

## Purpose

To define the City's procedures for processing of development applications and support applications deemed to be in the public interest.

## Policy

### Application

This policy applies to the following application processes: building permit, development applications including variance permit, temporary use permit, heritage alteration permit, development permit, rezoning and, Official Community Plan amendments, and Land Use Contract amendment. For clarification, this policy does not apply to other municipal application processes unless otherwise determined by the Director of Development Services or Chief Administrative Officer, such as subdivisions pursuant to the Land Title Act, tree cutting, soil removal and deposit and highway use applications.

### Definitions

*City-Initiated Application:* includes an application in the public interest for a municipal or other civic building or structure, a housing development that will meet special needs, or a non-profit child care facility.

*Façade Improvement Application:* means a development application involving primarily aesthetic improvements to the façade of an existing building.

*Public Interest Application:* means

- a) an application from a non-profit social housing provider or a government agency which proposes the funding, construction or operation of a housing development that will meet special needs, including supportive rental, institutional care, transitional, seniors, and emergency shelter housing;
- b) an application from School District #43 for a variance to the Zoning Bylaw or to obtain a Building Permit, if if the School District confirms in writing at the time of application that expedited processing is required to meet operational requirements or funding limitations;
- c) an application from a non-profit child care agency or a government agency which proposes the funding, construction or operation of a non-profit child care facility; ~~or,~~
- d) an application from the City of Port Coquitlam for a municipal or other civic building or structure, if the originating Department Head confirms that expedited processing is required to meet operational requirements or funding limitations; or-
- e) an application that proposes to construct, renovate or operate a purpose-built rental housing building where the development is in compliance with the Official Community Plan and where units are to be non-stratified and held as rental, secured in perpetuity through adoption of rental tenure zoning, a housing agreement, or equivalent restriction satisfactory to the Director of Development Services.

## Application Processing

1. Development applications will be processed in date order unless an application is deemed to be a Façade Improvement Application or a Public Interest Application.
2. The Director of Development Services may submit a recommendation to issue a development permit for a Façade Improvement Application to the ~~Smart Growth~~ Committee of Council following receipt of comments from the Planning Division; comments from other Departments on the application will be obtained at the time of building permit issuance.
3. The review process for a Public Interest Application shall include:
  - a. Assistance from the designated file manager in coordinating and expediting staff reviews and providing advice to the applicant; and,
  - b. Compliance with normal public input and consultation processes.
4. A City-Initiated Application for an OCP amendment, Zoning Bylaw amendment, Development Permit, Development Variance Permit, Temporary Use or similar application will be processed at the City's cost in the following circumstances:
  - a. if the Application is proposed by the City;
  - b. if the Application is proposed by a non-profit social housing provider or a senior government agency and provides for the construction or operation non-market of rental supportive housing units, transitional housing, or temporary and emergency shelter uses to be operated under the auspices of a Public Housing Body the non-profit housing provider in accordance with the Residential Tenancy Act or Regulation; or
  - c. if the Application is proposed by a non-profit child care agency or government agency and provides for the construction or operation of a non-profit child care facility.
5. A Public Interest Application for Zoning Bylaw amendment, Development Permit Development Variance Permit or similar application is eligible to have 50% of the development application fees waived under the following circumstances:
  - a. The Application meets the criteria specified in the definition of Public Interest Application under section (e); and
  - b. The rental tenure has been secured in keeping with section (e)
- ~~5.6.~~ For ~~Prior to building permit issuance for~~ a City-Initiated Application housing project, the non- profit social housing provider or government agency shall register a housing agreement on title or an equivalent restriction in a manner and at a time satisfactory to the Director of Development Services to ensure the continued social benefit of the project.