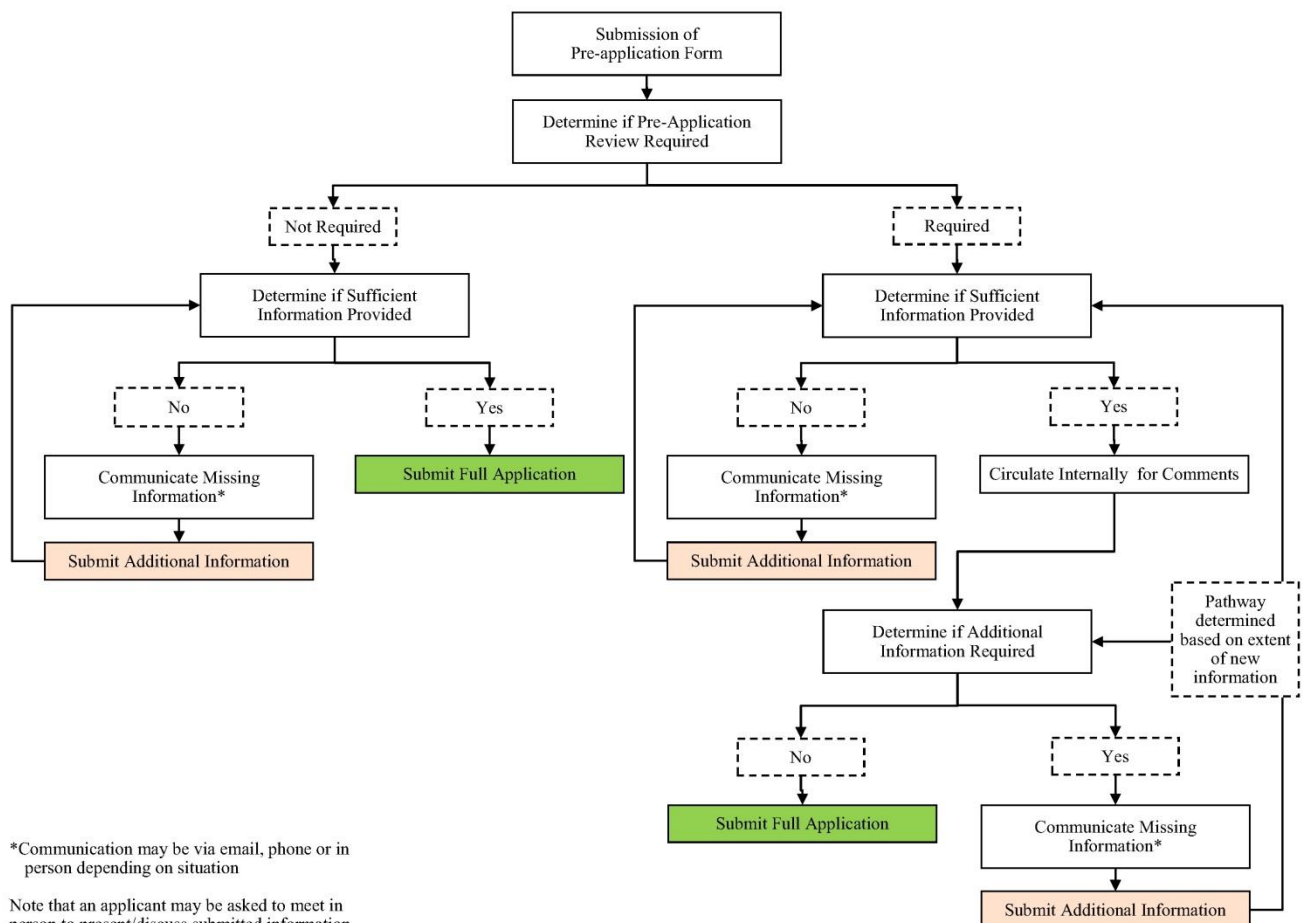
The pre-application process determines if a proposed land development project is fairly straight forward or if a pre-application review is necessary prior to the submission of a formal application.

A complex project often requires supporting information, documents, assessments and reports. The pre-application review provides an opportunity to assess the unique conditions of a project. This review determines what supporting information is necessary, what types of applications are involved, the order of any applications, and what each application needs to be considered complete.

The process aims to improve the likelihood that applications will be successful and reduce their processing time by identifying information ahead of time that would cause them to be refused or delayed.

Most land development projects will require an application for a development permit. Other types of applications may be required to adopt or amend a statutory plan or other bylaws (road closures), amend the Land Use Bylaw (redistrictings/rezonings) or subdivide land. A pre-application review may also identify other considerations such as site specific constraints; required provincial approvals; access and servicing requirements; necessary studies, assessments and reports; off-site improvement expectations; off-site levies and other financial contributions applicable to the site; legal agreements that may be needed; required drawings; etc.

Pre-application Process Flowchart for Proposed Land Development Projects



*Communication may be via email, phone or in person depending on situation

Note that an applicant may be asked to meet in person to present/discuss submitted information at any stage of this process