

THE FOLLOWING DOCUMENT HAS BEEN REPRODUCED FOR CONVENIENCE ONLY and is a consolidation of the following:

1. M.R. Development Procedures Bylaw No. 5879-1999.
2. M.R. Development Procedures Amending Bylaw No. 5971-2001
3. M.R. Development Procedures Amending Bylaw No. 6049-2002
4. M.R. Development Procedures Amending Bylaw No. 6477-2007
5. M.R. Development Procedures Amending Bylaw No. 6706-2009
6. M.R. Development Procedures Amending Bylaw No. 7102-2014
7. M.R. Development Procedures Amending Bylaw No. 7290-2016
8. M.R. Development Procedures Amending Bylaw No. 7233-2016
9. M.R. Development Procedures Amending Bylaw No. 7931-2023

Individual copies of any of the above bylaws can be obtained by contacting the Clerk's Department.

CITY OF MAPLE RIDGE

BYLAW NO. 5879 - 1999

**A bylaw to establish procedures to amend an Official
Community Plan or a Zoning Bylaw or to issue a Permit**

WHEREAS the Council has adopted an Official Community Plan and a Zoning Bylaw;

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AND WHEREAS Council has designated areas within which Temporary Use Permits are required;

AND WHEREAS Council shall, under the Municipal Act, by bylaw establish procedures to amend a plan, bylaw or issue a permit;

NOW THEREFORE, the Council of the Corporation of the District of Maple Ridge in open meeting assembled, **HEREBY ENACTS AS FOLLOWS:**

Title

1. a) This bylaw may be cited for all purposes as the "Maple Ridge Development Procedures Bylaw No. 5879 -1999".
b) Maple Ridge Development Procedures Bylaw No. 5632-1997 and all amendments thereto are hereby repealed in their entirety.

Scope

2. This Bylaw shall apply to the following:

- (1) Amendments to:
 - (a) an Official Community Plan
 - (b) a Zoning Bylaw.

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- (2) Issuance of:
 - (a) Development variance permits;
 - (b) Temporary Use Permits
 - (c) Development Permits, including Minor Development Permits
 - (d) Heritage alteration permits.

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- (3) Pre-Application Meetings

Application

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- 3. (1) Applications for an amendment, permit, and pre-application meeting shall be:
 - (a) made to the Director of Planning of the Municipality, or their designate, on an application form that is signed by the applicant;
 - (b) accompanied by a Consent Form signed by the owner, if the applicant is not the owner of each lot comprising the site;
 - (c) accompanied by the fees for the application as set out in the Maple Ridge Fees & Charges Bylaw No. 7575-2019, or amendment thereto;
 - (d) accompanied by a Certificate of Title for each lot comprising the site, that is obtained not more than fourteen (14) days prior to the date of the application, together with copies of all non-financial charges, including covenants, statutory rights of way and easements; and
 - (e) accompanied by such other information and documents as may be required by the Director of Planning of the Municipality, or their designate, which in their opinion are required to process the application, at the sole cost of the applicant.

5971-2001

6049-2002

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- (2) Deleted by the *Maple Ridge Development Procedures Amending Bylaw No. 7931-2023*.

6049-2002

6477-2007

6706-2009

7931-2023

- (3) Deleted by the *Maple Ridge Development Procedures Amending Bylaw No. 7931-2023*.

6477-2007

- (4) Applications for rezoning to a residential, commercial, industrial or institutional zone must be accompanied by:
 - a) an application for a development permit, where a development permit is required for the subdivision or development in respect of which the rezoning is being sought;
 - b) an application for a development variance permit, where a variance of a bylaw is required or proposed for the subdivision or development in respect of which the rezoning is being sought;
 - c) an application for subdivision where the subdivision in respect of which the rezoning is being sought involves the creation of one or more additional lots or where road, lane, walkway or park dedication is proposed or required in connection with the proposed rezoning;

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- d) an application for an Official Community Plan amendment, where amendment to the Official Community Plan is required to allow the development in respect of which the zoning is being sought.

6706-2009

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- (5) An application for a pre-application meeting shall be made prior to any application for rezoning, Official Community Plan amendment, development permit including minor development permit, development variance permit, and temporary use permit.

6706-2009

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- (6) Notwithstanding subsection (5) of this section, the Director of Planning of the Municipality, or their designate, has the discretion to not require a pre-application meeting for a development variance permit, or minor development permit, if to their opinion, the initial staff review at the pre-application meeting is not required due to simplicity of the application.

Fees

5971-2001

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- 4. Deleted by the *Maple Ridge Development Procedures Amending Bylaw No. 7931-2023*.

Process

5971-2001

6477-2007

6706-2009

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- 5. Every application shall be processed by the Director of Planning of the Municipality, or their designate. The Director or their designate shall present a report to Council for its consideration, except for a pre-application meeting, heritage alteration permit, and the development permits for which has been delegated the authority to issue the permit.

Amendments - Approval or Refusal

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- 6. The Council may, upon receipt of the report under Section 5 of this bylaw:
 - (a) Give reading to the bylaw;
 - (b) refer the application with direction to the Director of Planning of the Municipality, or their designate; or
 - (c) reject the application.

Permits - Issuance or Refusal

- 7. 1) The Council may, upon receipt of the report under Section 5 of this bylaw:
 - (a) authorize the issuance of the permit;
 - (b) authorize the issuance of the proposed permit as amended by the Council in its resolution;
 - (c) refuse to authorize the issuance of the permit;

- 2) Notice of Council consideration of a resolution to issue a Development Variance Permit shall be mailed or otherwise delivered to all owners or tenants in occupation of all parcels, any parts of which are adjacent to the property that is subject to the permit.

Refusal - Amendments and Permits

8. Where an application, amendment bylaw or a permit has been refused by the Council, the Municipal Clerk shall notify the applicant in writing within 15 (fifteen) days immediately following the date of refusal.

Re-Application

9. Re-application for an amendment or permit that has been refused by the Council shall not be considered within a 12 (twelve) month period immediately following the date of the refusal.

7290-2016

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Inactive Rezoning Applications:

10. For any application where the information or documents requested by the Municipality in respect to the application is not received within six (6) months of the request, the application may be closed at the discretion of the Director of Planning of the Municipality, or their designate.

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11. A zone amending application will be closed 12 months following the date of third reading of the Zone Amending Bylaw except where the applicant has applied for a bylaw extension and has received an extension in accordance with section 16 below.

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12. Pursuant to sections 10, 11, 18, 19, and 19.1 of this bylaw, a written notification of the impending file closure shall be sent to the applicant 60 days prior to the associated timelines. Failure to respond will result in the application, including any associated applications such as Official Community Plan amendment, Zoning Bylaw amendment, Development Permit, or Development Variance Permit, being closed and the applicant will be required to submit new application(s) in accordance with this bylaw, if they wish to continue to work on the application.

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13. Deleted by the *Maple Ridge Development Procedures Amending Bylaw No. 7931-2023*

Zone Amending Application Extensions and Approval Delegation:

14. An inactive zone amending application extension fee in the amount as set out in Maple Ridge Development Application Fee By-law No. 5949-2001, or amendments thereto must be paid at the time of written application for an extension.

7931-2023

15. Deleted by the *Maple Ridge Development Procedures Amending Bylaw No. 7931-2023*

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- 16.** Pursuant to section 11, where a written request for an extension is submitted and the extension fee is paid, the Director of Planning of the Municipality, or their designate may grant a six (6) month extension, up to two times provided that any of the following condition does not apply:
- (i) One or more of the terms and conditions specified by Council are requested to be modified by the applicant;
 - (ii) New or modified Council policy affects the terms and conditions specified by Council;
 - (iii) A change in the ownership of a property affects agreements or understandings with the previous owners respecting the terms and conditions specified by Council;
 - (iv) A provincial or federal regulation would result in a change to the application;
 - (v) The property is subject to bylaw enforcement which the rezoning does not address;
 - (vi) A lack of communication and/or no progress on completing remaining terms and conditions specified by Council; and/or
 - (vii) The development context of the surrounding area has changed significantly since the Public Hearing was held for the application.
- 17.** Where the extension application has been declined, the application and any associated applications shall be considered inactive and shall be closed. The Applicant shall be notified of file closure.

Transitional Provisions for In-Stream Applications:

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- 18.** An applicant for a zone amending application which was received prior to adoption of the Development Procedures Amending Bylaw No. 7931-2023 shall submit the information outlined in the staff report for first reading and as required under subsection 3(4), within 12 months after the first reading is granted.

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- 19.** A zone amending application which has received third reading prior to adoption of the Development Procedures Amending Bylaw No. 7931-2023 shall be closed 18 months after the third reading is granted, except where the applicant has applied for, paid the extension fee, and received a one-time six (6) month bylaw extension prior to adoption of the Development Procedures Amending Bylaw No. 7931-2023.

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- (1) A zone amending application which has received third reading prior to adoption of the Development Procedures Amending Bylaw No. 7931-2023 may be granted a one-time six (6) month extension by the Director of Planning of the Municipality, or their designate, in accordance with section 16 of this bylaw.

Other:

6706-2009

7931-2023

- 20.** Deleted by the *Maple Ridge Development Procedures Amending Bylaw No. 7931-2023*.

READ a first time this 11th day of January, A.D. 2000

READ a second time this 11th day of January, A.D. 2000

READ a third time this 11th day of January, A.D. 2000

RECONSIDERED AND ADOPTED this 25th day of January, A.D. 2000

MAYOR

CLERK