



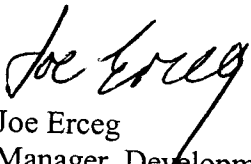
City of Richmond

Report to Committee


To: Planning Committee **Date:** September 19, 2003
From: Joe Erceg **File:** 4105-01
Manager, Development Applications
Re: **Development Applications and Greater Vancouver Home Builders Association Meeting**

Staff Recommendation

That the report and attachments regarding the Development Applications and Greater Vancouver Home Builders Association meeting on September 9, 2003 be received for information.


Joe Erceg
Manager, Development Applications
(4138)

Att.

FOR ORIGINATING DIVISION USE ONLY
CONCURRENCE OF GENERAL MANAGER


Staff Report

Origin

On September 9, 2003, the Development Applications Department and Greater Vancouver Home Builders Association (GVHBA) hosted an informal development and building workshop. The purpose of the workshop was to:

1. Explore the level of interest in holding regular meetings between the City of Richmond and the GVHBA.
2. Provide useful tips for streamlining rezonings and subdivisions for small developments.
3. Discuss bylaw requirements and nuisance issues associated with infill projects.
4. Obtain information from the GVHBA about a potential "Good Neighbour Program".

Attachment 1 is a copy of the invitation that was circulated to local builders by the Association and that was made available at the Front of the House at Richmond City Hall.

Analysis

Attachment 2 is a copy of the minutes from this meeting and some of the materials that were circulated.

A total of twenty (20) people attended the workshop – sixteen (16) from outside the City and four (4) staff from the Development Applications, Community Bylaws and Building Approvals Departments.

The general consensus was that the meeting was very informative and it generated good discussion. There was a general agreement that further meetings between City staff and the GVHBA should be held. Staff will follow up with the GVHBA to plan further workshops.

Financial Impact

There was no financial impact to the City other than the cost of the refreshments and food.

Conclusion

That the Planning Committee and Council receive this report and attachments for information.



Holger Burke
Development Coordinator
(4164)

HB:blg



City of Richmond



DEVELOPMENT & BUILDING WORKSHOP

Presented by

City of Richmond Development Applications Department
and

Greater Vancouver Home Builders' Association

Tuesday, September 9, 2003

8:30 a.m. to 10:30 a.m.

Room M.2.002 (2nd Floor), Richmond City Hall

Don't miss this free informal workshop. Participants will discuss tips on rezoning land, how to avoid subdivision approval problems, and will address bylaw-enforcement issues such as hours of operation, noise complaints, construction access, etc. The two-hour workshop will also afford GVHBA members an excellent opportunity to interact with City of Richmond senior staff on other pertinent development application matters and have any questions or concerns addressed.

AGENDA

1. *Welcome & Introductions* – Joe Erceg, Manager, Development Applications
2. *Rezoning Tips* – Holger Burke, Development Co-ordinator
3. *Subdivision Glitches* – Al Schmidt, Supervisor, Urban Development
4. *Bylaw Enforcement Issues* – Don Pearson, Manager, Community Bylaws
5. *Good Neighbour Program* – Peter Simpson, Chief Operating Officer, GVHBA
6. *Questions/Other Issues* – Joe Erceg, Manager, Development Applications

Return the registration form to GVHBA by Friday, September 5.

Fax (604-588-5037) or e-mail (larraine@gvhba.org)

REGISTRATION FORM

Yes, I (we) will attend the FREE informal Richmond/GVHBA Development and Building Workshop on September 9. (Refreshments will be available.)

NAME _____
NAME _____
NAME _____

COMPANY _____
COMPANY _____
COMPANY _____



City of Richmond

Minutes

**Development Applications and
Greater Vancouver Home Builders Association Meeting
September 9, 2003
City Hall M.2.002 Meeting House**

1. Joe Erceg, Manager Development Applications welcomed everyone to the workshop and provided a brief overview of the agenda.

The following people introduced themselves:

Barry Nixon, Chris Dikeakos Architect Inc.
 Amar Sandhu, J.A.B. Enterprises Ltd.
 Nick Poon, Kensington Homes Ltd.
 Kenneth Lau, Legend Real Estate Group
 Vincent Wan
 Rocky Sethi, Pacific Western Developments Ltd.
 Barry Cavanaugh, Penta Homes Ltd.
 Qamar Kanari, Penta Homes Ltd.
 Kevin Shoemaker, Polygon Homes Ltd.
 Steve Kurrein, Progressive Construction
 Alison Davies, Progressive Construction
 Uni Tse, Triple Eight Construction
 Ron Mowbray, NCD Ltd.
 Lynda Terborg, Re/Max West Coast/Director Real Estate Board Richmond/South
 Delta
 John Terborg, Student
 Peter Simpson, Chief Operating Officer, Greater Vancouver Home Builders
 Association
 Joe Erceg, Manager Development Applications
 Holger Burke, Development Coordinator
 Don Pearson, Manager Community Bylaws
 Gavin Woo, Building Approvals Code Engineer

The following people registered for the workshop but were not in attendance:

Alex Angioli, Capstone Developments
 Nick Eskin, Capstone Developments
 Chew Shun, Heritage Design & Construction
 Greg Klemke, Legend Real Estate Group
 Francis Un, Legend Real Estate Group
 Chris Bardon, Mosaic Avenue Construction Ltd.
 Yang Hung Yao
 Henry Fung
 D. Sandhu, Sandhu Development Pan Pacific Construction
 David Chau, Triple Eight Construction

2. Holger Burke, Development Coordinator, presented the following "Rezoning Tips" to the group:

- ensure the rezoning sign is erected, kept current and properly maintained through out the rezoning process;
- try to perceive whether the Planning Committee or Council at Public Hearing wants more information or is ready to proceed with the application;
- read and understand the rezoning conditions (small print at the end of the Staff Report) because these are requirements you must comply with prior to final approval;
- use "common sense" with regard to the removal of trees (e.g. don't cut down any significant trees unless truly necessary); and
- although there have been some complaints about the City's lane policy, recognize that without a lane development would not be permitted on arterial roads.

A copy of the attached "Rezoning: A guide to rezoning property in Richmond" was distributed to everyone present.

The following points were discussed:

- the processing of a Development Permit simultaneously with a rezoning application;
- whether a property can be rezoned but not built upon immediately;
- the need to demolish existing buildings when a property is being rezoned;
- the rationale for making Staff Reports available on the Friday before a Planning Committee meeting; and
- the fast tracking of simple rezoning applications.

3. Holger Burke (in lieu of Al Schmidt) went over the following "Subdivision Glitches":

- preliminary approval of a subdivision will not be given until the rezoning application is adopted (so, again read and understand the rezoning conditions);
- a demolition permit must be issued and inspections completed prior to the Approving Officer signing a subdivision plan; and
- ensure all signatures are properly done on the subdivision plan (e.g. black ink; name printed; etc.) to avoid Land Title Office problems.

The attached "Subdivision: A guide to subdividing property in Richmond" was distributed.

Discussion ensued on the following:

- the development and engineering costs for small subdivisions (e.g. lane improvements; etc.);
- the Building Approvals requirement for perimeter drains on internal lot lines in a subdivision; and
- the adoption of new bylaws or City requirements without consulting the building community.

There were differing opinions on whether the cost of development in Richmond was higher than other municipalities such as Surrey, Delta, Vancouver or Burnaby.

Development Applications staff advised that a report on development and engineering costs was going to be presented to Planning Committee in the near future and that further consultation was probably required with the Greater Vancouver Home Builders Association.

4. Don Pearson, Manager Community Bylaws went over the following "Bylaw Enforcement Issues" and circulated some information to help explain the City's position:
- the Noise Bylaw and how noise complaints are addressed;
 - construction access and the importance of avoiding parking problems;
 - hours of operation;
 - the recent City initiative to remove illegal sandwich board signs from public property; and
 - various suggestions about outdoor privies, the use of neighbours' water or electricity, etc..

In response to questions, Mr. Pearson indicated that the Community Bylaws Department was willing to:

- check if data was available on what the decibel levels were of various types of construction equipment; and
 - meet with builders to discuss the location of advertising signage to ensure that it is not erected on City properties/right-of-ways or obstructing vehicular sightlines.
5. Peter Simpson, Chief Operating Officer of the Greater Vancouver Home Builders Association presented the "Good Neighbour Policy" he had helped develop in Ontario and Vancouver, North Vancouver and Burnaby.

Attached is copy of the brochure "New Buildings and Neighbours: A Voluntary Good Neighbour Code of Practice for Building Contractors" that was jointly produced by the City of Vancouver and Greater Vancouver Home Builders Association.

The City of Richmond's Building Approvals Department indicated it was willing to work with the Greater Vancouver Home Builders Association to produce a similar "Good Neighbour Policy" brochure.

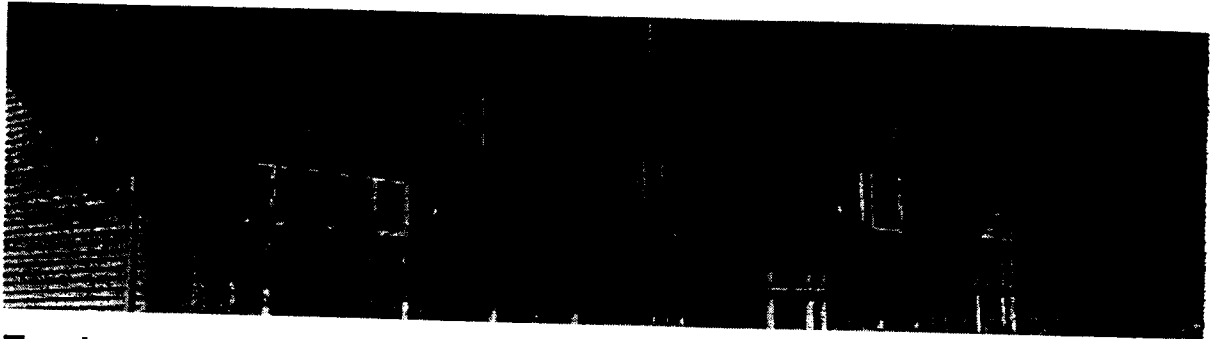
6. Joe Erceg, Manager Development Applications concluded the meeting by asking if there were any other questions or issues that needed to be discussed today.

It was agreed by all that the meeting had been very informative and generated good discussion, and that further meetings between the City of Richmond and the Greater Vancouver Home Builders Association should be held in the future.

December 2001

Rezoning

A guide to rezoning property in Richmond



Zoning

Zoning is one of the ways the City of Richmond regulates the density and use of land to ensure compatible land uses are located in appropriate areas and that the types of buildings or land uses on one property will not conflict with surrounding properties.

Each property in Richmond has a legal zoning classification that regulates the types of buildings and activities allowed on that property. These zones and regulations are contained in the Zoning & Development Bylaw and control such items as permitted uses, density, lot coverage, lot size, setbacks, building height, frontages, off-street parking, landscaping, as well as other requirements.

The Zoning & Development Bylaw showing the zoning on all properties in Richmond is available for review at the Zoning counter in City Hall. Staff in City Hall are also available to assist you with interpreting the Bylaw and can answer your questions regarding the rezoning process.

Rezoning

Before you decide to construct a new building on a property, subdivide or change the use or density of land, you should always check the zoning for that property. If the existing zoning does not permit the proposed changes, the property owner (or agent of the property owner) will have to apply to the City to see if the zoning of that property can be changed. In some cases, a *Rezoning Application* may also require Subdivision and/or Development Permit approval. You should determine this at the outset of your application.

The *Official Community Plan*, *Area Plans* and *Single Family Lot Size Policy Manual* may influence whether or not your property can be rezoned. These plans and other information brochures are available at the Zoning counter or on the information racks in City Hall and the italicized items are available on the City of Richmond's web site (www.city.richmond.bc.ca). Staff members familiar with these documents and the rezoning process are available to assist you and answer your questions.

Property Information

Information regarding your ability to rezone a property can be obtained from the Zoning counter located in City Hall. Inquiries can also be made by telephone at 604-276-4017. When making enquiries, you should be able to provide both the civic address and legal description so the specific property can be properly identified and all the relevant information determined.

Preliminary Review

Prior to submitting a *Rezoning Application*, you may wish to prepare a preliminary concept and have it reviewed by City staff at a pre-application meeting. Basic information required to provide a preliminary review would include the address or legal description of the property, a sketch plan of how you propose to develop the lands, what you intend to do with the lands and what zoning category (ies) you wish to apply for.

Contents

- 1 Zoning
- 1 Rezoning
- 1 Property Information
- 1 Preliminary Review
- 2 Rezoning Process

Rezoning Process

All requests for rezoning must proceed through the rezoning process and be approved by City Council. A complete *Rezoning Application* must be submitted with appropriate fees, plans and other information. It will then be reviewed by various City staff and, in some cases, Provincial and Federal agencies, before a staff report is prepared. Each of the application processing steps is explained in the following sections.

Rezoning Application

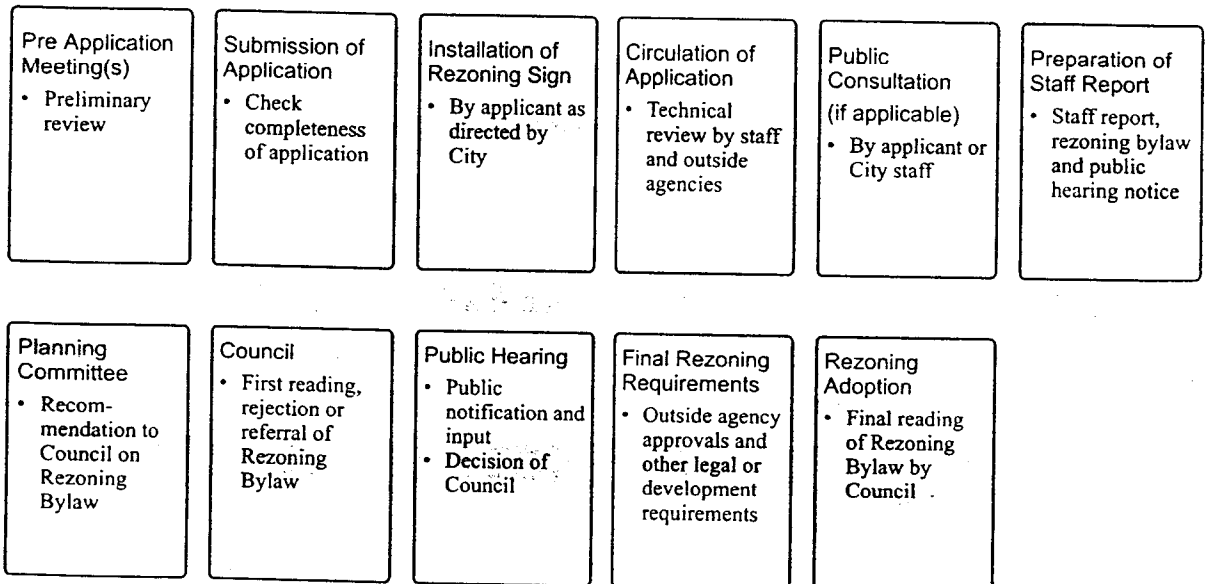
Once you have determined how you are proposing to develop your property, you can submit a formal *Rezoning Application* to the Zoning counter in City Hall. Applications are available at the Zoning counter or on the information racks and on the City of Richmond's web site (www.city.richmond.bc.ca). Staff will be pleased to assist you but you must provide all the following information:

- The address(es) and complete legal description(s) of the property to be rezoned.
- The property owner's name, address, telephone and facsimile numbers, and e-mail address.
- If the applicant is applying on behalf of the property owner(s), a letter of authorization signed by the property owner(s) must be submitted with the application.

- The name, address, telephone and facsimile numbers, and e-mail address of the applicant if not the owner(s).
- Proof of ownership or current contract of purchase and sale.
- A letter outlining all aspects of the proposal including a description of the intended use of the property following the rezoning of the property.
- Where only a portion of a parcel is the subject of the application, a plan showing the precise dimensions of the proposed rezoning with distances and bearings is required.
- A completed *Site Profile* pertaining to the possible soil contamination of the property from certain types of industrial or commercial purposes or activities.
- Non-refundable application fee.

Depending on the nature of the application, eight copies of a detailed plan of the property showing how you intend to develop it, including a site plan and elevations of all proposed new buildings and structures, the dimensions and area of the property and any proposed new buildings or existing buildings to remain on the site, the location of any other improvements on the land (parking lots, driveways etc.), and the surrounding roads with their names and lanes, may also be required.

City of Richmond Rezoning Process



Initial Staff Review And Circulation

Your *Rezoning Application* and all attachments will be reviewed for completeness. An incomplete application will be returned to you if it does not provide all of the required information. Complete applications will be assigned to a staff member and circulated to the appropriate City departments for comment.

Your application may also require review by the Ministry of Transportation if your property is within 800 meters of a controlled access highway and/or the Ministry of Water, Land and Air Protection if the *Site Profile* indicates there may be contaminated soils on the property. Other regulatory agencies such as the Fraser River Estuary Management Program and Department of Fisheries and Oceans may also be involved if it is adjacent to either arms of the Fraser River.

Applicants will be sent a letter acknowledging the receipt of their application and advising them of any preliminary staff comments within a few weeks of when the application was made (e.g. if additional information is required or if some aspect of the application is unacceptable). Additional information or revised plans can be received during the review process.

Rezoning Sign

Once you have submitted a complete *Rezoning Application* and supplementary material, you will be required to install the *Rezoning Sign Information* on your property to notify other property owners and residents in the area of your plans. Staff will mail information regarding your sign to you with the acknowledgement letter confirming that your application has been received. You must submit a photograph of your sign in place on the form provided with the *Rezoning Sign Information* and maintain it until Council makes a final decision regarding your application.

Public Consultation

In some instances, City staff will recommend that an applicant consult with the public either before making a *Rezoning Application* or before a report is prepared for the Planning Committee of Council. This usually occurs when the *Rezoning Application* may appear to be contentious or if considerable public interest is expected. City staff can suggest how an applicant can best solicit the input of the public. It should be noted that a *Rezoning Application* is open for the public to review throughout the rezoning process and to comment on up until the Public Hearing.

Staff Review And Report

City staff will work with you to address the comments received from the City departments and outside agencies and to resolve any outstanding issues before preparing a report to the Planning Committee of Council. The report will contain an assessment of the proposal and a recommendation to Council. It may also identify various requirements to be met prior to final adoption. You will be contacted by staff regarding the meeting date, time and the location when your proposal will be considered. A copy of the staff report is normally available after 3:00 p.m. on the Friday preceding the Planning Committee meeting (which normally takes place on a Tuesday, twice a month) and can be obtained at the Information counter in City Hall or can be found on the City's web site (www.city.richmond.bc.ca) by searching for the Planning Committee agenda.

Planning Committee Meeting

The Planning Committee is made up of five City Council members. They will review the staff report and recommendations and provide you with the opportunity to make a presentation. The Committee will also consider any comments from the public and make a recommendation to the full Council. Your attendance is recommended so that you can address any concerns the Committee or the public may have.

Council Meeting

The staff report and Planning Committee recommendations are forwarded to the full City Council for their consideration. A presentation is not generally necessary, but if the opportunity does exist you can contact the City Clerk prior to the meeting to make appropriate arrangements. Council will usually deal with your application at their next regular meeting following the Planning Committee meeting. You can confirm the meeting date and time with the City Clerk's Office (604-276-4007) or by viewing the Council agenda on the City's web site (www.city.richmond.bc.ca).

When Council has received and reviewed all of the information it will make a decision to:

- Allow your application to proceed (by giving a Rezoning Bylaw first reading and sending it to a Public Hearing), or
- Reject your application, or
- Refer the application back to the Planning Committee or staff for more information.

Public Hearing

If Council has given first reading to your Rezoning Bylaw it will be forwarded to a Public Hearing. The public will be notified about your proposal through local newspaper advertisements and those owners of property located within a 50 meter radius of the site will be contacted by mail. Public Hearings are held monthly and are the final, formal opportunity for the public to comment on a *Rezoning Application*. You will be advised of the Public Hearing by the City Clerks office.

You will be given the opportunity to address Council regarding your application as will any member of the public who deem themselves to be affected by the rezoning. This will be the last opportunity Council has to receive any information from you before they make a final decision.

On the same day as the Public Hearing, Council will make a decision to:

- Allow your application to proceed (by giving the Rezoning Bylaw second and third reading, and if there are no outstanding requirements to be completed, final adoption), or
- Reject the application, or
- Refer the application back to the Planning Committee or staff for more information.

Completing Requirements

If Council has decided to allow the application to proceed by giving the Rezoning Bylaw second and third reading, you may be required to complete a number of legal or development requirements prior to final adoption of this Bylaw. These could include the preparation and approval of engineering drawings prepared by a Professional Engineer (registered in B.C.); filing of restrictive covenants, rights-of-way, survey plans by the City’s Law Department; payment of certain fees; etc.. Some applications may also have to be approved at this time by the Ministry of Transportation. If the *Site Profile* indicated that there might be contaminated soils on the property, the Ministry of Water, Land and Air Protection clearance would be required before the Rezoning Bylaw can be adopted.

Final Adoption

When all of the requirements have been met and approvals granted, the Rezoning Bylaw will be forwarded to Council for final adoption. In order to be placed on a particular Council agenda, these requirements must be completed by the Wednesday before the regular Council meeting. You can confirm when your Rezoning Bylaw is to be considered for final adoption by contacting the appropriate staff in the Development Applications Department or the City Clerk’s Department. After the Council meeting a letter confirming Council’s decision will be mailed to you.

Timing

Specific time limits for processing a *Rezoning Application* are difficult to provide as the time required varies depending on the type, size and complexity of the requirements, the number of applications in progress and the ability of the applicant to provide information when required. Simple applications may take only a few months, while more complex applications involving a Development Permit and Servicing Agreement may take much longer to finalize. Approvals from outside government agencies also tend to extend the process.

Generally speaking, applicants may save time by first discussing the proposal with the Urban Development Division staff, employing consultants (planners, architects, engineers, landscape architects and surveyors, etc.) familiar with the rezoning process where appropriate, and providing in a timely manner all the information required by the City throughout the process. Experience indicates that the more information an applicant can initially provide in support of the application, the faster it can be processed. Similarly, processing time, confusion and uncertainty may be minimized if the applicant assigns one person with the specific responsibility of coordinating the rezoning process.

This brochure is intended to be used in conjunction with our other informational brochures and helpful handouts such as: Subdivision; Development Permit; Rezoning Sign Information; etc.

It is not a legal document. Any contradiction, dispute or difference between the contents of this brochure and applicable City bylaws, plans, policies or guidelines will be resolved by reference to the bylaws or other official documents. You should always refer to the official copies of the Official Community Plan, Zoning & Development Bylaw and other formal municipal documents if you are unsure of any procedure or requirements.



October 2002

Subdivision

A guide to subdividing property in Richmond



Subdivision

Subdivision is the process of altering legal property boundaries. It usually involves the dividing of a property into smaller parcels of land. It can also include the realignment of existing property lines or the consolidation of one or more properties into a single parcel. An application to strata title an existing building is not included in this brochure as it goes through a different subdivision approval process.

The Local Government Act, Land Title Act and the City of Richmond's Subdivision Control Bylaw and Zoning & Development Bylaw regulate the subdivision of land. The Land Title Act provides for the appointment of Approving Officers who are responsible for administering any application to subdivide lands. All requests for subdivision in Richmond must be processed through the subdivision approval process and approved by the Approving Officer. City Council is not responsible for approving a subdivision application (unless it is to strata title an existing building).

The Approving Officer ensures that each subdivision adheres to the lot size and road frontage requirements of the Zoning & Development Bylaw and provides for appropriate access and road dedications; park/open space; works and services such as roads, water, storm and sanitary sewer; flood protection; etc.. The Approving Officer is also charged with protecting, where appropriate, natural features, views and the future development potential of adjacent parcels.

Property Information

Information regarding your ability to subdivide a property can be obtained from the Zoning counter located in City Hall. Inquiries can also be made by telephone at 604-276-4017. When making enquiries, you should provide both the civic address and legal description so the specific property can be properly identified and all the relevant information determined.

A number of City documents will influence whether or not your property can be subdivided. Some of these include the *Official Community Plan* and Area Plans, Zoning & Development Bylaw and Single Family Lot Size Policy Manual. All of these documents are available for review at the Zoning counter in City Hall and the italicized plans are available on the City of Richmond's web site (www.city.richmond.bc.ca). Staff members familiar with these documents and the subdivision process are available to assist you and answer your questions.

Preliminary Review

Prior to submitting a *Subdivision Application*, you may wish to prepare a preliminary plan and have it reviewed by City staff at a pre-application meeting. Basic information required to provide a preliminary review would include the address or legal description of the property and a sketch plan showing how you propose to subdivide the lands and what you intend to do with any buildings on the property.

Contents

- 1 Subdivision
- 1 Property Information
- 1 Preliminary Review
- 2 Subdivision Process

Subdivision Process

Subdivision Application

Once you have determined exactly how you would like to subdivide your property, you can submit a *Subdivision Application* to the Zoning counter in City Hall. Applications are available at the Zoning counter or on the information racks and on the City of Richmond web site (www.city.richmond.bc.ca). Staff will be pleased to assist you but you must provide all the following information:

- The address(es) and complete legal description(s) of the property to be subdivided.
- The property owner's name, address, telephone and facsimile numbers, and e-mail address.
- If the applicant is applying on behalf of the property owner(s), a letter of authorization signed by the property owner(s) must be submitted with the application.
- The name, address, telephone and facsimile numbers, and e-mail address of the applicant if not the owner(s).
- Proof of ownership or current contract of purchase and sale.
- A letter outlining all aspects of the proposal including a description of the intended use of the property following the subdivision of the property
- A "Certificate of Encroachment" prepared by a B.C. Land Surveyor for any buildings or structures unless they are to be demolished or relocated.

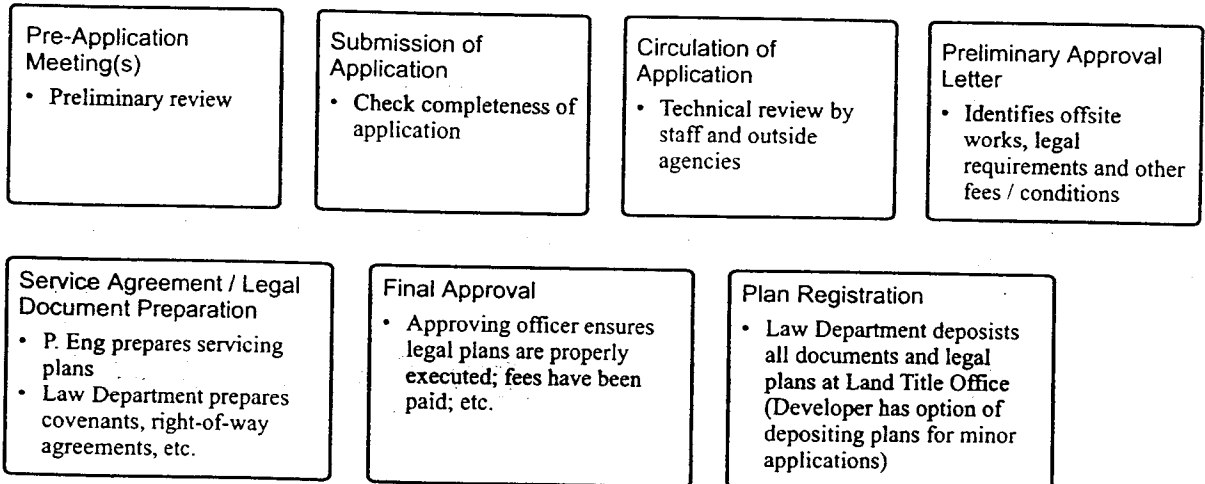
- 6 copies of the draft plan of subdivision including all dimensions, surrounding roads and lanes, road names, location of any improvements on the land (buildings, parking lots, driveways, etc.) that are not to be removed.
- A completed *Waiver Form* indicating that you agree to be bound by any amendment to Richmond's Bylaws which may effect your subdivision that may be introduced within one year.
- A completed *Site Profile* pertaining to the possible soil contamination of the property from certain types of industrial or commercial purposes or activities.
- Non-refundable application fee.

Subdivision Processing Staff Review:

Your application and all attachments will be reviewed for completeness. An incomplete application will be returned to you if it does not provide all of the required information. Complete applications will be assigned to a staff member and circulated to the appropriate City departments to ensure the acceptability of the layout and the adequacy of City services.

Your application may also require review by the Ministry of Transportation if your property is adjacent to a controlled access highway and/or the Ministry of Water, Land and Air Protection if it is within the floodplain and not exempt from flood proofing requirements or if the *Site Profile* indicates there may be contaminated soils on the property. Other regulatory agencies such as the Fraser River Estuary Management Program and Department of Fisheries

City of Richmond Subdivision Process



and Oceans may also be involved if it is adjacent to either arms of the Fraser River.

Applicants will be sent a letter acknowledging the receipt of their application and advising them of any preliminary staff comments within a few weeks of when the application was made (e.g. if additional information is required or if some aspect of the application is unacceptable). Additional information or revised plans can be received during the review process.

Preliminary Letter Of Approval (PLA)

Once your application has been thoroughly reviewed and all circulation comments are received, a preliminary letter of approval (PLA) stating that your proposed subdivision layout is acceptable to the Approving Officer may be issued. The PLA will identify whether off-site works are required and the scope of those works. It will also identify the legal requirements such as road and lane dedications, restrictive covenants and rights-of-way. You may also be required to dedicate land for park or pay cash-in-lieu and to apply for demolition permits. The payment of the current year's property and utility taxes, Development Cost Charges, School site levies and inspection fees are normally also specified.

Your PLA is good for a period of 180 days. If you have not completed your subdivision within this time period, you may ask for an extension. However, there is an additional fee of \$250.00 for a request for an extension to a PLA and the Approving Officer could require you to submit a new application.

Servicing Agreement

If your PLA identifies that off-site works are required, a Servicing Agreement may be required. If a Servicing Agreement is required, you must hire a Professional Engineer (P.Eng) registered in B.C. to prepare your servicing plans and to co-ordinate discussions with the Development Applications Department staff who will identify the City's servicing requirements and specifications.

Upon approval of your engineering consultant's servicing plans you will be required to enter into a Servicing Agreement with the City. This agreement will specify:

- The works that the owner will have to construct as part of the subdivision.
- The cost of and security for these works, usually in the form of a Letter of Credit.

- Dedications and rights-of-way required.
- Development Cost Charges, Public Works and inspection fees to be paid.
- The time period allowed for the completion of the works.

If you expect that your subdivision may require a Servicing Agreement or if this is identified as a requirement in your PLA, please refer to the *Processing Procedures For Subdivisions With Servicing Agreements*.

The City will inspect all of the off-site works required by the Servicing Agreement to ensure that they meet the Engineering Department standards. When all works are completed to standard, the Letter of Credit (submitted with your Servicing Agreement) will be returned to you. A 15% maintenance fee will be held for a period of one year from completion approval.

Legal Document Preparation

The City's Law Department will prepare the restrictive covenants and right-of-way documents for execution by the landowner. The Law Department may also register the subdivision plans and legal documents in the Land Titles Office on your behalf. For minor (non-complex) subdivisions, the applicant has the option of depositing the legal plans at the Land Titles Office.

Final Approval

Once the Servicing Agreement and other conditions of the PLA are complete you may submit the final Survey Plan to the Approving Officer. The Survey Plan must be prepared by a registered B.C. Land Surveyor and signed by all parties having a registered interest in the land. The Land Titles Office has very specific requirements as to how the plans must be signed and you should check these before having the plans executed by anyone. Your Surveyor can assist you with these requirements and you should obtain a copy of the City of Richmond's *Legal Plans Signing Requirements*.

The plans must be submitted to the Approving Officer within 90 days of execution by the Land Surveyor or the Approving Officer may require a reinspection of the survey.

Plan Registration

When the Approving Officer has deemed all aspects and requirements of the subdivision process have been met, the Approving Officer will sign the legal Survey Plan. The City’s Law Department will ensure that the plans and supporting documentation are registered in the Land Title Office. Copies of the registered documents will be provided to you. If the applicant registers the plans and documents, the City requires copies of all registered plans and documents stamped by the Land Title Office for its records.

Plans and documents must be registered within 60 days of approval by the Approving Officer.

Timing

Specific time limits for processing a *Subdivision Application* are difficult to provide as the time required varies depending on the type and size of the subdivision, the complexity of the requirements, the number of applications in progress and the ability of the applicant to provide information when required. Simple applications may take only a few months, while more complex applications involving a *Rezoning Application, Development Permit* or *Servicing Agreement* may take longer to finalize. Approvals from outside government agencies also tend to extend the process.

*This brochure is intended to be used in conjunction with our other informational brochures and helpful handouts such as: **Processing Procedures For Subdivisions With Servicing Agreements; Legal Plans Signing Requirements; and Floodplain Management Implementation Policy.** These documents are available on the City of Richmond web site (www.city.richmond.bc.ca).*

This brochure is not a legal document. Any contradiction, dispute or difference between the contents of it and applicable City bylaws, plans, policies or guidelines will be resolved by reference to the bylaws or other official documents.

You should always refer to the official copies of the Zoning & Development Bylaw or Subdivision Control Bylaw and other formal municipal documents if you are unsure of any procedure or requirement.



City of Vancouver

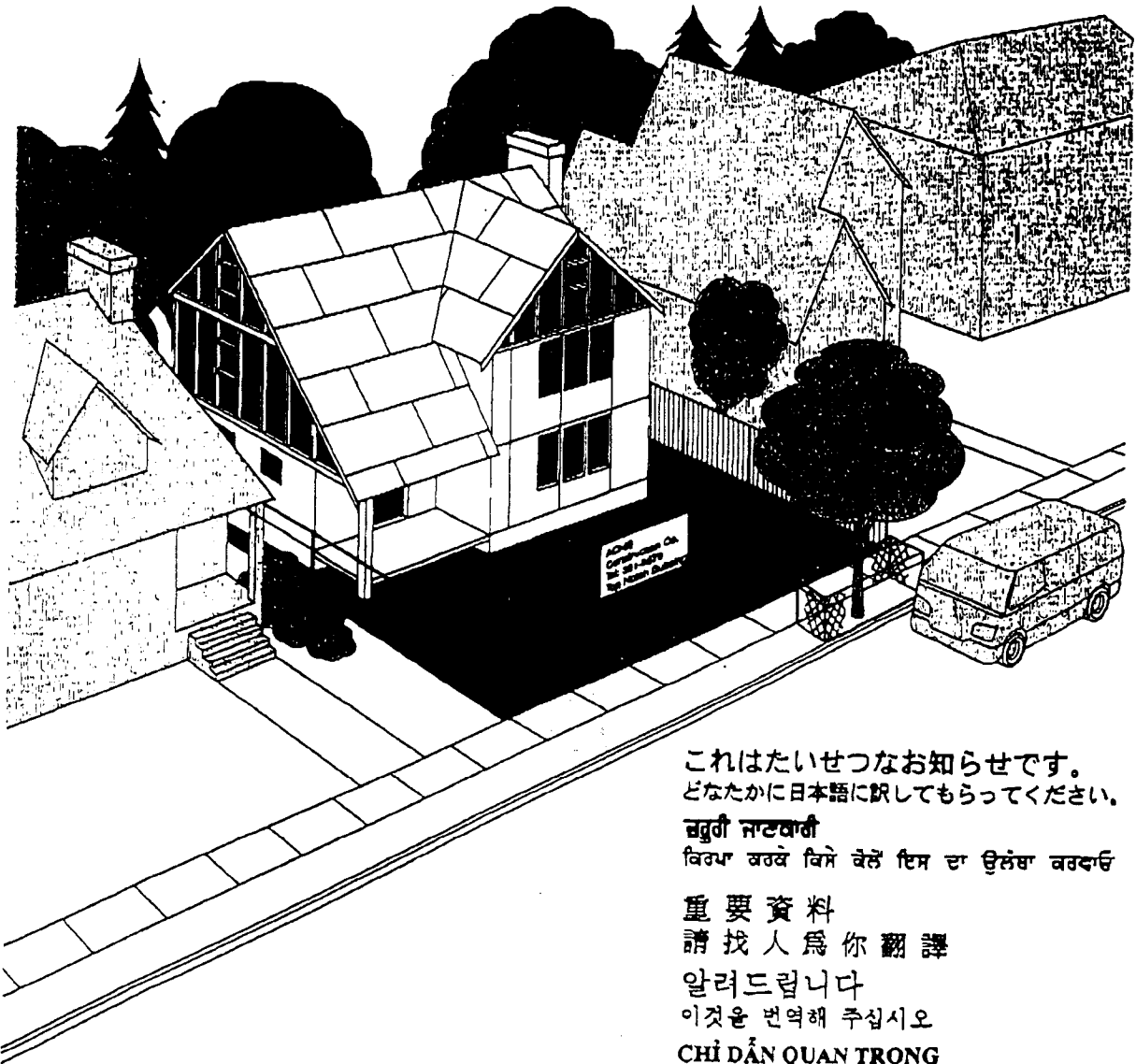
Greater Vancouver Home Builders' Association

New Buildings and Neighbours

A Voluntary "Good Neighbour" Code of Practice for Building Contractors

Co-Sponsored by

The Greater Vancouver Home Builders' Association and
The City of Vancouver



これはたいせつなお知らせです。
どなたかに日本語に訳してもらってください。

ਜ਼ਰੂਰੀ ਜਾਣਕਾਰੀ

ਵਿਰਧਾ ਕਰਕੇ ਵਿਸੇ ਕੇਲੋਂ ਇਸ ਦਾ ਉਲੰਥਾ ਕਰਦਾਹਿ

重要資料

請找人為你翻譯

알려드립니다

이것을 번역해 주십시오

CHỈ DẪN QUAN TRỌNG

Xin nhờ người dịch hộ

IMPORTANT INFORMATION

Please have this translated

RENSEIGNEMENTS IMPORTANTS

Prière de les faire traduire

INFORMACIÓN IMPORTANTE

Busque alguien que le traduzca

CAUTION!

BEFORE YOU DIG, CONTACT:
BC TELEPHONE @ 1-800-474-6886
BC GAS @ 293-8554

New Buildings and Neighbours: Why This Brochure?

In Vancouver, most building sites are part of an existing neighbourhood. When a new building is constructed, neighbours often have interests and concerns about the construction procedures, tree retention, and the final built product.

Good communication between the builder and the neighbours, which should begin before the site work starts, usually results in fewer project problems for everyone. Unfortunately, some builders do not keep nearby neighbours informed of their plans, nor do they make an effort to keep sidewalks, streets and lanes clean and passable.

The Greater Vancouver Home Builders' Association and the City of Vancouver have created this brochure which recommends what builders should do as "good neighbours" and what neighbours might reasonably expect from a builder working in their area.

Good Neighbour Practices

There are six basic recommended Good Neighbour Practices for builders:

- 1) Obtain all required permits and approvals
- 2) Tell all surrounding neighbours about your plans and what you are doing
- 3) Protect the immediate neighbourhood, including trees on and off site
- 4) The site should be kept clean at all times
- 5) Respect hours of work and noise regulations
- 6) Do not block driveways, keep streets and lanes passable.

Communicating with Neighbours

Well before on-site work begins and preferably prior to making permit applications, the builder should contact the surrounding neighbours in person and inform them about what is being planned. When neighbours are informed, they are usually much more supportive and understanding of the project's construction activities.

The builder should give neighbours their name and emergency phone number so that they can be contacted about any concerns or emergency situations that may arise. The builder should tell the neighbours the approximate construction start and completion dates, demolition and excavation dates, and the dates of any other unusually disruptive construction activities. Reminding neighbours about project safety is also a good idea so that children and pets do not venture onto the construction site.

(See attached *Appendix 1: "Builder-Neighbour Contact Letter"*).

Approvals and Permits

Every building construction project, including renovations, must receive applicable City approvals such as Development Permit, Tree Permit, Building Permit, Demolition Permit, etc. before construction may start. The permits required vary according to the site's zoning category and the proposed building's use and design. Do not start demolition or construction before you have all the necessary permits. Builders should also be aware that other non-city agencies may have permit requirements for some types of building activity.

Builders (and/or their designers/architects) should consult with City staff well in advance of the intended construction start date to determine what regulations apply, what type of plan review process will be required and the estimated time for review process.

Rezoning

Proposed new buildings must conform with the existing zoning. However, where an applicant proposes to construct a building which is not approvable under the existing zoning, a site rezoning may be pursued. Rezoning can be a lengthy, costly, and sometimes controversial process. Included in the rezoning process is input from surrounding neighbours and a Planning Department review. City Council decides if a proposed rezoning will be approved or refused. Check to see if your proposed building project is allowable within your site's existing zoning. If not, discuss the rezoning process with Planning staff before initiating site acquisition or design studies.

Board of Variance

The Board of Variance is an independent, Provincial and City appointed group that hears appeals from project applicants or anyone aggrieved by a decision of the Planning Department. It has the power to overturn certain types of Planning Department decisions as allowed under the Vancouver Charter.

Development Permits

For all projects, including projects seeking Director of Planning or Development Permit Board discretionary/conditional increases or relaxations, a Development Permit from the Planning Department is required. The required submission documents and the review process type and time vary greatly depending on the planning issues involved. Where discretionary/conditional approvals are granted based upon external design, landscaping, or other criteria, it is very important that the builder follow the approved plans. Where unforeseeable situations necessitate seeking design changes during construction, the builder must contact City staff and obtain written approval of the proposed revisions before changes are carried out.

Tree Permit

Vancouver's Private Property Tree By-Law regulates the removal, replacement, and other aspects of trees on private property. When a builder applies for permits for a new building, the site plan and required site survey are reviewed regarding tree retention, replacement, protection, and other requirements. Do not remove any existing trees prior to applying for a Building Permit except as allowed under the terms of the Tree By-Law and with the appropriate permit. During construction, maintain required tree protection barriers and, during warmer weather, water trees and other significant retained shrubs, especially those whose roots have been affected by excavation or grading activities. Where trees or major shrubs are on or close to shared property lines, use excavation procedures acceptable to the related neighbour.

The Building Permit

To obtain a Building Permit you must submit detailed project plans to the City. The City reviews the project based upon the City of Vancouver Building By-Law and other requirements. A sign noting the builder's name and emergency contact phone number must be posted and easily visible from the street. The Demolition Permit and Building Permit will not be issued until a City inspector has confirmed that all required tree protection fences are in place. Be aware of the various City inspections required as the work progresses and arrange for these as appropriate to avoid construction delays.

The Building Permit for Demolition

A Building Permit for Demolition is required and, in most residential zones, is normally not issued until the Building Permit is issuable. Dust, noise and debris must be controlled during demolition. Take adequate precautions to protect adjacent private and city properties. Give neighbours adequate notice about the demolition date so that they may close windows and take other precautions. Consider having a demolition sale and plant sale before demolition starts.

Related City By-Laws

Vancouver has By-Laws governing acceptable noise levels and hours of work. Monday through Friday, work may begin at 7:30AM and must stop at 8:00PM. Saturday hours are from 10:00AM to 8:00PM. No work generating noise may be carried out on Sundays or statutory holidays. The City's Standard of Maintenance By-Law and the Untidy Premises By-Law contain requirements for the care of properties and should be consulted. Other City By-Laws may also apply.

Other Applicable Laws

Builders must also comply with all applicable laws including Provincial laws related to remediation of contaminated sites (no City permits may be issued to develop a site until acceptable measures are taken to deal with site contamination), waste disposal, and Workers' Compensation Board requirements for site safety and construction procedures. Of note is the WCB requirement for an excavation plan, sealed by an Engineer, where excavation cuts exceed 1.2m (four feet) in depth.

Protection and Safeguards

Before work begins, keep existing vacant homes and sites in good condition. A home slated for demolition should not be allowed to become an eyesore or danger. Do not harm existing neighbourhood services during construction. Prior to excavation or digging, contact electrical, gas, telephone, cable, and other utilities for information on underground services.

Protect abutting properties' buildings, landscaping, fences, etc. from construction activities. Use fencing or equivalent measures to protect shrubs. If certain areas are at risk, the builder should work out an acceptable agreement with the affected property owner before starting work.

Care should be taken to secure the project site/building to eliminate access by children or pets; do not encroach upon neighbouring properties nor burn construction wastes on site.

Site Access

Do not block garages or driveways and, as much as possible, do not block streets, sidewalks or lanes. Where conditions make site access difficult for construction activities, negotiate site access through private property with neighbours before starting work.

Clean Up and Close Out

Collect and remove construction waste on a regular basis. Prompt clean up keeps the site from becoming a safety hazard and an eyesore. Regularly clean sidewalks, streets and lanes that have become dirty or muddy from excavation and landscaping activities. Repair any damage done to abutting properties.

Sub-Contractors

Builders should encourage all sub-contractors to comply with City By-Laws and these Good Neighbour Practices. (See attached *Appendix 2: "Sub-Contractor Code of Conduct Letter"*).

Benefits of Good Neighbour Practices

Renovating or building new buildings in existing neighbourhoods contributes to the health and vitality of the City. Surrounding home owners share in those benefits. By following Good Neighbour Practices, a builder can make sure the project creates the most benefits for the neighbours with the least possible disruption.

*Builder's Checklist***Good Neighbour Practices Check List**

- contact City, discuss proposed project, submit all required documents and plans, obtain all required approvals, permits and inspections.
- keep vacant houses secure and maintain sites prior to the construction start.
- post your emergency phone number visably on site.
- contact utility companies before beginning demolition or excavation.
- meet with all neighbours, inform them of the proposed project, leave your emergency phone contact number, and advise them of significant project construction activity dates such as demolition.
- protect all site trees to be retained, city boulevard trees, and property line trees and shrubs before work begins; maintain protection barriers throughout construction.
- protect fences or other improvements near property lines of neighbours.
- comply with other agencies' (WCB, etc.) permit requirements.
- request sub-contractors to follow Good Neighbour Practices.
- limit work to times to those permitted under city By-Laws. Respect the City noise By-Law.
- where special conditions warrant, negotiate site access agreements with neighbours or other necessary agreements before work proceeds.
- secure the site/building to discourage trespass and possible injury to children or pets.
- clean up the site regularly and clean streets, lanes, and sidewalks as construction activities warrant; dispose of waste materials appropriately; no on site burning.

This **Good Neighbour Practices Check List** is provided to builders as a convenient reminder of building practices recommended by the **Greater Vancouver Home Builders' Association** and the **City of Vancouver**.

(see back side for useful contact numbers)

City of Vancouver

Greater Vancouver Home Builders' Association

For Further Information:

- Vancouver Planning Department 873-7344*
- Vancouver Permits and Licenses: Building Permits 873-7611*
- Inspections 873-7601*
- Vancouver Engineering Department 873-7323*

- Greater Vancouver Home Builders' Association 590-5256*

Other Useful Contacts

- BC Workers' Compensation Board 273-2266*
- BC Telephone: Residential Service 1-888-811-2323*
- Business Service 1-888-811-2828*
- BC Gas 443-6500*
- BC Hydro 528-1600*
- Cable TV: Technical Assistance 280-6266*
- Other*

City of Vancouver

Greater Vancouver Home Builders' Association

Appendix I: Builder - Neighbourhood Contact Letter

Date _____

Dear Neighbour,

Regarding development at (address) _____

I would like to take this opportunity to introduce myself and my company to you (see business card attached below). We are the general contractors for the new development soon to be under construction in your neighbourhood. The purpose of this letter is to inform you about this project and to give you an opportunity to contact us now or during construction if you have any questions or concerns.

The project will include (general description):

The following estimated dates are provided for your information; dates may change without notice:

Demolition of existing structure (date) _____

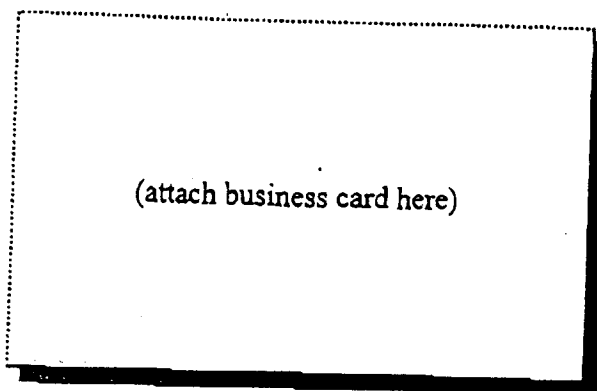
Completion of construction (date) _____

During demolition and construction we suggest that you advise any children in your household to take care when near the site and to not venture on to the site at any time. As general contractors, we will do our best to make sure that the construction work causes the least possible disruption to you and the neighbourhood. If you have any questions about this construction project, please phone me. If I am not available, leave your name and phone number and I will return your call as soon as possible. I look forward to meeting you during the course of construction.

Sincerely,

The **'New Buildings and Neighbours'** brochure and the Good Neighbour Policies are recommendations to all builders published jointly by the **Greater Vancouver Home Builders' Association** and the **City of Vancouver**.

To be filled out, photo-copied, and distributed by the builder to all properties abutting or near to the construction site.



City of Vancouver

Greater Vancouver Home Builders' Association

Appendix 2: Sub - Contractor Code of Conduct

To all Sub-Contractors, Tradespersons, and Others working at:

(address) _____

From: _____, General Contractor.

In accordance with the Good Neighbour Policies as described in the **'New Buildings and Neighbours'** brochure, published jointly by the **Greater Vancouver Home Builders' Association** and the **City of Vancouver**, and considerate trade practices, I ask all of you to abide by the following guidelines while working on this project:

- Be considerate of neighbouring residents. Control construction noise as much as possible, respect the Vancouver Noise By-Law requirements, and limit radio/CD player music volumes to reasonable levels.
- Do not trespass on adjacent properties without obtaining permission from the owner. Take care that construction does not result in abutting properties being damaged or unnecessarily disturbed. Do not use the hose connections or electrical power outlets of abutting houses without prior approval from the property owner.
- Keep the site safe and clean; keep streets, lanes, and sidewalks free from dirt and construction materials. Remove construction debris regularly from site.
- Do not park vehicles in a manner that blocks driveways or disrupts passage on streets, lanes, and sidewalks. Take adequate precautions when disruption of normal traffic and parking is necessary (for concrete truck access, etc.)
- During non-working hours, secure the building to limit trespassing and possible injury to area residents, especially children.
- Do not damage retained trees or other significant shrubs or plants.
- No pets including workers' pets are allowed on site or in the building while under construction.
- No alcohol or non-prescription drugs of any type are permitted on the job.
- Do not use loud, foul language.
- Take all reasonable precautions to prevent accidents or injuries to workers and area residents.

In general, do not unnecessarily disturb or disrupt the area residents and their private property during construction. Keep the neighbours' interests in mind.

Thank you!

To be filled out, photo-copied, and distributed by the builder. Recommendations published jointly by the Greater Vancouver Home Builders' Association and the City of Vancouver.

December 1997

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