



## Policy Manual

<b>POLICY TITLE:</b> Development and Project Communication Policy		<b>POLICY #</b> D08A-01	
<b>AUTHORITY:</b>	Legislative	<b>EFFECTIVE DATE:</b>	
	Administrative ✓	<b>REVIEW DATE:</b> February 12, 2013	
<b>ISSUED BY:</b>	Director of Planning and Building	<b>APPROVED BY:</b>	Council
<b>DATE ISSUED:</b>	February 20, 2013	<b>DATE APPROVED:</b>	<b>February 19, 2013</b>
		<b>DATE AMENDED:</b>	

### PURPOSE

To establish a protocol for publicly communicating active land development applications. To also provide a venue for communicating information on applicable municipal projects.

### POLICY

The District of Squamish will work with land development applicants to ensure that all new applications are communicated to the public in a clear and accessible way, as per the procedures outlined below.

### DEFINITIONS

**File Manager:** The municipal Employee assigned to managing the review and processing of a specific development application or municipal project.

**Development and Project Showcase:** The web-based pages on the District of Squamish website that provide:

- a basic guide to the Land Development process;
- information on proposed developments that have submitted fees and a complete application, and which applications have been entered into process review;
- information on applicable municipal projects, as determined by the General Manager.

**General Manager:** is the General Manager of Development Services, Engineering and Operations, or their designate.

## PROCEDURES

### 1. MUNICIPAL COMMUNICATION ROLE

The District of Squamish will update the municipal weekly newspaper ad space and electronic District newsletter listing new development applications, and directing further enquiries to the District of Squamish website ***Development and Project Showcase***. Contact information for Development Services will also be provided.

The File Manager will ensure that the information about the proposed development application or municipal project is accurate and easily understood.

The Development and Project Showcase will include a brief description of each land development application process from a legislative context. This includes identifying criteria for approving/denying a proposal, and identifying opportunities for public input.

### 2. APPLICATIONS REQUIRING COUNCIL APPROVAL

#### **2.a Applicant role in communicating:**

New land development applications requiring Council approval must complete the following:

- Post a 120cm x 240 cm sign on the development parcel according to the District of Squamish Applicant's Development Information package (Appendix A);
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- Submit electronic development proposal information for inclusion in the Development and Project Showcase.

#### **2.b Development and Project Showcase:**

New land development applications requiring Council approval will be featured on the District of Squamish website in the Development and Project Showcase *at least 21 calendar days prior to the Council meeting at which they are considered*. Applicants are required to submit material electronically for the Development and Project Showcase according to the type of application.

All submissions to the Development and Project Showcase will be subject to review by the File Manager before being posted on the District of Squamish website, and may be required to provide additional information as determined by the File Manager to ensure effective communication of the proposal to the public.

All submissions must include Riparian area detail or natural/wildlife constraints as applicable.

If more than one development process is being applied for, then only one comprehensive electronic submission is required.

Submission categories:

1. **OCP amendment** applications must include submission of:

- a) Proposal summary in no more than 250 words;
- b) Site Plan;
- c) Statistical Data Sheet (Lot area, existing zoning, dimensions of any existing buildings or structures).

2. **Rezoning** applications must include submission of:

- a) Proposal summary in no more than 250 words;
- b) Site Plan;
- c) Statistical Data Sheet (Lot area, lot coverage, number of units, building heights, etc.).

3. **Development Permit** applications must include submission of:

- a) Proposal summary in no more than 250 words;
- b) Site Plan;
- c) Statistical Data Sheet (Lot area, lot coverage, number of units, building heights, etc.);
- d) Elevations;
- e) Colors/materials specification sheet;
- f) Landscape, lighting and signage plan(s).

4. **Development Variance Permit** applications must include submission of:

- a) Proposal summary in no more than 250 words;

- b) Site Plan including detail of requested variance;
- c) Statistical Data Sheet (lot area, lot coverage, number of units, required setbacks);
- d) Elevation sketch/rendering illustrating requested variance if applicable.

5. **Temporary Use Permit** applications must include submission of:

- a) Proposal summary in no more than 250 words;
- b) Site Plan;
- c) Statistical Data Sheet (lot area, lot coverage, number of units, setbacks, location of temporary use activity on the site);
- d) Landscape, lighting and signage plan(s);
- e) Elevation sketch/rendering illustrating the requested temporary use as applicable.

6. **Subdivision** applications must include submission of:

- a) Proposal summary in no more than 250 words;
- b) Site Plan;
- c) Proposed subdivision plan;
- d) Statistical Data Sheet (existing lot area, proposed new lot areas, widths and depths, building envelopes, road widths where applicable, any geotechnical information that may affect subdivision conditions such as steep grades);
- e) Drainage and grading plans where applicable.

**2.c Public Information Meeting:**

Each development proposal in the Development and Project Showcase will have a 'click to request a public meeting' function. If a combination of 10 separate website based, emailed or written requests for a public meeting are made in the first 21 calendar days the project is featured in the showcase, then the applicant will be required to hold a Public Information Meeting regarding their proposed development.

The Public Information Meeting will be held according to the District of Squamish Applicant's Development Information package (Appendix A).

### 3. APPLICATIONS NOT REQUIRING COUNCIL APPROVAL (DELEGATED)

#### **3.a Applicant role in communicating:**

New land development applications that **do not** require Council approval (delegated) must complete the following:

- a) Post a 60cm X 90cm sign on the development parcel within two (2) weeks of submission of application, according to the District of Squamish Applicant's Development Information package (Appendix A);
- b) Submit an electronic executive summary of the development proposal (maximum 150 words) for inclusion in the District of Squamish website on the Development and Project Showcase in the 'minor project list'.

### 4. MUNICIPAL PROJECTS

Municipal projects may also be posted on the Development and Project Showcase when applicable, as determined by the General Manager.

**Municipal Projects** that are featured in the Development and Project Showcase may include submission of:

- a) Proposal summary in no more than 250 words;
- b) Site Plan;
- c) Statistical Data Sheet (lot area, project data, etc.);
- d) Relevant elevations, drawings, schedules and images.

### 5. PUBLIC COMMENT

Proposed projects in the Development Showcase will be featured with a 'link' tool, allowing viewers to submit comments on proposed developments directly from the website. To ensure authentic individual feedback, some personal information will be required as part of the comment process.



# Policy Manual

DEVELOPMENT INFORMATION PROCEDURE: **Policy**

Page 6 of 6

**ATTACHMENTS**      Development Information Package – *Information for Applicants*

**DISTRIBUTION**      Online Policy Manual

RECORD OF AMENDMENTS	POLICY DATE	ISSUE DATE	REVIEWED	AMENDED