

**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

**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

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

**AND WHEREAS** Council has designated areas within which Temporary Commercial and Industrial permits or Development 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- b) Maple Ridge Development Procedures Bylaw No. 5632-1997 and all amendments thereto are hereby repealed in their entirety.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.
  - (2) Issuance of:
    - (a) Development variance permits;

- (b) Temporary commercial and industrial permits
- (c) Development permits
- (d) Heritage alteration permits.

### **Application**

3. (1) Applications for an amendment or a permit shall be made by the owner of the land involved or by a person authorized by the owner.

5971-2001  
6049-2002

- (2) Applications for amendments or permits shall be made to the Director of Planning of the Municipality or their designate on the applicable form available in the Planning Department.

6049-2002  
6477-2007  
6706-2009

- (3) Applications for amendments or permits will not be considered complete until:
- (i) all the necessary attachments identified in “Schedules “A - H as applicable” have been provided to the Planning Department; or
  - (ii) all the necessary attachments identified in Schedule I – “Rezoning Application for Bylaw First Reading Only” have been provided to the Planning Department; or
  - (iii) the applicant has received a written statement from the Director of Planning varying an alternative application process and submission requirements are acceptable.

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.

6706-2009

- (5) Notwithstanding subsection (4) above, amendment applications will be accepted for residential, commercial, industrial and institutional zones when all necessary attachments identified in Schedule I – “Rezoning Application for Bylaw First Reading Only” are provided to the Planning Department. These amendment applications, however, will not be advanced to second reading until all accompanying applications outlined in section (4) are received, complete with all the necessary attachments identified in Schedules A-H as applicable.

6706-2009

- (6) Notwithstanding subsection (4) and (5) above, staff may recommend an alternative development process to Council for applications covering large areas of land, involving multiple sites and land uses and which are intended to be developed in phases over time.

## **Fees**

5971-2001

4. At the time of application for an amendment or a permit, the applicant shall pay to the municipality an application fee in the amount as set out in Maple Ridge Development Application Fee Bylaw No. 5949-2001 or amendments thereto.

## **Process**

5971-2001

6706-2009

5. Every application shall be processed by the Director of Planning of the Municipality, or their designate, who shall present a report to Council for its consideration.

6477-2007

- (1) an application for a Zoning Bylaw amendment shall not be placed before Public Hearing until a subdivision layout for the property, if applicable, has been found technically feasible by staff. For the purpose of this section technically feasible shall mean that a subdivision layout including any park or road dedication has been found to generally comply with the provisions of the Land Title Act, plus all relevant bylaws, regulations and policies of the District of Maple Ridge and that all required services are available and have the capacity to serve the lands.

## **Amendments - Approval or Refusal**

6. The Council may, upon receipt of the report under Section 5 of this bylaw proceed with an amendment bylaw, or 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.

**Inactive Rezoning Applications:**

10. Where a zone amending application has been granted first reading, the applicant must provide all of the required information outlined in the staff reported noted in Section 3 Clause (4) and all of the necessary applications and background material outlined in Schedules A - I as applicable, within 12 months of the date of receiving first reading.
11. A zone amending application will be closed 18 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 Clause 15 below.
12. Written notification of the impending file closure following first reading or third reading will be sent to the applicant 60 days prior to the expiry of the respective one year period or 18 month period following the applicable readings. Failure to respond will result in the application being closed.
13. Notwithstanding Clauses 10 and 11 above where no staff or Council action has been taken or where no submission of outstanding or required application materials by the applicant has occurred on a file for any 12 month period after first reading, or any 18 month period after third reading, any associated applications including applications for Official Community Plan amendment, Zoning Bylaw amendment, Development Permit or a Development Variance Permit shall be considered inactive and will be closed. The applicant shall be notified upon file closure.

**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.
15. Where an extension request and fees are submitted, a one-time six (6) month extension may be granted at the discretion of the Director of Planning, or in that person's absence, the Manager of Development and Environmental Services.
16. In exercising their judgement, the delegate shall not grant a 6 month extension if any one or more of the following applies:
  - (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 composition 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.

7290-2016

**Transitional Provisions for In-Stream Applications:**

18. As of the date that Development Procedures Amending Bylaw No. 7290 - 2016 was adopted, a zone amending application that has been granted third reading and has not been granted an extension will be closed 18 months from the date of third reading.

19. As of the date that Development Procedures Amending Bylaw No. 7290 - 2016 was adopted, a zone amending application that:

- (i) has been granted third reading and has a first extension; or
- (ii) has been granted third reading and has a first and second (final) extension where an extension request and fees are submitted, a one-time six (6) month extension may be granted at the discretion of the Director of Planning, or in that person's absence, the Manager of Development and Environmental Services, only if the zone amending application is for a complex project or the applicant is awaiting approval from an outside agency.

**Other:**

6706-2009

20. New Schedule "I" as attached is hereby added after Schedules A - H

**READ** a first time this 11<sup>th</sup> day of January, A.D. 2000

**READ** a second time this 11<sup>th</sup> day of January, A.D. 2000

**READ** a third time this 11<sup>th</sup> day of January, A.D. 2000

**RECONSIDERED AND ADOPTED** this 25<sup>th</sup> day of January, A.D. 2000

\_\_\_\_\_  
**MAYOR**

\_\_\_\_\_  
**CLERK**



DISTRICT OF MAPLE RIDGE  
PLANNING DEPARTMENT

Development Application Submission Checklist

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Schedule A  
OFFICIAL COMMUNITY PLAN AMENDMENT

Applications for an amendment to the Official Community Plan are to be made to the Planning Department, and must include the following:

- 1) A completed application form with the prescribed fee.
- 2) A Certificate of Title and a Consent Form (if the applicant is different from the owner shown on the certificate of title) plus copies of any restrictive covenant documents registered against title to the lands;
- 3) A Site Profile
- 4) A written statement describing the amendment and the policy rationale for it.

Additional information may also be required as follows:

- 5) A Traffic Impact Assessment where the land use changes propose significant density increases, land use impacts or cover large areas of land.
- 6) A servicing plan and statement as to the availability and adequacy of major infrastructure components. (sanitary sewer, water supply and storm water management)
- 7) The surveyed location of the top of bank for all watercourses and the proposed setback in accordance with District of Maple Ridge bylaws and policy.
- 8) A geotechnical report in support of the proposed land uses with any recommended geotechnical setback line shown on relevant plans.
- 9) A grading plan where major regarding is proposed or required.
- 10) A subdivision layout showing proposed lot lines, roads, lanes, and park dedication.
- 11) An Environmental Impact Assessment by a qualified consultant.

Notes:

- Staff or Council may require additional information at any time to properly assess the application.
- All plans to be in metric scale;
- Incomplete applications **will not** be accepted
- A pre-application meeting with staff prior to submission of an application is strongly recommended to assist in identifying issues and expedite processing times.



**DISTRICT OF MAPLE RIDGE  
PLANNING DEPARTMENT**

**Development Application Submission Checklist**

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**Schedule B  
REZONING APPLICATION  
(Single Family Fee simple lots)**

Applications for rezoning to allow for creation of fee simple single family residential lots are to be made to the Planning Department, and must include the following:

- 1) A completed application form with the prescribed fee.
- 2) A Certificate of Title and a Consent Form (if the applicant is different from the owner shown on the certificate of title) plus copies of any restrictive covenant documents registered against title.
- 3) A Site profile.
- 4) A written statement describing the proposed development.
- 5) A subdivision plan showing proposed roads, walkways, lot layout, building envelopes and park dedication.
- 6) A plan showing bearings and dimensions of any proposed zoning boundaries that do not follow existing lot lines.
- 7) A Traffic Impact Assessment where the land development proposes a significant density increase, land use impacts or covers large areas of land.
- 8) A servicing plan and statement as to the availability and adequacy of major infrastructure components.(sanitary sewer, water supply and storm water management)
- 9) The surveyed location of the top of bank for all watercourses and the proposed setback in accordance with District of Maple Ridge bylaws and policy;
- 10) A grading plan where major regrading is proposed or required.
- 11) A tree survey and a report by a Certified Professional Arborist to identify trees that must be removed and establish potential tree retention opportunities and measures to ensure retention;

Additional information may also be required as follows:

- 12) A geotechnical report in support of the proposed development with any recommended geotechnical setback line shown on the proposed subdivision and building envelope plan;
- 13) An Environmental Impact Assessment by a qualified consultant;

Additional information is required for lands proposed for R- 3 (Special Amenity Residential District) zoning as follows:

- 1) Architectural plans drawn to metric scale prepared by a qualified professional in the design field showing the proposed development on the lots to be created including a site plan, front elevation drawings, front yard landscaping and fencing.
- 2) A point by point written statement as to how the proposed development conforms to the Intensive Development Permit Area guidelines.

**Notes:**

- Staff or Council may require additional information at any time to properly assess the application;
- All plans to be in metric scale;
- Incomplete applications **will not** be accepted;
- A pre-application meeting with staff prior to submission of an application is strongly recommended to assist in identifying issues and expedite processing times.





**DISTRICT OF MAPLE RIDGE  
PLANNING DEPARTMENT**

**Development Application Submission Checklist**

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**Schedule C  
REZONING APPLICATION  
(for other than single family fee simple lots)**

Applications for Rezoning to a zone that allows other than single family fee simple lots are to be made to the Planning Department, and must include the following:

- 1) A completed application form with the prescribed fee.
- 2) A Certificate of Title and a Consent Form (if the applicant is different from the owner shown on the certificate of title) plus copies of any restrictive covenant documents registered against title to the lands;
- 3) A Site Profile;
- 4) A written statement describing the proposal or amendment including an assessment as to consistency of the proposal with Official Community Plan policies and guidelines;
- 5) One set of full sized architectural plans, three sets at 11x17, one set at 8.5 x 11 and four extra site plans folded. The plans should be drawn to metric scale and sufficient in detail to demonstrate what is being proposed on the site, compliance with development permit area guidelines, the Zoning Bylaw and Building Code. The plans should include:
  - i) A fully dimensioned site plan showing:
    - Site reconciliation information including lot area, gross floor area, number and area of residential units, lot coverage, density ratio, parking spaces and loading bays required and provided;
    - Lot dimensions;
    - Site dimensions and building setbacks;
    - Location and dimensions of any required road, lane or Parkland dedication;
    - Location and width of existing or proposed vehicle access to the property showing grade percentages, magazine storage and turning radii;
    - Location of municipal services and rights of way on or adjacent to the site;
    - The location and name of any watercourses on or adjacent to the site;
    - Proposed watercourse protection and geotechnical setbacks applicable to the site;
    - The location, and size of any surface parking and loading spaces proposed and widths of manoeuvring aisles;
    - The locations of fire related infrastructure such as the Fire Department access routes and connection, fire alarm panel, sprinkler room and standpipe connections;

- The location and design of any recycling bins, garbage enclosures or rooftop equipment screening;
- The finish of any exposed underground structure or retaining walls;
- ii) Elevation drawings;
- iii) Floor plans dimensioned at a reasonable scale for the size and type of development;
- iv) Cross sections through the building and site at several locations;
- v) A fully dimensioned plan of parking areas showing number, size, manoeuvring aisles, extra widths adjoining walls and handicapped spaces where required;
- vi) Detailed landscape plans showing planting sizes species and location as well as:
  - The location and details of fencing and retaining structures;
  - Street tree locations;
  - Location and design detail for any outdoor recreation structures or public plaza;
- vii) A Traffic Impact Assessment where the land development proposes a significant density increase, land use impacts or covers large areas of land;
- viii) A servicing plan and statement as to the availability and adequacy of major infrastructure components;(sanitary sewer, water supply and storm water management)
- ix) The surveyed location of the top of bank for all watercourses and the proposed setback in accordance with District of Maple Ridge bylaws and policy;
- x) A grading plan where major regarding is proposed or required.
- xi) A subdivision layout showing roads, lanes, walkways and park dedication;
- xii) A tree survey and a report by a Certified Professional Arborist to identify trees that must be removed and establish potential tree retention opportunities and measures to ensure retention;

Additional information may also be required as follows:

- xiii) A geotechnical report in support of the proposed development with any recommended geotechnical setback line shown on relevant plans;
- xiv) An Environmental Impact Assessment by a qualified consultant;
- xv) A completed Leadership in Energy and Environmental Design (LEED B.C.) checklist for all proposed projects within the Town Centre area.

**Notes:**

- Staff or Council may require additional information at any time to properly assess the application;
- All plans to be in metric scale;
- Incomplete applications **will not** be accepted;
- A pre-application meeting with staff prior to submission of an application is strongly recommended to assist in identifying issues and expedite processing times.



**DISTRICT OF MAPLE RIDGE  
PLANNING DEPARTMENT**

**Development Application Submission Checklist**

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**Schedule D  
DEVELOPMENT PERMIT APPLICATION  
(for other than solely environmental or intensive residential development)**

Applications for Development Permit are to be made to the Planning Department, and must include the following:

- 1) A completed application form with the prescribed fee;
- 2) A Certificate of Title and a Consent Form (if the applicant is different from the owner shown on the certificate of title) plus copies of any restrictive covenants registered against title to the lands;
- 3) A Site Profile;
- 4) A written statement describing the proposed development including an assessment as to consistency of the proposal with Official Community Plan Development Permit area guidelines;
- 5) One set of full sized architectural plans, three sets at 11x17, one set at 8.5 x 11 and four extra site plans folded. The plans should be drawn to metric scale and sufficient in detail to demonstrate what is being proposed on the site, compliance with development permit area guidelines, the Zoning Bylaw and Building Code. The plans should include:
  - i) Color information to be supplied with the application to the Advisory Design Panel and including:
    - A coloured perspective drawing, or for minor developments, coloured and rendered elevation drawings and photographs of adjoining existing developments;
    - Color chips of exterior materials and a material sample board.
  - ii) A fully dimensioned site plan showing:
    - Site reconciliation information including lot area, gross floor area, number and area of residential units, lot coverage, density ratio, parking spaces and loading bays required and provided;
    - Lot dimensions;
    - Site dimensions and building setbacks;
    - Location and dimensions of any required road, lane or Parkland dedication;
    - Location and width of existing or proposed access(es) to the property showing grade percentages, magazine storage and turning radii;
    - Location of municipal services and rights of way on or adjacent to the site;
    - The location and name of any watercourses on or adjacent to the site;
    - Proposed watercourse protection and geotechnical setbacks applicable to the site;
    - The location, and size of any surface parking and loading spaces proposed and widths of manoeuvring aisles;
    - The locations of fire related infrastructure such as the Fire Department access routes, and connection, fire alarm panel, sprinkler room and standpipe connections;

- The location and design of any electrical rooms, recycling bins, garbage enclosures or rooftop equipment screening;
  - The finish of any exposed underground structure or retaining walls.
- iii) Elevation drawings;
  - iv) Floor plans dimensioned at a reasonable scale for the size and type of development;
  - v) Cross sections through the building and site at several locations;
  - vi) A fully dimensioned plan of parking areas showing number, size, manoeuvring aisles, extra widths adjoining walls and handicapped spaces where required;
  - vii) Detailed landscape plans showing planting sizes, numbers, species and location as well as:
    - a. The location and details of fencing and retaining structures;
    - b. Street tree locations;
    - c. Location and design detail for any outdoor recreation structures or any public plaza;
    - d. Lighting details and pole location, mail and hydro kiosk design details and locations;
  - viii) A Traffic Impact Assessment where the land development proposes a significant density increase, land use impacts or covers large areas of land;
  - ix) A servicing plan and statement as to the availability and adequacy of major infrastructure components;(sanitary sewer, water supply and storm water management)
  - x) The surveyed location of the top of bank for all watercourses and the proposed setback in accordance with District of Maple Ridge bylaws and policy;
  - xi) A grading plan where major re-grading is proposed or required;
  - xii) A subdivision layout showing roads, lanes, walkways and park dedication where a subdivision application has not already been submitted;
  - xiii) A tree survey and a report by a Certified Professional Arborist to identify trees that must be removed and establish potential tree retention opportunities and measures to ensure retention;

Additional information may also be required as follows:

- xiv) A geotechnical report in support of the proposed development with any recommended geotechnical setback line shown on relevant plans;
- xv) An Environmental Impact Assessment by a qualified consultant;
- xvi) A completed Leadership in Energy and Environmental Design (LEED B.C.) checklist for all proposed projects within the Town Centre.

**Notes:**

- Staff or Council may require additional information at any time to properly assess the application;
- All plans to be in metric scale;
- Incomplete applications **will not** be accepted;
- A pre-application meeting with staff prior to submission of an application is strongly recommended to assist in identifying issues and expedite processing times.



DISTRICT OF MAPLE RIDGE  
PLANNING DEPARTMENT

Development Application Submission Checklist

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Schedule E  
DEVELOPMENT VARIANCE PERMIT

Applications for Development Variance Permit are to be made to the Planning Department, and must include the following:

- 1) A completed application form with the prescribed fee.
- 2) A Certificate of Title and a Consent Form (if the applicant is different from the owner shown on the certificate of title).
- 3) A Site Profile.
- 4) A written statement describing the proposed variances and the rationale for them.
- 5) Sufficient plans to properly explain and graphically portray the proposed variance or variances.

**Notes:**

- Staff or Council may require additional information at any time to properly assess the application;
- All plans to be in metric scale;
- A Development Variance Permit cannot vary the use or density of land from that specified in the Zoning Bylaw or a flood plain specification under Section 910 (2) of the Local Government Act;
- Incomplete applications **will not** be accepted;
- A pre-application meeting with staff prior to submission of an application is strongly recommended to assist in identifying issues and expedite processing times.



**DISTRICT OF MAPLE RIDGE  
PLANNING DEPARTMENT**

**Development Application Submission Checklist**

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**Schedule F  
WATERCOURSE PROTECTION DEVELOPMENT PERMITS**

A Watercourse Protection Development Permit (WPDP) is required for all development and building permits within 50 metres of the top of bank from watercourses and wetlands.

Applications for a Development Permit within the Watercourse Protection Development Permit Area (WPDPA) are to be made to the Planning Department, and must include the following:

- 1) A completed application form with the prescribed fee;
- 2) A Certificate of Title and a Consent Form (if the applicant is different from the owner shown on the certificate of title) plus copies of any restrictive covenant documents registered against title;
- 3) A Site Profile;
- 4) A survey that has been prepared by a British Columbia Land Surveyor illustrating the location of the following:
  - i) Top of bank or top of ravine bank delineation for all watercourses and the riparian setback location based on the District's Streamside Setback Map;
  - ii) The boundary of the Watercourse Development Permit Area (50 metres from top of bank);
  - iii) All existing structures within 50 metres of the top of bank;
  - iv) Existing topographic contours with 1 metre intervals and location of natural slopes > 25%;
  - v) Any hydrological feature including watercourses, drainage channels, wetlands, ponds, wells and active floodplain areas.
- 5) Plan showing existing and proposed building structures, roads, storm water detention facilities, septic facilities, and discharge points located within the Watercourse Protection Development Permit area.
- 6) Written input from the environmental consultant as to whether Approvals or Notifications are required and need to be submitted to the appropriate federal or provincial agencies. A meeting may need to be arranged between the relevant agencies and the District to discuss the case.

- 7) An Environmental Assessment of pre-development site conditions located within the development permit area. This report must be prepared and signed by a qualified environmental consultant. An Environmental Assessment will include a report and map with the location of the following:
- a. Proposed encroachment into setback areas, the justification for the encroachment, and proposed compensation which must reflect a Net Benefit to the District;
  - b. Size (diameter) and type of significant trees in the WPDPA area greater than 25 cm (8 inches) in diameter to be saved or removed. The report must include recommendations on mitigation measures for the protection of root zones and trees that are to be preserved;
  - c. Enhancement or restoration opportunities within watercourses, wetlands, or within the riparian setback areas including cleanup of garbage and re-planting;
  - d. Significant wildlife habitat features found on the site such as raptor nests, wildlife trees, heron rookeries, or significant wildlife corridors;
  - e. Natural topographical or hydro geological features such as rock outcroppings, ravines, or floodplain boundaries where applicable.
- 8) A copy of Schedule "A" (Attached) signed by the developer/landowner and the environmental consultant and submitted to the District's Planning Department. A final inspection and sign off by the environmental consultant will be required for release of an environmental security deposit.

Additional information may be required as follows:

- 9) A full Environmental Impact Assessment (EIA) for the Development Permit Area prepared and/or coordinated by a qualified environmental professional. This requirement will depend on the complexity of the site, the size of the proposed development, and/or the proximity of the site to be protected or environmental sensitivity areas.

An EIA will require an environmental inventory as described in Section Three "Environmental Assessment". An EIA will also require that the following additional information is prepared and submitted to the District as outlined below:

#### **I. Environmental Impact Assessment**

An environmental assessment for the proposed development will include an evaluation of the following items:

- a. A certified arborist report with a tree retention strategy for groves of mature trees or trees > 25cm in diameter. The report must also include information on the location, condition, and removal of danger trees within striking distance of the new lots. Removal of trees must meet the requirements of the current Maple Ridge Tree Protection Bylaw;
- b. Re-planting and slope stabilization strategy for sparsely vegetated areas or disturbed areas;
- c. Proposed final slope map that includes proposed lot geometry, structures, and slope categories of (0-15%; 15- 25%, >25%). Slope categories must use contrasting colours;
- d. Conceptual stormwater management plan that encourages site source controls where possible and meets the requirements of the current municipal Watercourse Protection Bylaw;
- e. Site design in terms of compatibility with environmentally sensitive areas including wildlife habitat areas, natural features, or greenway recreational corridors.

## II. Environmental Recommendations

Recommendations prepared by a qualified environmental professional for protection, mitigation, or restoration of natural features should include the following information:

- a. Mitigation measures for the proposed development activity including:
  - Phasing and timing of development to minimize impacts where possible;
  - Retention strategy for mature trees and replanting strategy for interim site treatment;
  - Incorporation of municipal Low Impact Development guidelines into the development process for the subdivision, roads, and individual lots that strive to utilize stormwater management site source controls and minimize impervious surfaces.
- b. Recommendations regarding the adequacy of proposed development plans, including site design and landscaping plans to deal with the following:
  - protection of environmentally sensitive areas or natural features;
  - provision of ecological connectivity or access to recreational greenway corridors;
  - mitigation for identified potential hazards including an action plan for the removal of identified danger trees.
- c. Evaluation of the need for more detailed technical reports or evaluation by a qualified professional for potential hazards including geotechnical, bio-engineering, or flooding related concerns.

- 10) A more detailed technical report prepared by a qualified professional to evaluate and prepare recommendations on specific issues including potential geotechnical hazards, hydro geological issues, or trail connectivity where necessary.
- 11) For developments proposing 25 or more units, for multi phase developments, or at the discretion of the Director of Planning, a report on Post Construction Environmental Monitoring Duties prepared by the developer and the engineer of record to help determine the adequacy of the existing and/or proposed facilities.
- 12) A Restoration and Maintenance Agreement along with a security deposit for DP areas where restoration or enhancement related works are required including removal of hazard trees. Replanting plans shall be carried out in accordance with District of Maple Ridge Re-vegetation and Maintenance Guidelines

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### Notes:

- Survey plans should include one set of full size plans and two sets of reduced (11"x17") plans suitable for reproduction. An electronic copy of the plans in CAD or GIS compatible format may be required by the District.
- Grade changes over 0.50 metres will require a Building Permit as defined in the Building Bylaw.
- Environmental security may be taken as a condition of issuance.
- Staff or Council may require additional information at any time to properly assess the application;
- All plans to be in metric scale;
- Incomplete applications **will not** be accepted;
- A pre-application meeting with staff prior to submission of an application is strongly recommended to assist in identifying issues and expedite processing times.





**ENVIRONMENTAL RESPONSIBILITIES**

**TO: District of Maple Ridge**                      **DATE:** \_\_\_\_\_

**ATTENTION: Development Permit Application No.** \_\_\_\_\_

We/I \_\_\_\_\_ confirm that we/I have been retained (Environmental Monitor's name)

By \_\_\_\_\_ for the District Project No. \_\_\_\_\_  
(Developer's name printed)

to provide inspection, assessment, and reporting services in accordance with the requirements of the Watercourse Protection Development Permit. This includes the requirement to ensure compliance with the following:

- 1) Prior to any clearing and/or disturbance to the site, the Development Permit Area must be inspected by the environmental monitor to ensure all protective controls and mitigation measures are installed/constructed in accordance with municipal requirements found within the current Watercourse Protection Bylaw and the approved environmental Development Permit. A final inspection and written confirmation by the environmental monitor is required that provides assurance all environmental requirements have been adequately addressed and completed.
- 2) Development and construction plans must incorporate the low impact development guidelines. See Attachment on "Low Impact Development Guidelines". The professionals of record for the site are responsible for providing recommendations on how and when these guidelines can be incorporated into the development plans.
- 3) To prevent damage or destruction to protected areas and natural features, it is the responsibility of the developer and the qualified environmental professional (QEP) to ensure protective fencing and markers have been placed around protected areas, natural features, or infiltration areas for protection. Where encroachment and degradation of vegetation within a setback or protected area occurs or where vegetation has been removed from a non developable area, the QEP must prepare a restoration or replanting plan for the District of Maple Ridge.
- 4) The qualified environmental professional/monitor must have unconditional authority from Developer to modify and/or halt any construction activity necessary to ensure compliance with municipal environmental regulations.

**Environmental Monitor:**

Signature: \_\_\_\_\_ Name: \_\_\_\_\_

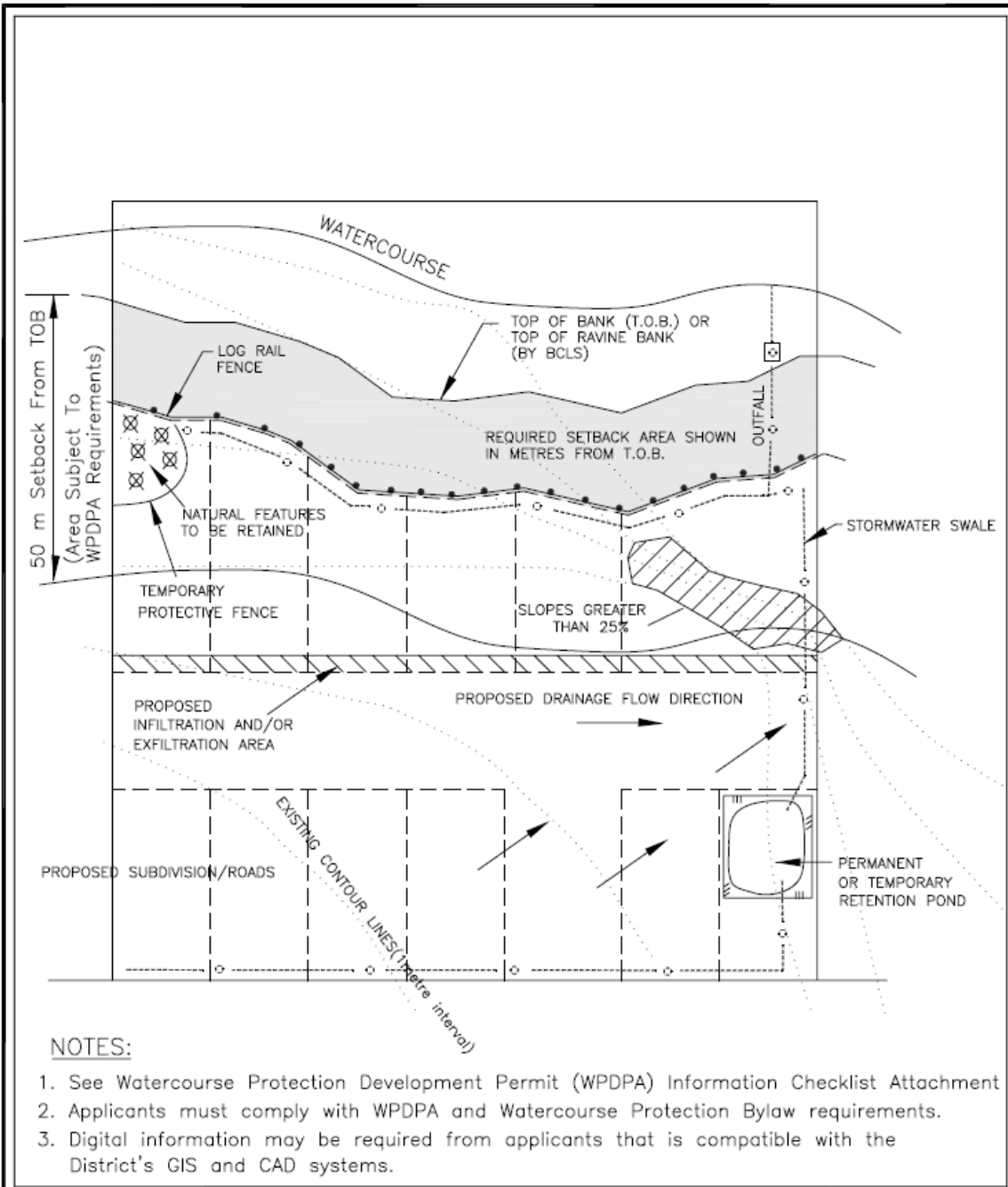
Company: \_\_\_\_\_



Address: \_\_\_\_\_

Emergency Contact Phone Number \_\_\_\_\_

**Owner/Developer:** In executing this Letter of Appointment I covenant that I have authority to and do hereby unconditionally authorize the named qualified environmental professional to modify or halt any construction activity as necessary to ensure compliance with Watercourse Protection Development Permit and the Maple Ridge Watercourse Protection Bylaw 6410-2006.

Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_



<p>N</p>  <p>SCALE: N.T.S.</p>	<p>WATERCOURSE PROTECTION DP SAMPLE MAP TO ACCOMPANY APPLICATION</p>	 <p>CORPORATION OF THE DISTRICT OF MAPLE RIDGE PLANNING DEPARTMENT Incorporated 12 September, 1974</p> <table border="1"> <tr> <td data-bbox="795 1690 950 1711">DRAWN BY: RO</td> <td data-bbox="950 1690 1161 1711">DATE: Jan. 31, 2007</td> <td data-bbox="1161 1690 1323 1711">FILE:</td> </tr> </table>	DRAWN BY: RO	DATE: Jan. 31, 2007	FILE:
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**DISTRICT OF MAPLE RIDGE  
PLANNING DEPARTMENT**

**Development Application Submission Checklist**

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**Schedule G  
NATURAL FEATURES DEVELOPMENT PERMITS**

The Natural Features Development Permit Area (NFDPA) is established for the preservation, protection, restoration and enhancement of the natural environment. It is also established for the protection of development from hazardous conditions. Applications for a Development Permit within the Natural Features Development Permit Area are to be made to the Planning Department.

A Natural Features Development Permit NFDPA is required to be secured before any clearing, grading, or construction activity begins within the development permit area and before any subdivision of the lands. The following information is required:

- 1) A completed application form with the prescribed fee;
- 2) A Certificate of Title and a Consent Form (if the applicant is different from the owner shown on the certificate of title) plus copies of any restrictive covenant documents registered against title;
- 3) A Site Profile;
- 4) Two hard copies and one digital copy of a survey plan that has been prepared by a British Columbia Land Surveyor illustrating the location of the following:
  - i) Areas found within the Floodplain boundary shown on Schedule "C" to the Official Community Plan (OCP), or areas on site located within 50 metres from a designated Conservation area;
  - ii) Watercourse Protection Development Permit Area setback boundary where applicable;
  - iii) Existing topographic contours with 1 metre intervals;
  - iv) Existing structures and roads;
  - v) Existing slopes on the site greater than 15%.
- 5) Location of existing or proposed buildings, structures, roads, septic or drainage facilities, as well as any rights of way, easements, or restrictive covenants.
- 6) An Environmental Assessment of pre-development site conditions located within the development permit area. The assessment must be prepared and signed by a qualified environmental consultant. An Environmental Assessment will include a report and map with the location of the following:
  - a. Areas where the proposed development is going to require cutting, grading, or alteration of natural slopes > 15% up to 25% or > 25%. Slope categories shall be shown using contrasting colours;

- b. Size (diameter) and type of significant trees in the NFDPA area greater than 25 cm (8 inches) in diameter to be saved or removed. The report must include recommendations on mitigation measures for the protection of root zones and trees that are to be preserved;
  - c. Enhancement or restoration opportunities within the natural features development permit area including the cleanup of refuse, re-planting, or slope stabilization measures;
  - d. Significant wildlife habitat features found on the site such as raptor nests, wildlife trees, large mammal dens, or significant wildlife corridors;
  - e. Potential hazards on the site including unstable slopes, erosion areas, or floodplain areas;
  - f. Natural topographical or hydrological features such as rock outcroppings, ridgelines, cliffs, water bodies, or floodplain boundaries where applicable.
- 7) A copy of Schedule "A" (attached) signed by the developer/landowner and the environmental consultant. A final inspection and sign off by the environmental consultant will be required for release of an environmental security deposit.

Additional information may be required as follows:

- 8) A full Environmental Impact Assessment (EIA) for the Development Permit Area prepared and/or coordinated by a qualified environmental professional. This requirement will depend on the complexity of the site, the size of the proposed development, and/or the proximity of the site to protected or environmental sensitivity areas.

An EIA will require an environmental inventory as described in Section Three "Environmental Assessment". An EIA will also require that the following additional information is prepared and submitted to the District as outlined below:

#### **I. Environmental Impact Assessment**

An environmental assessment for the proposed development will include an evaluation of the following items:

- a. An arborist report with a tree retention strategy for groves of mature trees or trees > 25cm in diameter. The report must also include information on the location, condition, and removal of danger trees within striking distance of the site. Removal of trees must meet the requirements of the current Maple Ridge Tree Protection Bylaw;
- b. Re-planting and slope stabilization strategy for sparsely vegetated areas or disturbed proposed slope areas > 15%;
- c. Proposed final slope map with proposed lot geometry, structures, and slope categories of (0-15%; 15- 25%, >25%) Slope categories must use contrasting colours;
- d. Conceptual stormwater management plan that encourages site source controls where possible and meet requirements of the current municipal Watercourse Protection Bylaw;
- e. Site design in terms of compatibility with environmentally sensitive areas including wildlife habitat areas and wildlife or greenway corridors.

## II. Environmental Recommendations

Recommendations prepared by a qualified environmental professional for protection, mitigation, or restoration of natural features should include the following information:

- a. Mitigation measures for the proposed development activity including:
    - Phasing and timing of development to minimize impacts where possible.
    - Retention strategy for mature trees and replanting strategy for interim site treatment
    - Incorporation of municipal Low Impact Development guidelines into the development process for the subdivision, roads, and individual lots that strive to utilize stormwater management site source controls and minimize impervious surfaces.
  - b. Recommendations regarding the adequacy of proposed development plans, including site design and landscaping plans to deal with the following:
    - protection of environmentally sensitive areas or natural features,
    - provision of ecological connectivity or access to recreational greenway corridors
    - mitigation for identified potential hazards including an action plan for the removal of identified danger trees.
  - c. Evaluation of the need for more detailed technical report by a qualified professional for potential hazards including geotechnical, bio-engineering, or flooding related concerns.
- 9) A more detailed technical assessment and report prepared by a qualified professional for addressing impacts and recommendations for specific issues such as potential hazards, hydro geological concerns, or wildlife habitat assessments. The details of the study will depend on the complexity of the site, the size of the development, and/or the environmental sensitivity of the site.
- 10) For large scale or multi phase developments, a report on Post Construction Environmental Monitoring Duties prepared by the developer and the engineer of record to help determine the adequacy of the existing and/or proposed facilities.
- 11) A Restoration and Maintenance Agreement along with a security deposit for DP areas where restoration or enhancement related works are required including removal of hazard trees. Replanting plans shall be carried out in accordance with District of Maple Ridge Re-vegetation and Maintenance Guidelines.

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### Notes:

- Survey plans should include one set of full size plans and two sets of reduced (11"x17") plans suitable for reproduction. An electronic copy of the plans in CAD or GIS compatible format may be required by the District.
- Environmental security may be taken as a condition of issuance
- Grade changes over 0.50 metres will require a Building Permit as defined in the Building Bylaw.
- Staff or Council may require additional information at any time to properly assess the application;
- All plans to be in metric scale;
- Incomplete applications **will not** be accepted;
- A pre-application meeting with staff prior to submission of an application is strongly recommended to assist in identifying issues and expedite processing times.



**SCHEDULE "A"  
ENVIRONMENTAL RESPONSIBILITIES**

**TO: District of Maple Ridge**

**DATE:** \_\_\_\_\_

**ATTENTION: Natural Features Development Permit Application No.**\_\_\_\_\_

We/I \_\_\_\_\_, confirm that we/I have been retained  
(Environmental Monitor's name)  
by \_\_\_\_\_ for the District Project No. \_\_\_\_\_  
(Developer's name printed)

to provide inspection, assessment, and reporting services in accordance with the requirements of the Natural Features Development Permit. This includes the requirement to ensure compliance with the following:

- 1) Prior to any clearing and/or disturbance to the site, the Development Permit Area must be inspected by the environmental monitor to ensure all protective controls and mitigation measures are installed/constructed in accordance with municipal requirements found within the current Watercourse Protection Bylaw and the approved environmental Development Permit. A final inspection and written confirmation by the environmental monitor is required that provides assurance all environmental requirements have been adequately addressed and completed.
- 2) Development and construction plans must incorporate the low impact development guidelines. See Schedule "A" Low Impact Development Guidelines. The professionals of record for the site are responsible for providing recommendations on how and when these guidelines can be incorporated into the development plans.
- 3) To prevent damage or destruction to protected areas and natural features, it is the responsibility of the developer and the qualified environmental professional (QEP) to ensure protective fencing and markers have been placed around protected areas, natural features, or infiltration areas for protection. Where encroachment and degradation of vegetation within a setback or protected area occurs or where vegetation has been removed from a non developable area, the QEP must prepare a restoration or replanting plan for the District of Maple Ridge.
- 4) The qualified environmental professional/monitor must have unconditional authority from Developer to modify and/or halt any construction activity necessary to ensure compliance with municipal environmental regulations.

**Environmental Monitor:**

Signature: \_\_\_\_\_ Name: \_\_\_\_\_

Company: \_\_\_\_\_

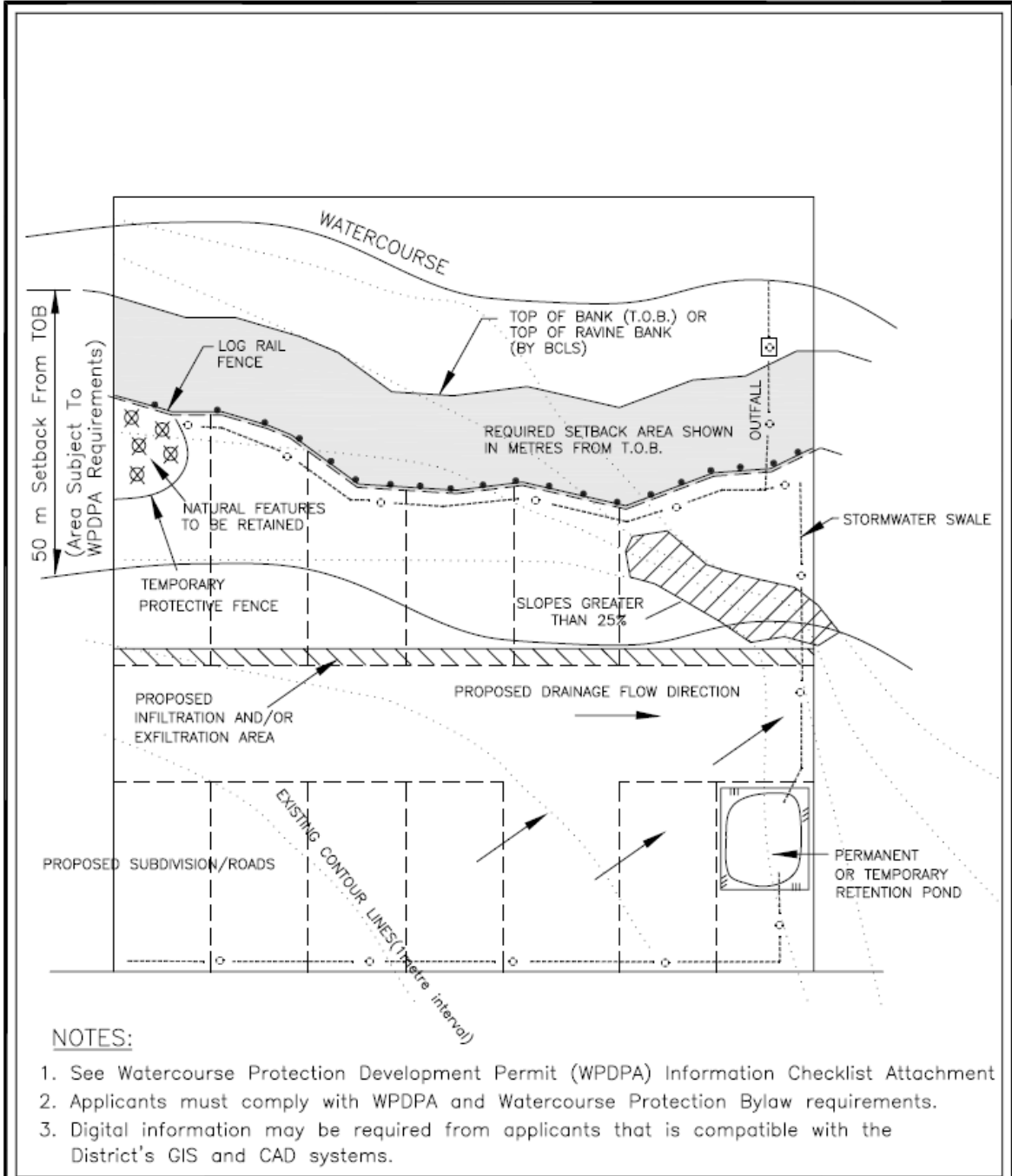
Address: \_\_\_\_\_

Emergency Contact Phone Number \_\_\_\_\_

**Owner/Developer:** In executing this Letter of Appointment I covenant that I have authority to and do hereby unconditionally authorize the named qualified environmental professional to modify or halt any construction activity as necessary to ensure compliance with Natural Features Development Permit and the Maple Ridge Watercourse Protection Bylaw 6410-2006.

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_



<p>N            SCALE:          N.T.S.</p>	<p>WATERCOURSE PROTECTION DP          SAMPLE MAP TO          ACCOMPANY APPLICATION</p>	<p>   <b>MAPLE RIDGE</b>  <small>Incorporated 12 September, 1874</small>          CORPORATION OF THE          DISTRICT OF MAPLE RIDGE          PLANNING DEPARTMENT          DRAWN BY: RO    DATE: Jan. 31, 2007    FILE:</p>
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**DISTRICT OF MAPLE RIDGE  
PLANNING DEPARTMENT**

**Development Application Submission Checklist**

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**Schedule H  
TEMPORARY INDUSTRIAL OR TEMPORARY COMMERCIAL  
USE PERMIT APPLICATION**

Applications for Temporary Industrial or Temporary Commercial Use Permits are to be made to the Planning Department, and must include the following:

- 1) A completed application form with the prescribed fee;
- 2) A Certificate of Title and a Consent Form (if the applicant is different from the owner shown on the certificate of title) plus copies of any restrictive covenant documents registered against title;
- 3) A Site Profile;
- 4) A written statement describing the proposal or and the rationale for it;
- 5) Sufficient plans and written information to properly explain and graphically portray improvements proposed with the temporary use including but not limited to:
  - Plans of any new buildings or building renovations;
  - Parking, loading and access provisions;
  - Details of the proposed use and hours of operation;
  - Details of any material storage;
  - The locations of fire related infrastructure such as the Fire Department access routes and connection, fire alarm panel, sprinkler room, and standpipe connections;
  - Information as to whether the proposed use will discharge or emit odorous, noxious, or toxic matter or vapours, heat, glare, noise or reoccurring ground vibrations;
  - Details of the size and number of vehicle movements to and from the site;
  - Drainage plans that indicate the method of storm water disposal and any required detention or retention facilities;
  - Erosion and sediment control plans that indicate the method to be used to prevent the release of sediment into any ravine, watercourse or storm sewer.

**Notes:**

- Staff or Council may require additional information at any time to properly assess the application.
- All plans to be in metric scale;
- Incomplete applications **will not** be accepted
- A pre-application meeting with staff prior to submission of an application is strongly recommended to assist in identifying issues and expedite processing times.





**DISTRICT OF MAPLE RIDGE  
PLANNING DEPARTMENT**

**Development Application Submission Checklist**

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**Schedule I  
REZONING APPLICATION (For Bylaw First Reading Only)**

Applications for bylaw amendments to first reading are to be made to the Planning Department, and must include the following:

1. A completed application form with the prescribed fee;
2. A Certificate of Title and a Consent Form (if the applicant is different from the owner shown on the certificate of title) plus copies of any restrictive covenant documents registered against title to the lands;
3. A Site Profile;
4. A written statement describing the proposal or amendment including an assessment as to consistency of the proposal with Official Community Plan policies and guidelines;

Additional information may also be required as follows:

5. A metric scaled preliminary site plan sufficient in detail to demonstrate what is being proposed on the site, compliance with the Zoning Bylaw and any development permit guidelines. All variances must be clearly noted.



**CITY OF MAPLE RIDGE  
PLANNING DEPARTMENT**

**Development Application Submission Checklist**

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7233-2016

**Schedule J  
WILDFIRE DEVELOPMENT PERMIT APPLICATION**

**INITIAL APPLICATION REQUIREMENTS**

The City will provide the opportunity for applicants to meet with staff from the appropriate departments early in the application process. Applications for Wildfire Development Permits are to be made to the Planning Department, and must include the following:

- 1) A completed application form with the prescribed fee.
- 2) A Certificate of Title and a Consent Form (if the applicant is different from the owner shown on the Certificate of Title) plus copies of any restrictive covenant documents registered against Title.
- 3) A Site Profile.
- 4) A Site Plan prepared by a certified BCLS including:
  - i. Topography and natural features;
  - ii. Parcel boundaries;
  - iii. Adjacent streets and Rights-of-Way;
  - iv. Existing structures and infrastructure;
  - v. Location of watercourses, wetlands, ponds, etc. and approved environmental protection setback and geotechnical setback areas for steep slopes;
  - vi. Proposed tree retention areas;
  - vii. Proposed subdivision plan or lot layout;
  - viii. Building envelopes, driveways, parking areas and impervious surfaces;
  - ix. Servicing infrastructure such as water, sewage disposal systems, stormwater detention, and surface drainage; and
  - x. The extent of the proposed site clearing and lot grading.
- 5) A Wildfire Hazard Assessment, prepared by a Registered Professional Forester, qualified by training or experience in fire protection engineering, with at least two years of experience in fire protection engineering and with assessment and mitigation of wildfire hazards in British Columbia (see Wildfire Hazard Assessments Guidelines). The Wildfire Hazard Assessment will also need to include:
  - i. A Comprehensive Plan indicating proposed modifications to retained interface areas; new plantings; proposed enhancement planting works for adjacent park land; trees to be retained and protected; and trails on or adjacent to the site. A cost estimate for the proposed works must be included. The cost estimate amount will be used to determine the security amount taken for the Wildfire Development Permit.

- ii. A plan for ongoing landscaping maintenance for park areas must also be provided, including a cost estimate. The amount will be used to help determine a Local Area Service Bylaw fee.
- iii. A summary of proposed exterior building materials exposed to the wildfire interface.

Reference Documents:

- BC Wildfire Service: [bcwildfire.ca/Prevention/firesmart.htm](http://bcwildfire.ca/Prevention/firesmart.htm)
- FireSmart Homeowner's Manual – FireSmart Begins at Home
- FireSmart – Protecting Your Community From Wildfire.
- National Fire Protection Association 1141 (Standard for Fire Protection Infrastructure for Land Developments in Suburban and Rural Areas);
- National Fire Protection Association 1144 (Standard for Reducing Structure Ignition Hazards from Wildland Fire);