



REZONING APPLICATION

Application Number
RZ _____
Work Order _____
Received by _____
(OFFICE USE ONLY)

- Planning
Tel 604-935-8170 (direct) Fax 604-935-8179
Email: planning@whistler.ca

Subject Property Street Address: _____

Legal Description P.I.D. _____ Lot _____ D.L. _____
 Plan _____ Block _____ Zoning _____
 Present OCP Designation: _____

Name of Registered Owner: _____

Mailing Address: _____

City: _____ Province: _____ Postal Code: _____

Phone: _____ Cell: _____ Email: _____ Fax: _____

Billing Address (if different from registered owner's mailing address): _____

City: _____ Province: _____ Postal Code: _____

Name of Applicant/Agent: _____

Mailing Address: _____

City: _____ Province: _____ Postal Code: _____

Phone: _____ Cell: _____ Email: _____ Fax: _____

Present use of property: _____

Description of proposed rezoning: _____

Application Fee: \$1,500.00	Title Search: \$20.00 (per P.I.D.) <input type="checkbox"/> Y <input type="checkbox"/> N
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AUTHORIZATIONS

I _____ authorize _____
 (PRINT NAME of registered owner) (PRINT NAME of agent/person authorized to sign the application)

to act as agent and sign the application form to the Resort Municipality of Whistler on my/our behalf for the property known as

 (Civic address of property)

 Signature(s) of registered owner(s)

 Date

 Signature(s) of Signing Officer(s) of Corporation

 Corporate Seal(s), if applicable

 Date

PROPERTY OWNER'S AGREEMENT

As of the date of this application, I am the registered owner of the lands described in the application. I have examined the contents of the application, certify that the information submitted with it is correct insofar as I have knowledge of these facts, and concur with the submission of the application. I acknowledge that the lands described in the application may be subject to applicable laws, regulations, and guidelines including, but not limited to, the Resort Municipality of Whistler Zoning and Parking Bylaw 303, 1983 and the *Local Government Act*. I agree to comply with all provisions of the Resort Municipality of Whistler Zoning and Parking Bylaw 303, 1983 and any other applicable legislation, if this application is approved. I understand that approval does not constitute a building permit and that drawings submitted for a building permit must match the approved Development Permit drawings.

 Signature of property owner

 Date

PAYMENT OF FEES

Enclosed is the fee for this application. I agree to pay any further costs (e.g., processing fees for professional and clerical staff time, legal and/or consultant fees, advertising expenses and miscellaneous disbursements at cost), which may be determined as this application is reviewed. Prior to the issuance of a development permit for the above noted property, the Resort Municipality of Whistler requires a commitment that all further expenses incurred by the Resort Municipality of Whistler will be paid within 30 days of billing.

Your signature below will stand as your commitment to pay all applicable invoices.

 Signature of owner or applicant

 Date

DECLARATION

I _____, **solemnly declare that the statements made**
 (PRINT NAME)

by me upon this application are to the best of my belief and knowledge a true and complete representation of the purpose and intent of this application.

 Signature of applicant or agent

 Date

Personal information is being collected under the authority of the *Local Government Act* for the purpose of processing this Development Permit application. This information is protected under the privacy provisions of the Freedom of Information and Protection of Privacy Act. If you have any questions about the collection of this information, contact the Manager of Community Planning at (604) 935-8170, OR the Manager of Resort Planning at (604) 935-8180, Resort Municipality of Whistler, 4325 Blackcomb Way, Whistler, BC V0N 1B4.

PROJECT DATA**PLEASE FILL IN ALL AREAS APPLICABLE TO YOUR PROPOSAL:****Project Information Table ***

Site Data	Current Zoning Standard	Proposed Zoning Standard	Project/Site Information	Calculate Variance (if required)
Zoning				
Site Area (m ²)				
Existing useable site area (m ²)				
Site Coverage				
Open Site Space (%)				
Gross Floor Area - Commercial - Residential				
Frontage (m)				
Floor Space Ratio (density)				
Height of Building (m)				
Number of Storeys				
Is the property located within 30m of a watercourse?				
Setbacks				
Front				
Rear				
Side (indicate which side)				
Side (indicate which side)				
Parking				
Parking Stalls on site				
Bicycle Parking (specify)				
Building Data				
Total number of units				
Unit type, i.e., 1 bedroom				
Ground orientated units				
Minimum unit floor area				
Total residential floor area				
* If your proposal involves more than one zone (e.g. existing house stays in a RS-1 zone and new house is in a RS-E1 zone), then complete two data tables.				

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PLEASE FILL IN ALL AREAS APPLICABLE TO YOUR PROPOSAL:**Development Information**

Note: The amount of detail may vary depending on the plan submission requirements, the nature of the application and the stage of the project's planning and design. If you have any questions, please call Community Planning at 604-935-8170 or Resort Planning at 604-935-8180.

Number, type and description of dwelling units (e.g. target group, type of tenure, dwelling unit size, wheel chair accessibility)	
Building features (e.g. heritage, architectural) and other site features (e.g. topography)	
Landscaping and trees (e.g. protected trees and tree retention, nature and quality of landscaping, environmental features)	
Traffic, parking, access and loading (e.g. expected traffic and parking demand, layout and types of parking spaces, bicycle facilities, driveway and parking space and surface treatment. Parking treatments can include "permeable pavement".)	
Design features and amenities (e.g. building materials, meeting room space, amenities for children, storage, public art, off-site features such as boulevard trees and sidewalks)	
Environmental features (e.g. green building, green roof, permeable paving)	
Safety and security (e.g. lighting, sight lines, safety routes, Crime Prevention through Environmental Design features).	

Rationale for Rezoning

To assist Council, staff, community associations and residents in reviewing an application for rezoning, please provide answers to the questions below (and other relevant information) in a concise summary letter.

Government Policies	Does the proposal conform to the recommendations of the Official Community Plan? The current relevant Design Guidelines?
Project Benefits	What are the economic, environmental and social benefits to the municipality and neighbourhood, e.g., increased tax base, number of jobs, contribution towards reduced community and greater affordability?

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Need and Demand	What is the demonstrated public need and demand for the proposal? Does the location meet a need or demand which is not or could not be met in land already zoned?
Services	Are there adequate public infrastructure and community/recreation services available to meet the proposal (e.g. sewer, water, sidewalks, roads, parks)? If not, how would the proposal address infrastructure and service requirements? Note that changes to land outside your property boundary may be only shown if approved by the municipal Environmental Services Department.
Neighbourhood	What is different or unique about the site to warrant rezoning, e.g. lot size, topography, situation vis-à-vis neighbouring properties, existing site and neighbouring development?
Impacts	Would the development complement or improve conditions existing in the surrounding area? What other effects would this proposal have on the immediate neighbours? Consider noise, activity level, odors, removal of trees, retaining walls, fence, privacy, views and other neighbourhood and environmental features.
Design	How well does the proposed development relate to the neighbourhood? Is the design in keeping with the existing or anticipated development of the community? Consider building height, massing, orientation, setbacks and streetscape. Please reference the municipality's general design guidelines as well as any area specific design guidelines.

Supplementary Information

You may also need to provide some supplementary information with your application. Please review the following and discuss with municipal staff, if necessary.

Community Development

If your project has a public art component, refer to the Public Art Policy I-8.

Site Servicing Drawing

For projects that require new off-site works and services, a Site Servicing Drawing must be provided (see attached).

Construction Phase

For a development site that requires extensive excavation, the developer shall provide details (location and time frame) of the placement of construction offices and sales offices. In some cases, further approvals may be required.

Subdivision

For developments that require subdivision of land (fee simple or bare land strata), a parcelization plan and phasing plan (if applicable) must be submitted with the rezoning application. Discuss all subdivision requirements with the Environmental Services Department at 604-935-8190.

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SUBMITTAL REQUIREMENTS

Context Plan

- 2 copies plus a PDF (additional hard copies may be required)
- Scale of 1:500 (minimum)
- North arrow and scale
- Location of property including adjacent streets and zones

Site Survey (The site survey shall be prepared by a qualified Canadian Land Surveyor)

- 2 copies plus a PDF (additional hard copies may be required)
- Scale of 1:200 (minimum)
- North arrow and scale
- Dimensioned boundaries and site area
- Legal description and civic address of property
- Adjacent line of curb or street/lane
- Footprints of all buildings and structures on adjacent sites within 9 m of the property line
- Spot elevations at corners of site
- 1 metre contours showing slopes over 30%
- Existing or proposed right-of-ways or easements
- Any lakes, wetlands, ponds, or watercourses
- Existing trees and vegetation
- Covenanted tree preservation areas
- Delineation of all other covenanted areas
- Any existing rock outcroppings or other geologic features
- Any existing buildings to be removed
- Useable site area (soil suitability, grade, potential for erosion and snow avalanches)
- High water table and potential flooding areas

Site Plans (existing and proposed)

- 2 copies plus a PDF (additional hard copies may be required)
- Scale of 1:200 (minimum)
- North arrow and scale
- Building program (type of development, number of residential units, site area, gross floor area by use, floor space ratio, site coverage, parking and housing required and provided)
- Dimensioned setbacks
- Size and location of all existing and proposed buildings/uses including accessory buildings and structures, garages, and fences
- Driveway location, size, surface material, grades and dimensioned parking spaces
- Drainage concept and snow storage areas
- Location of fire hydrants and service connections
- Garbage room location, dimensions, and details of adjacent sidewalks, streets, and curbs
- Footprints of adjacent buildings within 9 m of property lines
- Site services (sanitary and storm sewer lines, water lines, gas lines, telephone lines, cable, electricity)
- Proposed bicycle parking

Architectural Plans (existing and proposed)

- 2 copies plus a PDF (additional hard copies may be required)
- Scale of 1:100 (minimum)
- Dimensioned floor plans of all structures including typical unit plans
- Elevations/sections showing proposed building height, exterior finishes and colours, signage and lighting

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Architectural Plans (existing and proposed) continued

- Site section from front to rear property line (minimum scale of 1:200) including adjacent streets and lanes
- Roof plan showing snow dump areas, major roof structure and equipment and screening details
- Outline elevations and photos of buildings on adjacent sites within 9 m of property lines
- Building material and colour samples

Landscape Concept Plan

- 2 copies plus a PDF (additional hard copies may be required)
- Scale of 1:200 (minimum)
- Existing and finished grades
- Open space and recreational amenities
- Vegetation to be retained and method of protection during construction
- All hard surfaces

Please attach the following to the Rezoning Application:

- Application fee of \$1,500.00
- Title Search (issued not more than 30 days from the date application is received) OR \$20.00 Title Search Fee in lieu (per PID)
- Copies of any title restrictions e.g. restrictive covenants, easements, rights-of-way.
- Strata approval (as may be required)
- An analysis of how the proposed rezoning meets the description of success outlined in Whistler 2020
- Submit a Green Building Checklist
- Photographs showing the subject property and all adjacent development
- A written description of how the proposed rezoning meets the requirements of the Whistler Village Density Policy (as may be required for CC1 and CC1-E zoned properties)
- Shadow Analysis (as may be required)
- View Analysis (as may be required)
- Traffic Impact Analysis (as may be required)
- Site Profile (see attached). For more information go to:
<http://www.env.gov.bc.ca/epd/remediation/cs101.htm>
- Site Servicing Drawing Requirements (see attached)
- Information Sign posted on the property (see attached). Include digital photo of sign.
- Gross Floor Area Certification Letter (see attached)
- Environmental Review
- Environmental Impact Assessment (as may be required)
- Riparian Area Regulation Assessment (as may be required)

NOTE: Incomplete applications will not be accepted.

**More detailed information may be requested during review of the application.
Presentation quality plans may be required for Advisory Design Panel review.**

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SITE SERVICING DRAWING REQUIREMENTS

General

- All site servicing drawings must be prepared on Standard A-1 format sheets and sealed by a Professional Engineer registered in the Province of British Columbia – six (6) sets.
- North arrow and scale. (Scale to be 1:250 metric or approved alternate.)
- All drawings must clearly distinguish between what “exists” and what is “proposed”.
- Survey benchmark and datum information. (All drawings to be referenced to NAD 83.)
- Outline of all buildings on site complete with lowest floor elevations.
- Full legal description of the subject property and all adjacent properties.
- Property lines of the subject property.
- Tree preservation zones.
- All existing and proposed easements and rights-of-way indicating legal plan numbers.

Drainage

- Location, size and invert elevation of Municipal storm sewer service with offset to property line.
- Sizes and invert elevations of all existing and proposed storm sewer mains and culverts.
- Pipe invert elevation and rim elevation of all proposed catch basins, lawn basins and manholes.
- Spot elevations on and adjacent to site to indicate grading.
- Existing and proposed swales and ditches on site and on adjacent sites to a designated ditch or storm sewer.

Roads

- Edge of pavement of existing and proposed roads and parking areas and including: curbs, parking stalls and road names.
- Typical road cross-section.
- Centre line profile for roads and lanes as required.

Waterworks

- Location, size and invert of Municipal water service with offset to property line.
- Existing and proposed water mains, service connections, hydrants and valves on site.
- Existing hydrants and water mains on adjacent parcels.

Sanitary Sewer

- Location, size and invert of Municipal sanitary sewer service with offset to property line.
- Sewer mains and manholes complete with diameters and invert elevations at manholes.

Hydro / Telephone / Cable TV

- All buried and above grade vaults, kiosks, pull boxes, etc.
- Location of hydro/telephone/cable TV service to the parcel and building with offset to property line.
- Existing and proposed poles.

Gas

- Location of existing and proposed gas lines and valves.

Flood Protection

- Flood Construction Level (FCL), where applicable.
- The centre line and invert elevations of water feature and designated flood routing, where applicable.

INFORMATION SIGN REQUIREMENTS

The Council of the Resort Municipality of Whistler has adopted the policy for requiring applicants for development and rezoning permits to post an Information Sign (Regular Meeting 1986-08-11). The requirements are as follows:

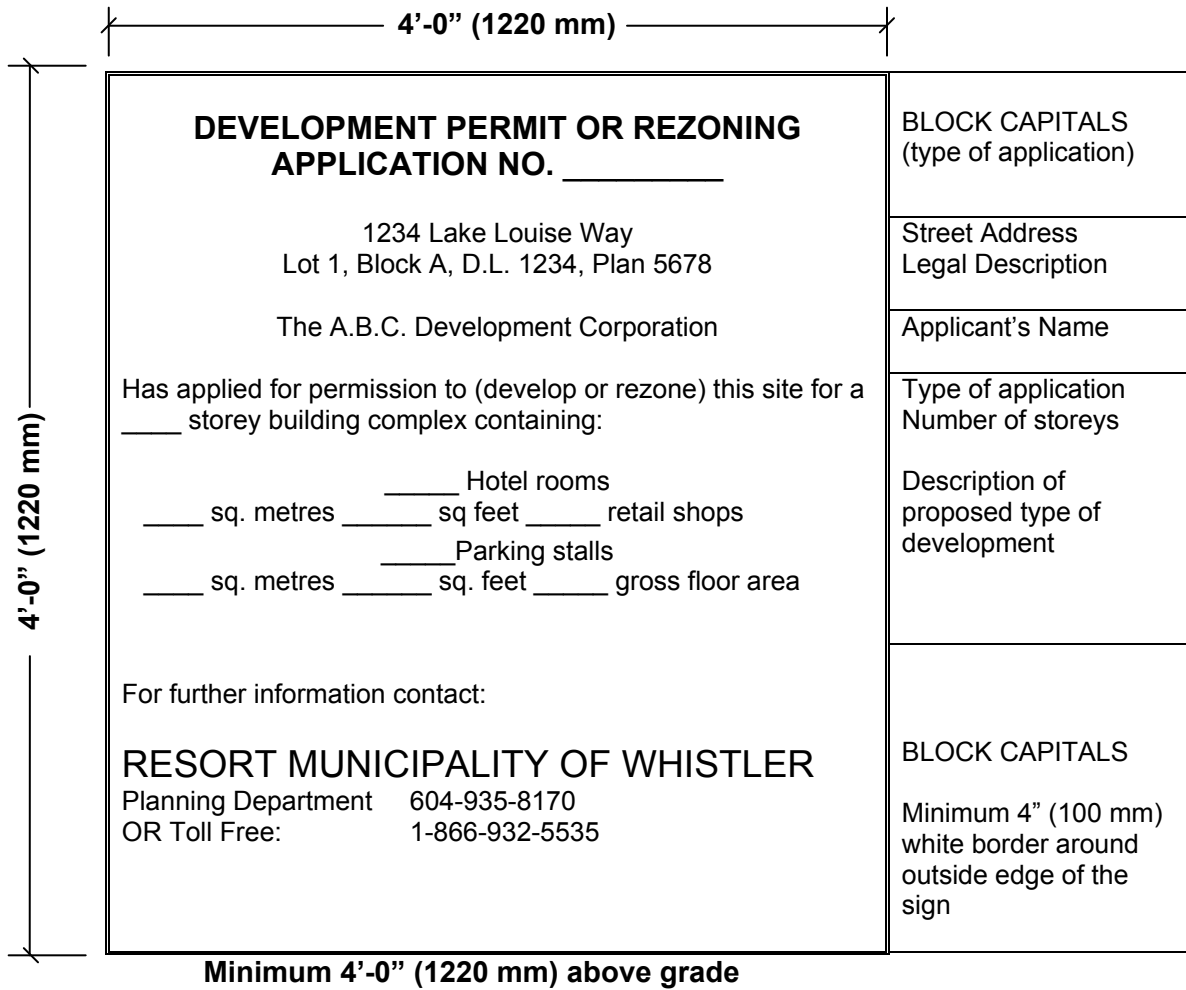
1. This policy shall apply to all rezoning and development permit applications. Development variance permit application or amendments may be exempted by the General Manager of Resort Experience where the project is considered to be small in scale or would have minimal impact on adjoining properties.
2. The applicant or developer shall be responsible for the preparation, posting and removal of the sign in accordance with the specifications on the reverse. There shall be no cost to the Resort Municipality of Whistler.
3. The sign shall be posted within 7 days of submitting a rezoning or development permit application to the Municipality. An application is not considered complete until the sign has been posted on the subject property.
4. The sign must be placed in a conspicuous location to be clearly legible from adjoining streets or land and be clear of all site obstructions.
5. The applicant or developer shall notify the Planning Department in writing once the sign is posted.
6. The sign shall contain the following information:
 - a) type of application (rezoning or development permit) and application number.
 - b) type of project and size, proposed uses, gross floor area, height, number of residential units (if applicable), street address, legal description and applicant's name.
 - c) All dimensions must be in metric; and
 - d) Include the text "For further information contact: The Resort Municipality of Whistler, Planning Department at 604-935-8170 or toll free at 1-866-932-5535".
7. Failure to comply with any or all of these requirements may delay the processing of the application involved.

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SIGN SPECIFICATIONS FOR DEVELOPMENT PERMIT & REZONING APPLICATIONS

1. SAMPLE SIGN



2. SPECIFICATIONS

- a) Black Helvetica lettering on white background;
- b) 3/4"(20 mm) plywood / 4" x 4" posts (138 x 139 mm);
- c) Posts to be driven into ground and braced;
- d) Rigid free-standing frame is acceptable for winter installation; and
- e) A smaller size sign may be permitted in primary and secondary commercial areas.

SIGN SPECIFICATIONS FOR DEVELOPMENT PERMIT & REZONING APPLICATIONS

I. SAMPLE SIGN

_____ 4' 0" (1220 mm) _____

4' 0" (1220 mm)	<p>DEVELOPMENT PERMIT OR REZONING APPLICATION NO. _____</p> <p>1234 Lake Louise Way Lot 1, Block A, D.L. 1234, Plan 5678</p> <p>The A.B.C. Development Corporation</p> <p>Has applied for permission to (develop or rezone) this site for a ____ storey building complex containing:</p> <p>_____ Hotel rooms ____ sq. metres _____ sq feet _____ retail shops _____ Parking stalls ____ sq. metres _____ sq. feet _____ gross floor area</p> <p>For further information contact:</p> <p>RESORT MUNICIPALITY OF WHISTLER Community Planning Department (604) 935-8170 Resort Planning Department (604) 935-8180 OR Toll Free: 1-866-932-5535</p>	<p>BLOCK CAPITALS (type of application)</p> <hr/> <p>Street Address Legal Description</p> <hr/> <p>Applicant's Name</p> <hr/> <p>Type of application Number of storeys</p> <hr/> <p>Description of proposed type of development</p>
	<p>BLOCK CAPITALS Minimum 4" (100 mm) white border around outside edge of the sign</p>	

Minimum 4' 0" (1220 mm) above grade

2. SPECIFICATIONS

- a) Black Helvetica lettering on white background;
- b) 3/4" (20 mm) plywood / 4" x 4" posts (138 x 139 mm);
- c) Posts to be driven into ground and braced;
- d) Rigid free-standing frame is acceptable for winter installation; and
- e) A smaller size sign may be permitted in primary and secondary commercial areas.

GROSS FLOOR AREA CERTIFICATION *

Resort Municipality of Whistler
4325 Blackcomb Way
Whistler, BC V0N 1B4

Attn: Planning Department

Dear Sirs:

I have read and understand the following definitions from Zoning and Parking Bylaw 303, 1983 as amended:

“Gross Floor Area” means the total area of all floors in all buildings on a parcel, measured to the outside surface of the exterior walls of the building, including stairwells, basements and cellars but excluding areas specified in subsection 25 of Section 5.

“Crawl Space” means any floor area having less than 1.5 metres of clearance between the underside of a roof or floor system above and a ground floor slab or ground surface below.

“Void Space” means any floor area having less than 1.5 metres of clearance between the underside of a ceiling, roof or floor system above and the upper surface of a floor system below.

Attached is a schedule of the gross floor area calculation showing areas by occupancy, suite, floor level and building.

I certify that the gross floor area calculation for this project has been calculated as per the above definition.

Yours truly,

Registered Architect or
Professional Engineer

SEAL

*** NOTE: This letter should be typed on the registered architect's or professional engineer's letterhead and submitted with the development permit application form.**