

PRELIMINARY PLAN APPROVAL

A GUIDE TO THE CITY APPROVALS PROCESS IN BURNABY

Introduction

The City of Burnaby has prepared this brochure to assist you in understanding the City's Preliminary Plan Approval (PPA) procedure. Upon review of the material, anyone interested in submitting an application is urged to contact the Planning Department (at planning@burnaby.ca) for further information.

What is Preliminary Plan Approval (PPA)?

Preliminary Plan Approval (PPA) is an approval granted by the Director Planning and Building indicating that a proposed development meets all the applicable requirements of the Zoning Bylaw. It is not a Building Permit or a Sediment Control System Permit. A Building Permit and Sediment Control System Permit must be applied for separately and will not be issued unless a proposed development that requires a PPA application has received PPA approval.

When is Preliminary Plan Approval required?

Section 7.3 of the Zoning Bylaw states PPA is required whenever there is a change of use, density, or external appearance proposed for a property. This can be in the form of either a new land use, building or structures, or in the form of an addition or alteration to an existing land use, building or structure. All commercial, industrial, institutional and multi-family residential developments need PPA before a Building Permit can be issued. Single family and two family dwellings do not require PPA.

Who is involved in the Preliminary Plan Approval process?

■ Director Planning and Building

The Director of Planning and Building is responsible for granting PPA. The Director will utilize the resources of the department in considering PPA applications.

■ Planning Division

The Planning Department coordinates the PPA process by preparing its own evaluation of the proposal as well as liaising with the other applicable City departments.

■ Other City Departments

Depending upon the nature of the proposed development, Engineering, Environmental Engineering, Fire, Building, Fraser Health Authority and/or other departments may be asked to provide comment for issuance of a PPA.

Preliminary Plan Approval Process

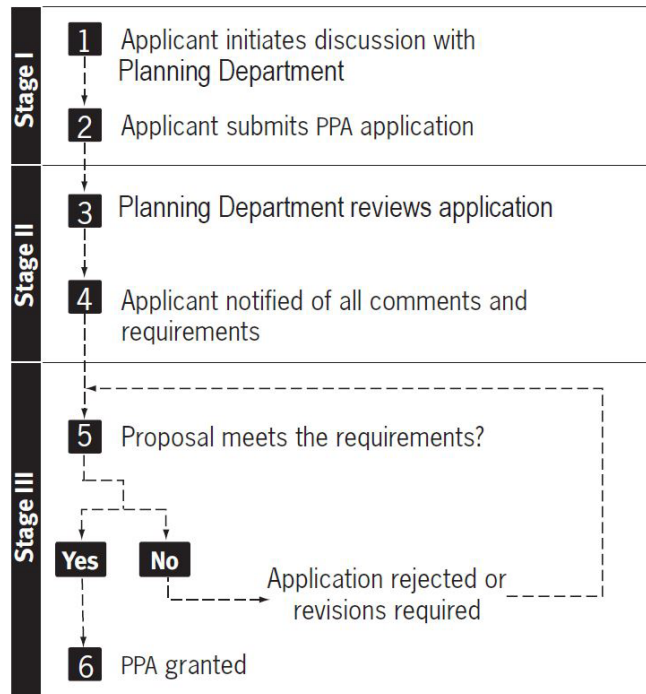
Stage I: Application Submission

1. Prior to submitting an application for Preliminary Plan Approval, it is suggested that you contact the Planning Department to discuss the PPA process including:
 - the existing zoning regulations that apply to the subject property; and,
 - the type of information that is required in support of an application.
2. Submit a completed PPA application, Scope of Proposed Work Form, Agent Authorization Form (if required), current Land Title Search (if required), and current legal plans or charges registered to the subject property to planning@burnaby.ca (hard copies are to follow once City staff confirm the application forms are complete). At the time of the PPA application, the applicant is required to pay the PPA fee in full, either on-line or in person, as per the current Planning Department Fee Schedule.
3. Once an application is made with payment, City staff will email you with instructions on how to digitally submit a copy of your complete PPA set to planning@burnaby.ca.

Drawing submissions must be in standard metric or imperial dimensions (e.g. 1/8", 1/16", 1/32" Scale) on standard A1 sheets (or 24" by 36"). Drawing submissions should include (if applicable), but not be limited to:

- Title sheet with Project title.
- Project civic address.
- Drawing list.
- Applicant name and contact.
- Architectural consultant's name and contact.
- Landscape consultant's name and contact.
- Land surveyor's name and contact.
- Site Survey:
 - Topographic Survey.
 - Legal Plan with statutory rights-of-way, easements and covenants indicated.
 - Existing building area survey by area and residential strata/rental units (if applicable).
- Statistical Summary of Development Statistics (contact Planning for a complete list of applicable development statistics).
- Development phasing plan.
- Loading plan.
- Solid waste and recycling access plan.
- Visitor parking turn-a-round diagram.
- Site Plan (showing property dimensions, fully-dimensioned building location, including setbacks from property lines, parking and loading layouts, the location of road access to the property, landscaped areas, Streamside Protection and Enhancement Areas [SPEA], and all registered right-of-ways, easements or covenants).
- Floor plans (clearly dimensioned, with floor and uses areas noted).
- Exterior elevations of the building or structures indicating exterior finish materials and colours to be used, existing and proposed grade elevations and proposed height of the buildings or structures.
- Typical building or structure cross-section indicating proposed floor to floor height and clearances.
- A fire truck access plan indicating fire access route, existing and proposed fire hydrants, fire department connection.
- A landscape plan including a detailed planting plan and plant list indicating common and botanical plant names, quantities of plants, size and/or spacing of plants, and SPEA (Streamside Protection and Enhancement Area, if required).
- A tree management plan including all existing protected trees, trees to be removed or retained, tree protection fences, location of replacement trees, and SPEA.

Preliminary Plan Approval (PPA) Process



Stage II: Application Review

3. Upon receipt of the application, the Planning Department undertakes a review of the proposal to determine whether it complies with zoning regulations and other policies that have been established by City Council. The application is also referred to the Engineering, Environmental Engineering, Fire, Building Division, Fraser Health Authority and/or Departments for review.
4. Once the Planning Department has completed its review, you are notified of all comments and requirements, and you may begin to remedy any noted deficiencies.

Stage III: Application Approval

5. The finalized set of drawings is reviewed by the Planning Department, and when all the requirements have been satisfied, PPA will be granted. The approved application is then signed by the Director.
6. The application form must then be validated with signature of the registered owner(s). One set of drawings is returned to the applicant for their record. One set of drawings is forwarded to the Building Department and will be used when you apply for a Building Permit. In the case where a

proposed development requires rezoning and subdivision approval, PPA will not be granted until the other approvals are completed.

A Building Permit must be applied for within 90 days of receiving Preliminary Plan Approval. You may apply for a Building Permit in parallel to PPA, however, the Building Permit will not be granted until PPA is finalized.

How much time does the process take?

The amount of time to process an application for Preliminary Plan Approval is largely dependent upon the complexity of the application. In addition, the time frame is affected by how well you respond to meeting the requirements established by City Council and the Planning Department.

Applications that involve rezoning and/or subdivision will require additional time depending upon the time required to complete the rezoning or subdivision process. PPA submissions can be made after Second Reading of the rezoning bylaw amendment or when the subdivision process is completed. Supplying the correct information to the Planning Division, consistent with rezoning and/or subdivision documents if applicable, will expedite the processing of the application.

What are the next steps in the development approval process?

Every development proposal will require additional approvals before development can proceed. The applicant should make note of the following:

■ Sediment Control System Permit

For further information on Sediment Control System Permits, contact the Engineering Department at 604.294.7460 for submittal information.

■ Building Permit

A Building Permit is required for the construction of new buildings or structures and/or additions or alterations to existing buildings or structures. It is advisable to contact the Building Division to consult for the submission requirements. Electrical, Plumbing or other permits may be required for site improvements not involving building of structures.

■ Tree Permit

A Tree Permit is required for cutting down (or damaging) protected tree(s).

Refund Policy

A refund on the PPA application is not granted except under the following circumstances:

1. A full refund is granted if the PPA application is withdrawn prior to this department circulating the application to other departments for their review.
2. Partial refund equal to the amount of the PPA application fee minus \$100.00 is granted after the application is circulated to other departments but review comments are not completed or this department's review is not initiated. This department's review is considered initiated when initial comments are sent to the applicant.

Cancellation Policy

An applicant may request, in writing, the cancellation of a PPA application at any time during the PPA process, pursuant to the refund policy. The City of Burnaby reserves the rights to cancel a PPA application under the following circumstances:

1. A PPA application cannot be approved under the Burnaby Zoning Bylaw.
2. A new proposal or major revision is proposed after the original PPA submission. Please note that a revision is considered major if more than half of the original proposal area is affected by the change.
3. A PPA application is abandoned (no action by the applicant for a period of six months or more from the last action recorded) by the applicant.

For Further Information

For more specific information, contact:

Planning Department:
T: 604-294-7400
E: planning@burnaby.ca

City of Burnaby
Planning and Building Department
4949 Canada Way
Burnaby, BC V5G 1M2

PRELIMINARY PLAN APPROVAL is one of a series of public information brochures covering the City Approvals Process in the City of Burnaby. Other brochures available from the City include:

- **SUBDIVISION**
- **REZONING**
- **SECONDARY SUITES**
- **SINGLE AND TWO FAMILY RESIDENTIAL AREA REZONING PROCESS**

This brochure is meant to act only as a general guide. Please consult the Community Charter, Local Government Act, Burnaby Zoning Bylaw, and other bylaws for definitive requirements and procedures. While every care is taken in the preparation of this brochure, the City of Burnaby assumes no responsibility or liability in respect of its contents. This brochure is intended as a guide only and is not a legal document. The public is advised to review the applicable legislation and bylaws and conduct its own enquiries with City staff.



PLANNING AND BUILDING DEPARTMENT