

March 2016
PLANNING DIVISION

LAND DEVELOPMENT APPLICATIONS

ANYONE DEVELOPING LAND IN SURREY
MUST GET PROPER APPROVAL FROM THE CITY OF SURREY

THIS GUIDE PROVIDES AN OVERVIEW OF APPLICATION PROCEDURES FOR SUBDIVISION,
REZONING AND DEVELOPMENT PERMITS

**THIS PAMPHLET IS FOR GENERAL GUIDANCE ONLY.
IT DOES NOT REPLACE BY-LAWS OR OTHER LEGAL DOCUMENTS**

Why Approvals Are Needed

Anyone wanting to develop or to change the use of land in Surrey must get proper approval from the City of Surrey. Under the Municipal Act, cities in British Columbia are given the power to adopt an Official Community Plan and to control land development so that it conforms with the community plan. Land use policies and development requirements are set out in the Official Community Plan, the Zoning By-law and other public documents. Copies of these documents are available at City Hall.

A Partnership Approach

The City of Surrey encourages high quality development. A partnership between you and the City allows your project to complement City plans and to benefit you.

Overview of the Development Application Process

The development application process can be more efficient for you and for the City if:

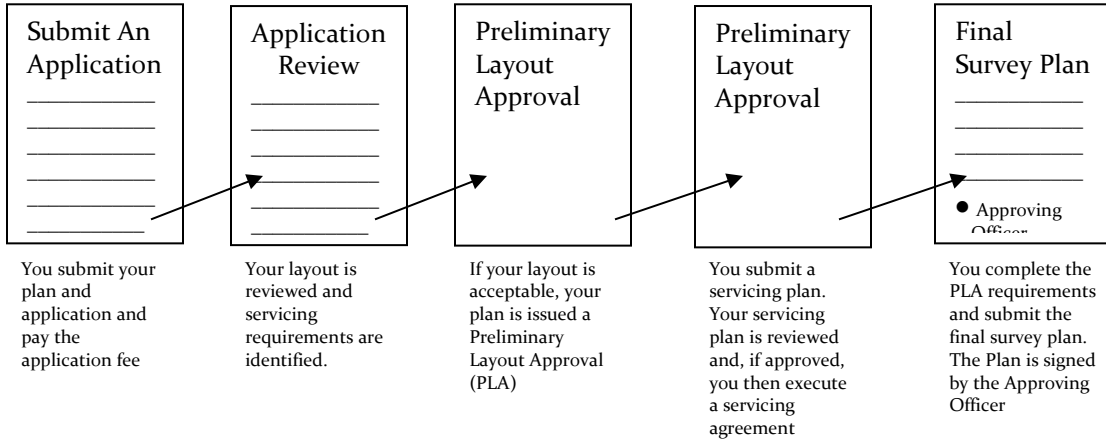
- your development proposal is well planned;
- you have a general understanding of development regulations; and
- you know how the development application process works.

This overview tells you which City plans and documents are important in preparing your development proposal, and outlines the basic application stages for subdivision, rezoning and Development Permit applications.

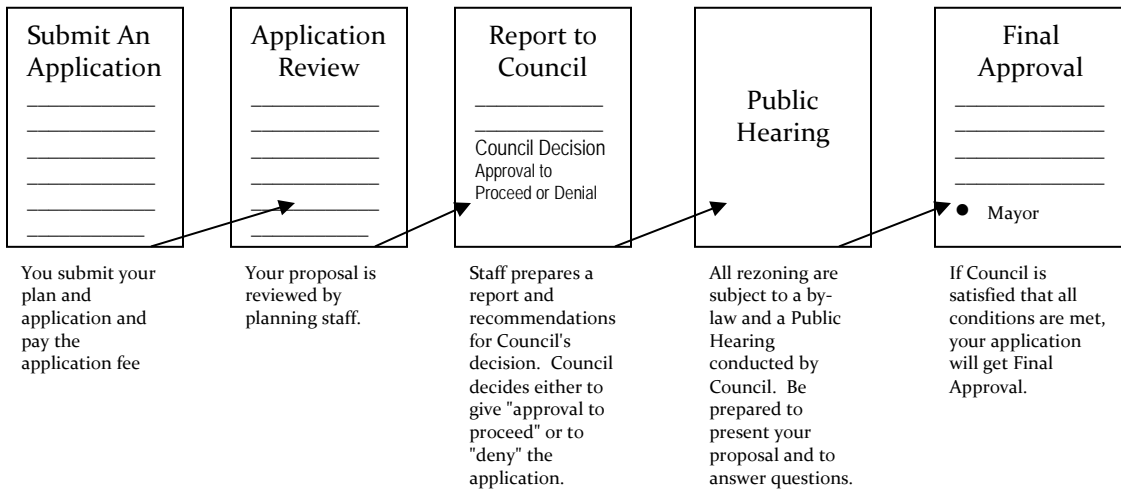
1. ***PREPARE YOUR DEVELOPMENT PROPOSAL.*** Your development proposal should be well planned before you make an application. You should be aware of the following City plans, policies and regulations that may apply:
 - **Official Community Plan.** Surrey's Official Community Plan divides the City into 11 land use designations. Each designation allows specific types of land uses and zoning categories. Check the Official Community Plan for the designation of your property and the land uses allowed within that designation.
 - **Local Area Plans and Neighbourhood Concept Plans** provide more detailed plans for specific areas of Surrey. Check to see if your property is located within one of these areas, and if so, what land uses are planned.
 - **Development Permits** allow the City to achieve policies with respect to the form and character of multi-family, commercial and industrial development, to ensure safe development of areas with steep slopes or in the floodplain and to protect agricultural areas of Surrey. If your property requires a Development Permit, there will be special development guidelines. For more information on when a Development Permit is required, see the brochure titled, "*Development Permits* " or visit the Planning & Development Department. Staff will be able to assist you in determining whether or not a Development Permit is required for your project.
 - **Zoning Maps and the Zoning By-law (No. 12000).** Each property in Surrey has specific zoning regulations including the types of land uses allowed, building height, maximum dwelling units or floor area, building setback, parking requirements. Check the zoning map and the Zoning By-law for the current zoning regulations for your property. If your proposal is not allowed by the current zoning, find which zones best fit your proposal.
 - **Concept Plans.** Concept Plans show the proposed alignment of future roads and the general location of future parks and open spaces. A Concept Plan for your area is available at the Planning and Development Department.
 - **Services.** All developments must have adequate services such as sewage disposal, water, drainage and roads. Check what services are currently available and whether your development would require additional services. You will be responsible for the cost of additional services. Information on services is available at the Engineering Department.

2. ***SUBMIT AN APPLICATION AND PROCEED THROUGH THE APPLICATION REVIEW PROCESS.*** To begin the application process, submit an application form and pay your application fees to the Planning and Development Department. The review process will differ with the type of application you are making. Here is an overview of the most common types of applications: Subdivision, Rezoning and Development Permit. Remember, these are general steps only - planning staff will help with the details.

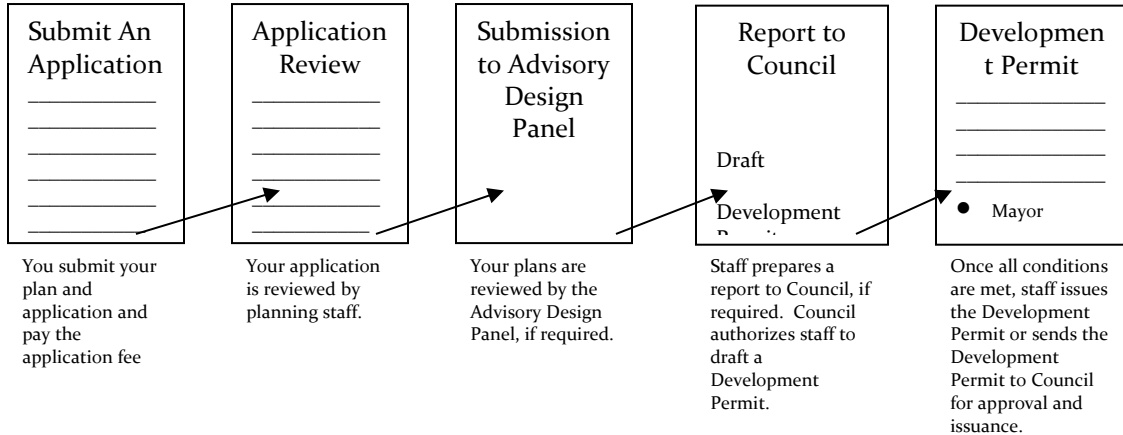
- **Overview of the Subdivision Application Process.** If you want to subdivide a property into smaller lots, to consolidate several properties into one lot, or to change the alignment of an existing property line, you must apply for a subdivision approval from the City. The process of subdivision review is shown below. For a more detailed explanation of the subdivision process, see the brochure titled, "*Subdividing Your Property*".



- **Overview of the Rezoning Application Process.** To change the land uses on your property (for example, adding new structures or changing the type of activities on the property), you may have to apply to the City to change the zoning of your property. The Rezoning review process is outlined below. For a more detailed explanation, see the brochure titled, "*Rezoning Your Property*".













Overview of the Development Permit Application Process. To build or renovate in an area that is designated a "Development Permit Area", you must first apply for a Development Permit. For a more detailed explanation of the Development Permit application process, see the brochure titled, "*Development Permits*".



Other Types of Applications. There are other more specialized types of applications, such as development variance permits, temporary use permits, Official Community Plan amendments, pre-clearances for neighbourhood pubs, and applications for exclusion from the agricultural Land Reserve. The Planning and Development counter staff will provide information for other types of applications.

10 Points to Remember

Following these 10 points will help us to process your development application more efficiently:

	1. Familiarize yourself with the review process.
	2. Submit a complete application with accurate information.
	3. Keep a record of your file number and quote it whenever you contact us.
	4. Keep in mind that it may take several weeks or months to complete your application, depending on the complexity of the project. Please be patient with the staff.
	5. Keep a record of approvals, correspondence and decisions from meetings.
	6. Minimize deviations from established development policies or standards. Remember that the more your proposal differs from established policy or standards, the more time it will take to process.
	7. Do your part and do it on time. If a proposal needs to be revised in order to meet City policies or standards, you should be flexible.
	8. Check with your planner on whether you should contact outside agencies regarding your application.
	9. Remember that, in most cases, City Council will decide whether to approve your application. Planning staff can only make recommendations to Council.
	10. Be patient . . . all applications are dealt with on a "first come/first served" basis. There will be several hundred applications ahead of yours, and limited staff to process them. To be fair to everyone, we ask that you help us by following the above points and by being patient.

For further information on specific development proposals, contact the Planning and Development Department, 13450 - 104 Avenue, Surrey, BC, 8:30 a.m. to 4:30 p.m. Monday through Friday or call 604-591-4441.