



TOWN OF QUALICUM BEACH

# GUIDE TO DEVELOPMENT AND CONSTRUCTION



This information package provides builders, developers and homeowners with a user-friendly guide to the planning and building approval process in Qualicum Beach. Each reference sheet includes a concise summary of one aspect of the development process with references for more information.

**NOVEMBER 2018**

# TABLE OF CONTENTS

## Permits and Approvals

1. OCP Amendment
2. Zoning Amendment
3. Development Permit
4. Development Variance Permit
5. Board of Variance
6. Subdivision
7. Building Permit

## Additional Reference Sheets

8. Advisory Planning Commission
9. Works and Services
10. Public Information Meeting
11. The Village Neighbourhood
12. Density Bonuses
13. Development Cost Charges
14. Village Design Guidelines
15. Sign Permits

## OVERVIEW

	Procedural Requirements			Costs and Contributions		
	Council Approval	Advisory Planning Commission	Public Information Meeting	Development Cost Charges	Works and Services	Parkland Dedication
<b>OCP Amendment</b>	Four bylaw readings	Yes *	In most cases	No	No	No
<b>Zoning Amendment</b>	Four bylaw readings	Yes *	In most cases	No	No	No
<b>Development Permit</b>	Single Council resolution *	Yes *	In most cases	No	No	No
<b>Development Variance Permit</b>	Two Council resolutions at separate meetings	Yes *	In most cases	No	No	No
<b>Board of Variance</b>	No	No	No	No	No	No
<b>Subdivision</b>	No	No	No	Yes	Yes	Yes
<b>Building Permit</b>	No	No	No	Yes	Yes	No*

*\*Exceptions apply*

For questions, or to schedule appointments, please contact:  
 Luke Sales, Director of Planning  
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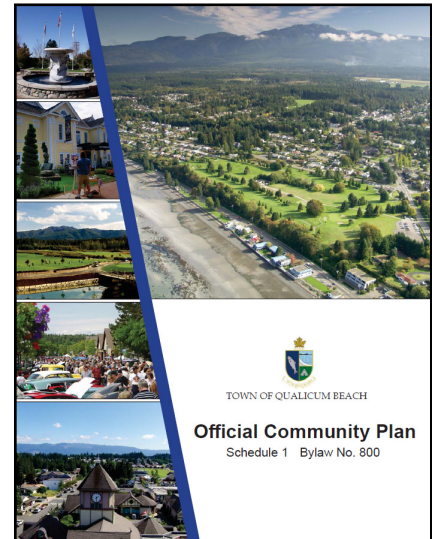
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# 1. OFFICIAL COMMUNITY PLAN AMENDMENT

The Official Community Plan (OCP) outlines a policy framework and vision for future land use, community well being, economic vitality, environment and municipal servicing. The OCP is the highest level planning document in the Town. A comprehensive review of the OCP was completed in 2018.

## WHAT IS AN OCP?

- The OCP identifies the approximate location, amount and type of future land uses. The zoning bylaw regulates uses currently allowed on the land, and the OCP identifies land uses that may be considered in the future.
- Through Development Permit Areas, the OCP puts restrictions on the use of land that is subject to hazardous conditions, is environmentally sensitive, or is subject to form and character requirements.
- The OCP establishes policies relating to housing, social needs, social well being, as well as policies for the preservation, protection, restoration and enhancement of the natural environment, its ecosystems and biological diversity.
- The Sustainability Plan section of the OCP sets greenhouse gas emissions (GHG) reduction targets and policies to achieve those targets.



## WHAT IS AN OCP AMENDMENT?

Council approves changes to the OCP through the “OCP amendment” process. OCP amendments are considered during comprehensive OCP reviews, but Council may choose to consider an application at any time. OCP amendments may be considered in conjunction with a rezoning. OCP amendments are required when a proposed zoning amendment does not conform to OCP policies. For example, if an applicant would like to rezone a property for residential use, but the OCP land use designation, located in Schedule 2.1, permits commercial uses only.

## HOW LONG DOES IT TAKE?

OCP amendment reviews generally take four to six months from submission of a complete application. This includes a Public Information Meeting and four bylaw readings. Processing times vary widely based on application completeness, complexity and compliance with other land-use plans such as the Regional Growth Strategy. Council may establish additional procedural requirements during the process.

## WHAT DOES IT COST?

**OCP Amendment Application Fee: \$2,500.00**

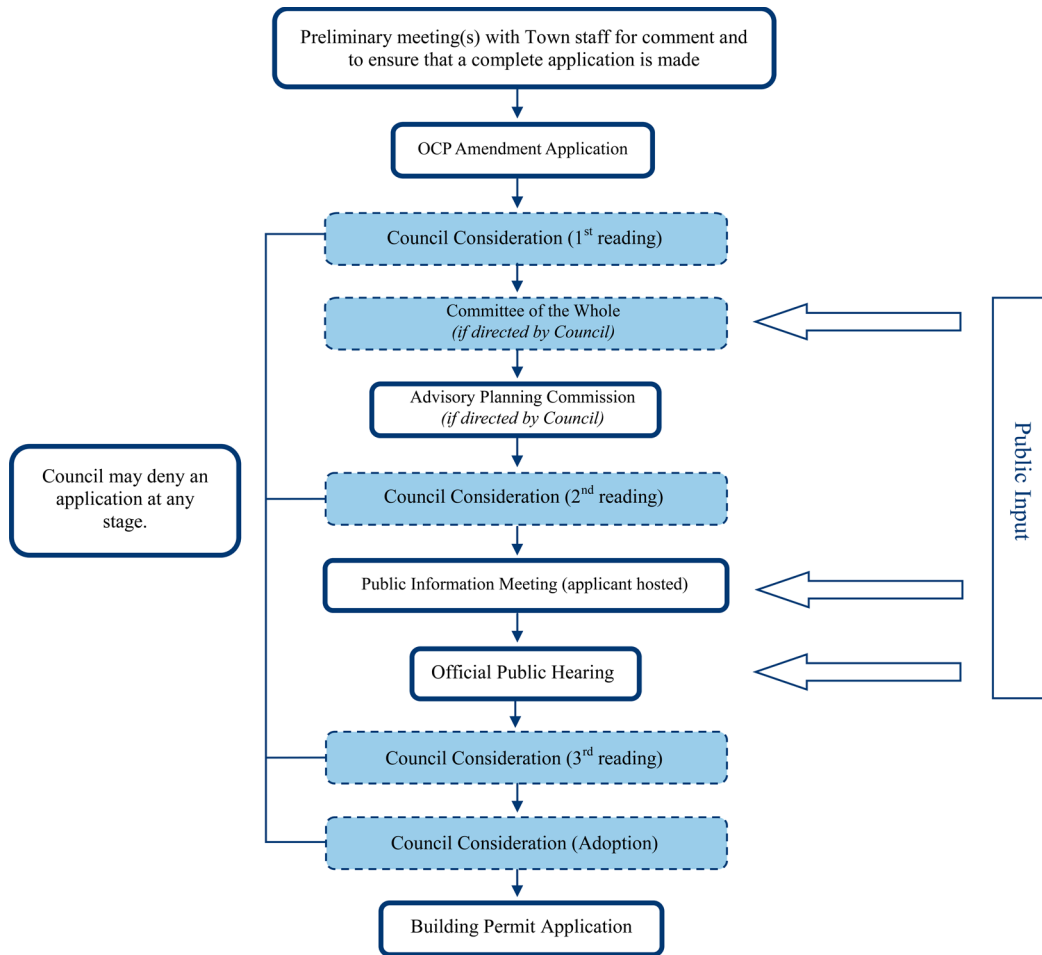


GUIDE TO CONSTRUCTION  
AND DEVELOPMENT

*Updated November 1, 2018*

# OFFICIAL COMMUNITY PLAN AMENDMENT (cont.)

## WHAT'S THE PROCESS?



## HOW DO I APPLY?

Applications are available on the Town website, [www.qualicumbeach.com](http://www.qualicumbeach.com), and printed copies are available at the Town Hall.

## REFERENCES

- Town of Qualicum Beach Official Community Plan Bylaw No. 800, 2018
- Town of Qualicum Beach Development Applications Procedures & Fees Bylaw No. 605, 2007

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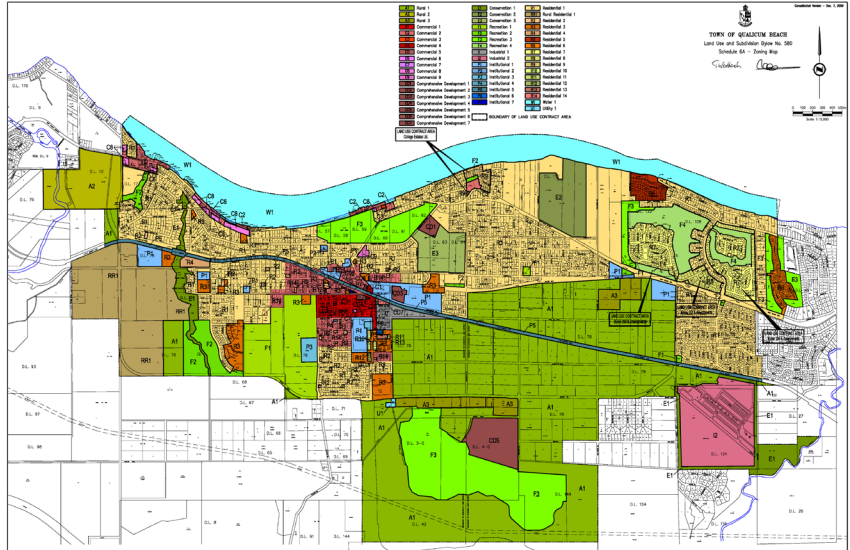
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## 2. ZONING AMENDMENT

### WHAT IS ZONING?

Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999, divides the Town into zones, with specific uses, densities, setbacks, and other regulatory guidelines for each zone. When an application for a building permit is received, it is compared to the regulations in the zoning bylaw. If the plans conform to the zoning regulation, then the plans are reviewed by the building inspector for conformance to the BC Building Code.

Each property has a legal zoning classification that controls building types and activities, lot coverage, lot size, setbacks, building height, landscaping and parking. Uses that are not listed in the zone classification are not permitted.



### WHAT IS REZONING?

If the existing zoning on a property does not permit a desired land use, density or siting, the property owner (or agent) may apply to change the zoning of that property. Rezoning applications may also require an OCP amendment, Development Permit, or other approvals.

Zoning is changed through amendments to “Town of Qualicum Beach Land Use and Subdivision Bylaw No. 580, 1999”. Amendment applications are considered by Council through the approvals process outlined on the reverse side of this sheet.

### HOW LONG DOES IT TAKE?

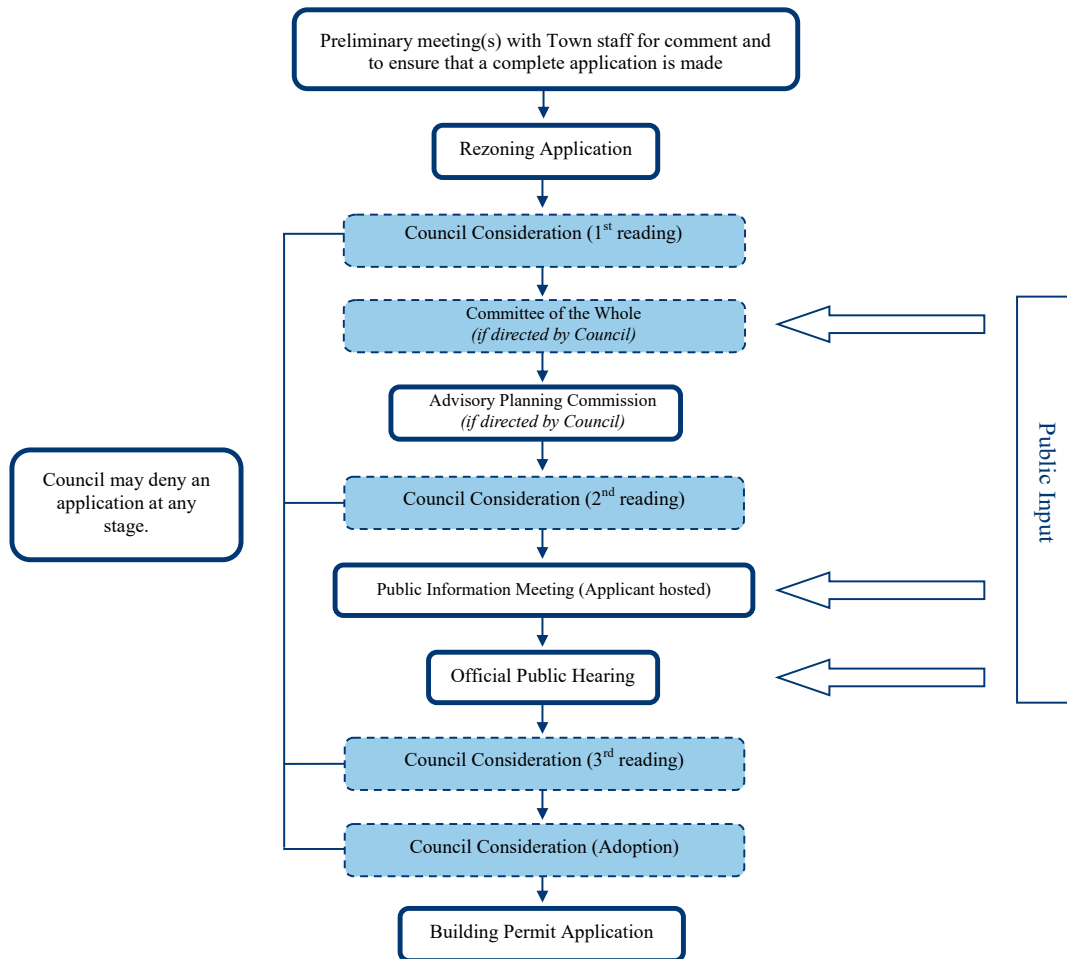
Zoning amendments generally take four to six months from submission of a complete application. This includes a Public Information Meeting and four bylaw readings. Processing times vary widely based on application completeness, complexity and compliance with other legal requirements.

### WHAT DOES IT COST?

**Rezoning Application Fee: \$4,000**

# ZONING AMENDMENTS (cont.)

## WHAT'S THE PROCESS?



## HOW DO I APPLY?

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## REFERENCES

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- Town of Qualicum Beach Development Applications Procedures & Fees Bylaw No. 605, 2007

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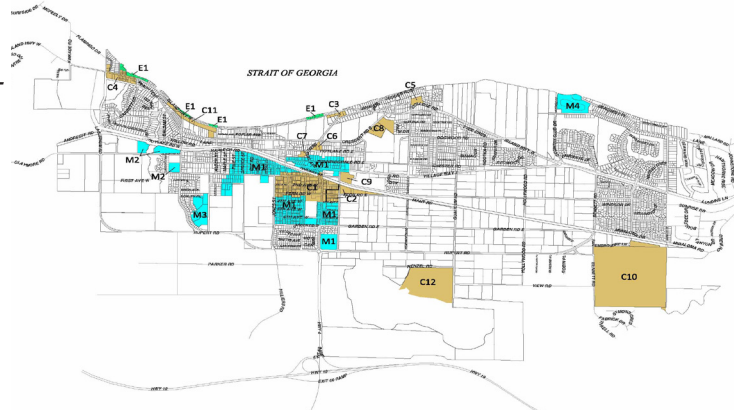
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# 3. DEVELOPMENT PERMIT

A Development Permit (DP) is required for construction, subdivision or alteration of the land on properties within "Development Permit Areas" designated by "Town of Qualicum Beach Official Community Plan" (OCP) Section 3.2.

Section 488(1) of the *Local Government Act* gives municipalities the authority to create Development Permit areas to:

- Protect the natural environment, its ecosystems and biological diversity (e.g., Ecological Greenways Development Permit Area)
- Protect development from hazardous conditions (e.g. Hazard Land Development Permit Area)
- Protect Farmlands
- Encourage the revitalization of an area in which commercial uses are permitted (e.g. Village Neighbourhood Development Permit Area)
- Establish objectives and guidelines for the form and character of commercial, industrial, and multi-residential development
- Establish objectives to promote energy conservation, water conservation and the reduction of greenhouse gas emissions.



## WHAT IS A DEVELOPMENT PERMIT?

Development Permits are a type of development approval given when Council or staff determines that the Development Permit Area "guidelines", as established in the Official Community Plan, have been met. Some types of Development Permits can be issued by staff, but most require approval from Council. If Council or staff approves a Development Permit, the applicant may still require other approvals such as a building permit.

## HOW LONG DOES IT TAKE?

The amount of time required to review a Development Permit application depends on the type of Development Permit and the complexity of the application.

## WHAT DOES IT COST?

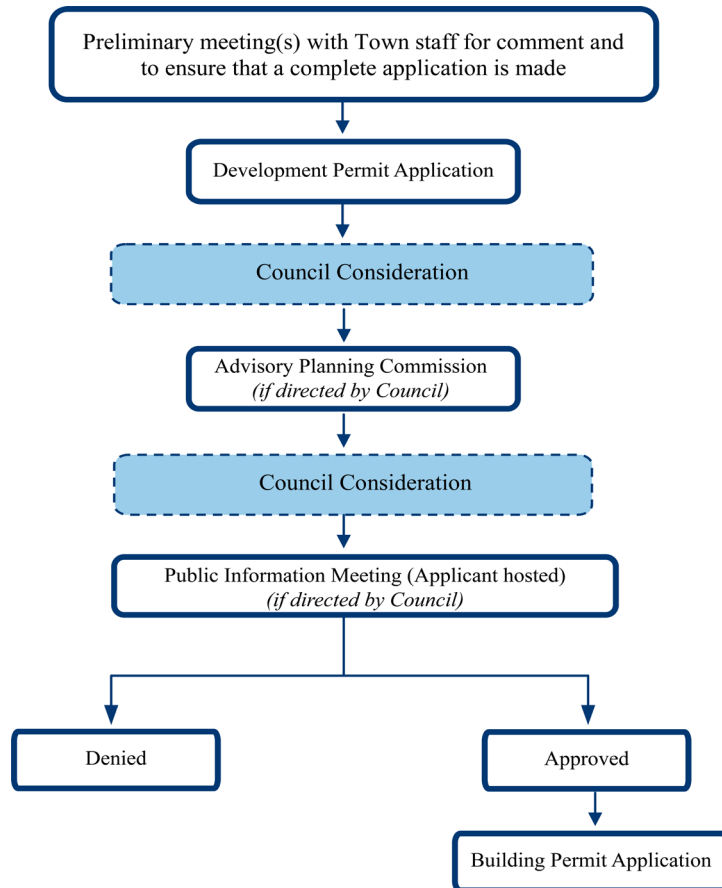
**DP that is not combined with a zoning or OCP amendment bylaw process:** \$500 plus \$1.50 per square metres of new gross floor area of a building to a maximum of \$4000; or \$500 plus \$50 per lot in a subdivision to a maximum of \$4,000

**DP combined with zoning of OCP amendment process:** \$100 plus \$0.50 per square metres of new gross floor area of a building to a maximum of \$2,000; or \$100 plus \$10 per lot in a subdivision to a maximum of \$2,000

**DP for facade improvements with no additional floor area:** \$100

# DEVELOPMENT PERMIT (cont.)

## WHAT'S THE PROCESS?



## HOW DO I APPLY?

Applications are available on the Town website, [www.qualicumbeach.com](http://www.qualicumbeach.com), and printed copies are available at the Town Hall.

## REFERENCES

- Town of Qualicum Beach Development Application Procedures and Fees Bylaw No. 605, 2007
- Town of Qualicum Beach Official Community Plan Bylaw No. 800, 2018

The following maps in the Official Community Plan Bylaw No. 800 identify the DPA designations:  
Schedule 2.3 Form and Character Development Permit Areas  
Schedule 2.4 Ecological Development Permit Areas  
Schedule 2.5 Hazardous Lands Development Permit Areas

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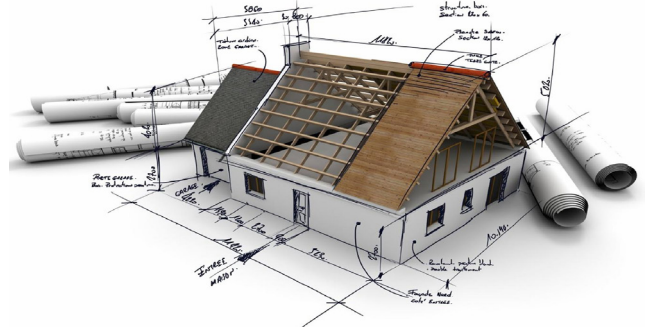
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## 4. DEVELOPMENT VARIANCE PERMIT

A Development Variance Permit (DVP) is considered by the Town to vary a section of the Land Use and Subdivision Bylaw or other development regulation. For example, a DVP may vary sections of the bylaw pertaining to setbacks to property lines or maximum building heights. Unlike a Board of Variance application, DVPs do not require an “undue hardship”. Applications are considered by Council in a formal review process. Staff do not have the authority to approve Development Variance Permits.



DVPs cannot vary land use and density. Changes to use or density require a zoning and/or Official Community Plan amendment. Zoning amendments and OCP amendments are covered on other information sheets.

### WHAT CAN A DVP VARY?

- Setbacks to property lines;
- Maximum building heights;
- Signage and parking requirements;
- Any provision of a land use bylaw NOT related to use or density; and
- Works and Services related to a building permit or subdivision.

### HOW ARE DVP APPLICATIONS ASSESSED?

Council may consider matters such as:

- Potential for alternative siting or design options;
- Town Policies, Official Community Plan, and other Bylaws;
- Impact on the Town’s unique character;
- Public input and consultation;
- Health and public safety;
- The extent of the requested variance; and,
- Impact on surrounding properties.

### HOW LONG DOES IT TAKE?

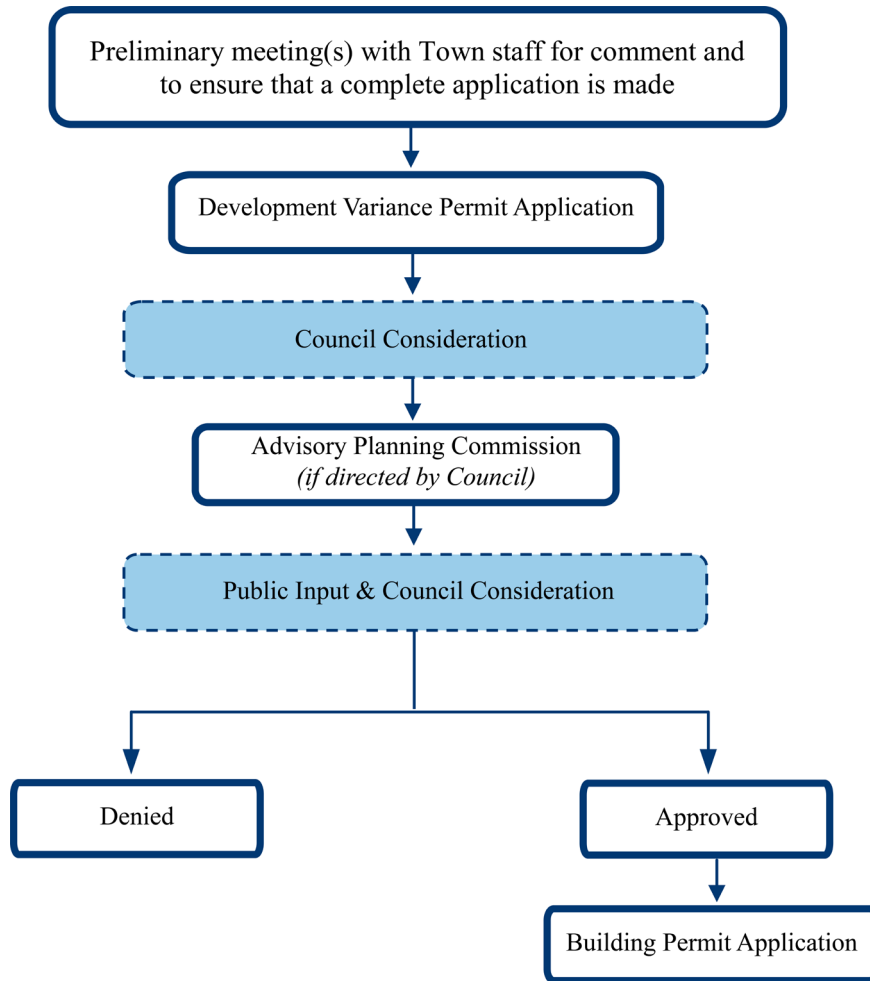
A Development Variance Permit (DVP) generally will be considered within six to eight weeks from submission. Processing times may vary based on application completeness, complexity and compliance with other legal land use requirements.

### WHAT DOES IT COST?

**DVP Application Fee: \$1,500.00**

# DEVELOPMENT VARIANCE PERMIT (cont.)

## WHAT'S THE PROCESS?



## HOW DO I APPLY?

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## 5. BOARD OF VARIANCE

Local governments that have adopted a zoning bylaw are required by the *Local Government Act* to establish a Board of Variance (BOV). The BOV provides an appeal mechanism for property owners in cases where the zoning bylaw causes an “undue hardship”. A BOV appeal is different than a Development Variance Permit application.

### The BOV may vary the following:

- Requirements for building size, dimension and siting (setbacks, height, etc.)
- Servicing requirements in agricultural and industrial zones
- Requirements for additions or the reconstruction of a legal non-conforming use after damage or destruction
- Mobile home siting

### The BOV may not vary the following:

- Land Use
- Density (e.g., dwelling units/parcel)
- A Land Use Contract
- Floodplains specifications
- A restrictive covenant (a restriction registered on the land)
- Matters covered by a “phased development agreement”
- A Heritage agreement

The Board of Variance (BOV) considers applications for minor variances to the Town’s zoning bylaw, but cannot change the intent of the zoning bylaw, result in inappropriate site development, adversely affect the natural environment or substantially hinder the reasonable use and enjoyment of adjacent lands.  
[Section 542(1) *Local Government Act*]

### WHO IS ON THE BOARD OF VARIANCE ?

The BOV consists of three volunteers that are appointed by Council for a two-year term to consider applications for minor variances. Council is not permitted to be involved in the BOV process.

### WHAT DOES IT COST?

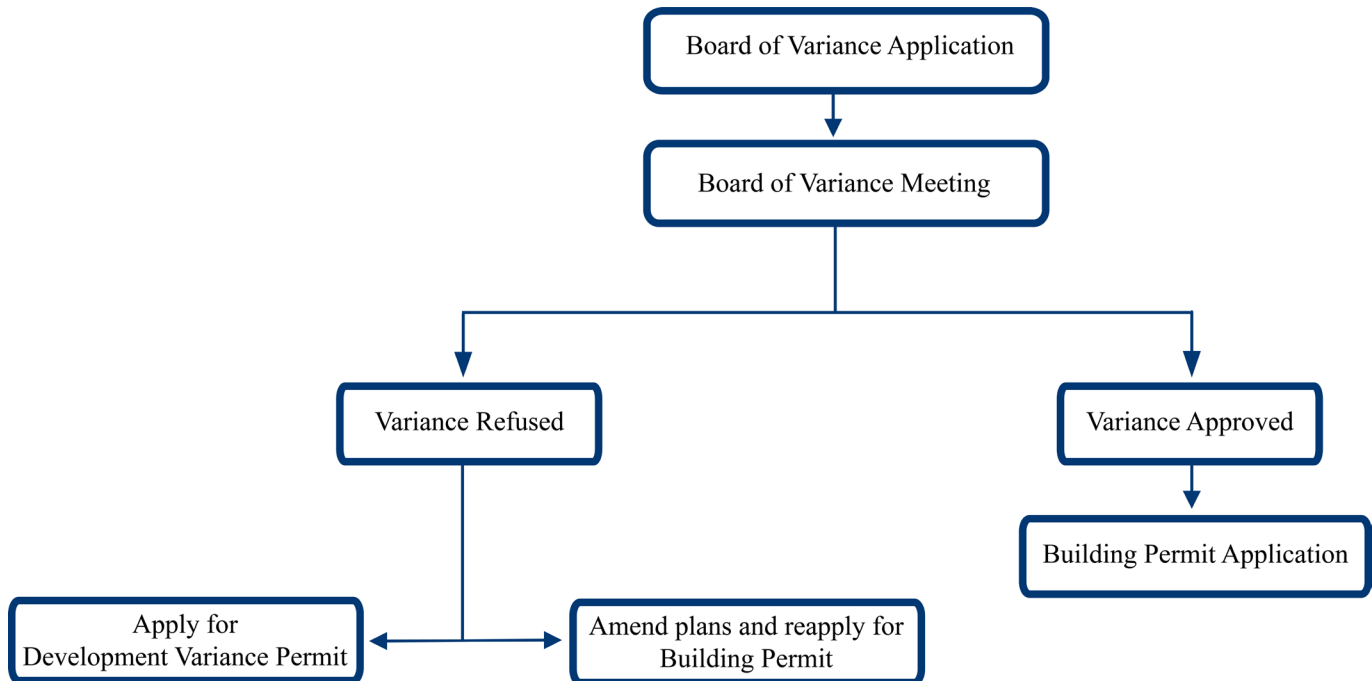
**Board of Variance Application Fee: \$150.00**

### HOW LONG DOES IT TAKE?

Board of Variance applications must be submitted at least two weeks before a BOV meeting. Meetings are held on the first Thursday of the month, as required. The BOV typically approves or denies the application in a single meeting. Since BOV meetings are scheduled in response to applications it is advisable to apply well in advance of the intended date.

# BOARD OF VARIANCE (cont.)

## WHAT'S THE PROCESS?



## HOW DO I APPLY?

Applications are available on the Town website, [www.qualicumbeach.com](http://www.qualicumbeach.com), and printed copies are available at the Town Hall.

## REFERENCES

- Land Use and Subdivision Bylaw No. 580, 1999
- Local Government Act, Part 14, Section 536-544
- Development Fees and Procedures Bylaw No. 605, 2007

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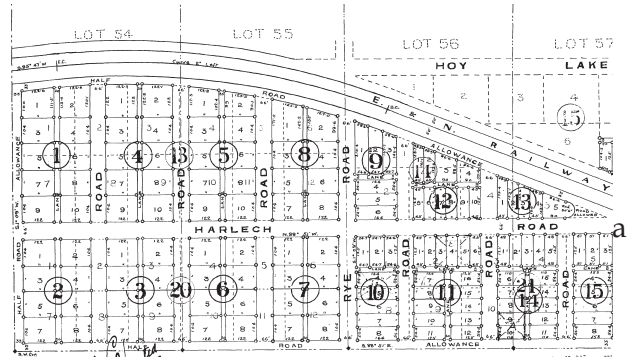
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## 6. SUBDIVISION APPLICATION

Subdivision is the legal mechanism to create new parcels of land. Subdividing is a complex process involving overlapping jurisdictions, multiple stakeholders and complex regulatory mechanisms. If you are new to subdivision, we suggest that you hire a professional to work with you on your proposal; you may choose a BC Land Surveyor, an engineer or development consultant.

### *Roles and Authorities*

Every subdivision must be approved by an Approving Officer appointed under the *Land Title Act*. Approving Officers are quasi-judicial officials who act independently to ensure that subdivisions comply with Provincial acts and regulations as well as municipal bylaws, and to protect the best interests of the public. The Approving Officer is appointed by Council; however, the Approving Officer must exercise the discretion delegated to them by provincial legislation, independent of Council review.



### WHAT IS SUBDIVISION?

- Combining two or more properties into one lot.
- Adjusting or realigning existing property lines.
- Creating several lots from one or more existing properties.
- Creating several strata lots from one or more existing properties.

### HOW LONG DOES IT TAKE?

The time it takes to process and make a decision on your subdivision proposal can vary, depending on the number of applications in the system, the scale and complexity of your project and how thoroughly you prepare your application. Processing times may vary based on the application completeness complexity and compliance with other legal land use requirements.

### WHAT DOES IT COST?

- Fee Simple or Bareland Strata Subdivisions: \$3,000 for the first lot created, plus \$300 for each additional lot thereafter
- Preliminary Layout Approval Extension: \$200
- Boundary Adjustment Fee: \$300
- Other plans requiring Approving Officer signature: \$150

### PARKLAND DEDICATION

Subdivision applications proposing three or more additional lots require a minimum 5% parkland dedication or "cash in lieu of parkland".

# SUBDIVISION APPLICATION (cont.)

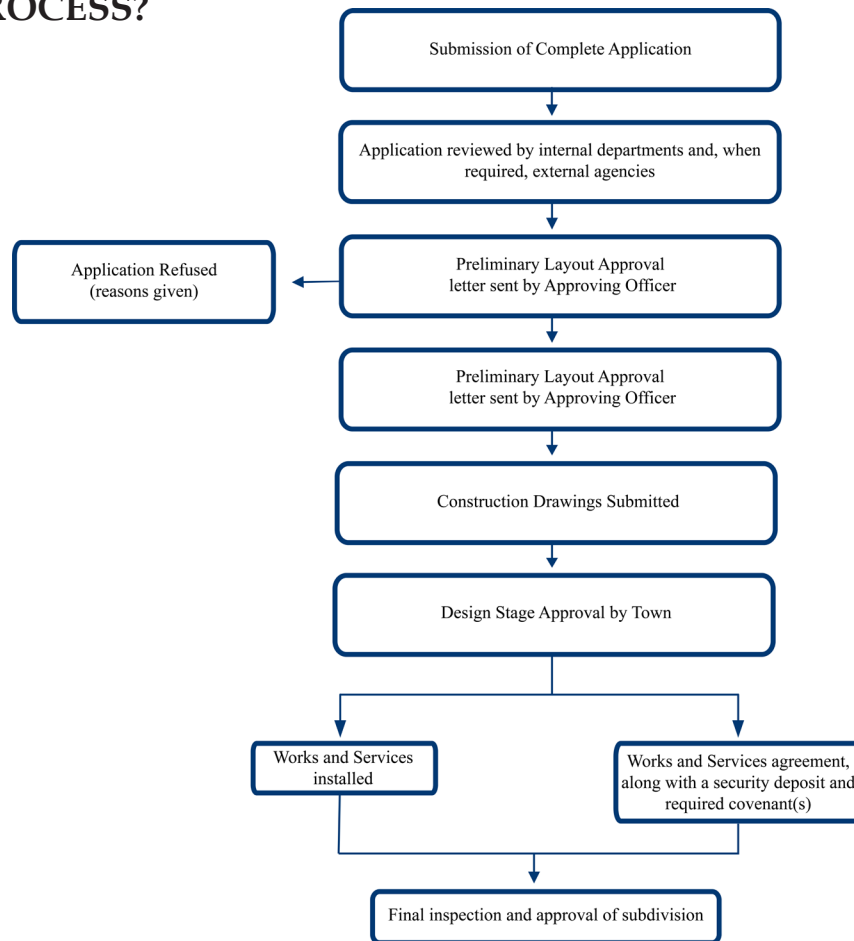
The applicant is responsible for all costs related to the subdivision and development:

- road and drainage works
- utilities
- survey
- site reports
- covenants and other legal documents

Additional site investigations may be required by the Approving Officer. Examples include:

- geotechnical
- archaeological
- environmental
- hydrological
- soils

## WHAT'S THE PROCESS?



## HOW DO I APPLY?

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## 7. BUILDING PERMIT

A building permit is written approval from a Town Building Official to construct, alter, relocate, demolish or add to a structure. The purpose of the Building Permit process to help ensure the public safety, health and welfare of persons and property that are affected by building construction. All buildings and structures must conform to the relevant bylaws, including the BC Building Code, "Town of Qualicum Beach Building Bylaw 643.02, 2012" and other applicable Acts, bylaws, standards and regulations.

### Examples where Building Permits are required:

- New home construction, accessory buildings and other structures
- Enclosure of a carport or construction of living space in a garage
- Change of use/occupancy
- New chimney, fireplace or woodstove
- Manufactured homes siting and relocation
- Interior structural renovations
- Alterations, additions, renovations or repairs
- Deck construction or remodelling
- Swimming pool construction
- Demolition/relocation of buildings
- Plumbing installation or alteration
- Secondary or Garden Suites

### Examples where Building Permits are NOT required\*:

- Roofing repairs or replacements\*\*
- Exterior finish repair or replacement\*\*
- Window/door replacement within existing openings
- Landscaping or sidewalks
- Retaining walls/structures less than 1.2 metres in height
- Buildings less than 10.0 square metres (107 square feet) complying with zoning regulations

\* Providing that there are no structural changes

\*\* Building in Development Permit Areas may require a DP for this work.

*You may not start any stage of a project, including demolition or excavation, until a building permit has been issued.*

### WHAT IS A BUILDING PERMIT?

A building permit is written approval from a Town Building Official to construct, alter, relocate, demolish or add to a structure.

### HOW LONG DOES IT TAKE?

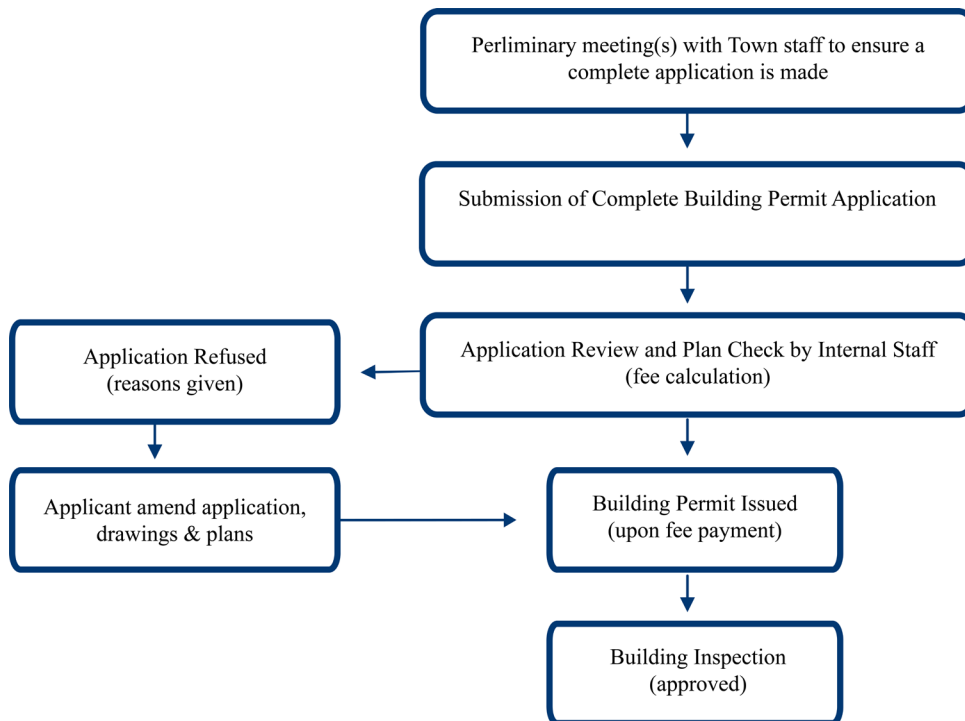
Building permit usually takes three to four weeks from submission for residential and commercial projects. Large developments, including development permits and/or off-site works and services and other planning approvals, vary in processing time. Processing times also vary, based on application completeness, quality of submitted plans, complexity, and compliance with other applicable regulations.

# BUILDING PERMIT (cont.)

## WHAT DOES IT COST?

Building permits fees are calculated based on an estimated value of construction. Up to the first \$10,000 in construction value there is a flat rate of \$75.00. Total permit payment may involve additional fees, including but not limited to plumbing fixture inspection, covenant registration and utility connections. Fee estimates for your project are provided upon request.

## WHAT'S THE PROCESS?



## HOW DO I APPLY?

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## REFERENCES

- Town of Qualicum Beach Building Bylaw No. 643.02, 2012
- Town of Qualicum Beach Land Use & Subdivision Bylaw No. 580, 1999
- Town of Qualicum Beach website: <http://www.qualicumbeach.com/buildinginspection>

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## 8. ADVISORY PLANNING COMMISSION

The Advisory Planning Commission (APC) is an independent review panel appointed by Council. The APC advises Council on Development Permits, Development Variance Permits, zoning amendments, Official Community Plan amendments and other land use or community planning matters. The APC is advisory in nature and does not have direct approval authority.



When reviewing Development Permit applications, the APC considers Development Permit Area Guidelines in the Official Community Plan, as well as the merits of the overall design.

When reviewing rezoning or OCP amendment applications, the APC may also take into consideration other factors, such as:

1. Town of Qualicum Beach Official Community Plan;
2. The form and character of the proposed development in relation to its surroundings;
3. Effect on neighbourhood amenities;
4. Effect on the availability of suitable housing options;
5. Site development strategy, including landscaping and preservation of natural amenities;
6. Building design for human needs, including convenience of access, protection of views;
7. Provision of light, maintenance of privacy and mitigation of noise;
8. Outdoor lighting and signs;
9. The promotion of health, safety, security, convenience and the public interest;
10. Environmental impact and green building;
11. Transportation and mobility issues, including active transportation alternatives;
12. Other land use matters; and
13. Other issues as referred by Council.

### WHO IS ON THE APC?

Council selects five volunteer committee members for two-year terms. Two-thirds of the members must reside in Qualicum Beach and members cannot serve more than two consecutive terms. Council members, municipal staff and Approving Officers are not eligible to serve on the APC.

### HOW LONG DOES IT TAKE?

APC meetings are held on the first or third Wednesday of the month, as required. When a complete application is submitted, the APC will generally meet within three weeks.

# ADVISORY PLANNING COMMISSION (cont.)

Applicants are invited to attend APC meetings to present their proposed development and respond to questions made by APC members. Members of the public are welcome to observe APC meetings, but there is no opportunity for public input.

## WHAT DOES IT COST?

There are no costs associated with an Advisory Planning Commission review. The APC review is a part of other planning processes.

## REFERENCES

- Town of Qualicum Beach Land Use & Subdivision Bylaw No. 580, 1999
- Town of Qualicum Beach Official Community Plan Bylaw No. 800, 2018

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## 9. WORKS AND SERVICES

**W**orks and Services are infrastructure improvements completed by the developer in conjunction with development or construction activity (e.g., water, sanitary sewer, storm utilities, sidewalks, street lighting, underground hydro, telephone and cable). The Town may require such works and services as a condition of building permit issuance or subdivision approval. This process enables the Town to improve utilities and infrastructure and to increase capacity in response to growth while minimizing the burden on existing taxpayers.



### TYPES OF WORKS AND SERVICES

1. **On-site Works & Services:** Installed within the boundaries of a subject property only. Landscaping and utilities are the most common on-site works and services.
2. **Adjacent Works & Services:** “Adjacent Works and Services” refers to improvements on that portion of highway immediately adjacent to the site.
3. **Off-site Works & Services:** “Off-site Works and Services” refers to the extension of utilities or other infrastructure that may not be adjacent to the subject property. Late comer agreements are available in some situations.

### WHAT IS A “WORKS & SERVICES” AGREEMENT?

Subdivision approvals and building permits may be issued prior to the completion of works and services through a “Works and Services Agreement”. A developer provides a financial security that is held by the Town until completion of the work. A security ensures that works and services are completed to the standards of the Town or that there are financial means for the Town to construct them in the event of a default. Works and services are determined by Town Engineering and Planning staff based on existing Town policies and bylaws.

### WORKS & SERVICES IN THE VILLAGE NEIGHBOURHOOD

Works & services for properties within the Village Neighbourhood involve both on-site and adjacent works and services, but do not include offsite works and services. During the Village Neighbourhood Planning Project, the Town established a maximum contribution per metre of frontage for adjacent works and services. See reverse for details.

# WORKS AND SERVICES (cont.)

## WHAT DOES IT COST?

Works and services requirements vary from zone to zone and between locations, and according to the level of existing municipal improvements. The only area of the Town where there is an established maximum value for works and services is within the Village Neighbourhood (see table).

**Table 1** – Village Neighbourhood Required Works and Services, Policy 3008-7\*

Location within “Village Neighbourhood”	Development Requirements	Maximum Contribution/Value of Work	
		Streets	Laneways
<b>Official Community Plan Bylaw No. 700 designations:</b> Commercial Residential, Transitional Commercial Residential, Commercial Cultural Residential	<b>High:</b> Underground hydro/tel/cable; Curb and gutter with 3m wide brick paver sidewalks; Street trees & ornamental lights; Water, sanitary sewer and storm sewer as required to service development;	Not to exceed <b>\$5,000</b> per metre of street frontage.	Not to exceed <b>\$1,000</b> per metre of laneway frontage.
<b>Official Community Plan Bylaw No. 700 designations:</b> Light Industrial, Institutional, Medium Standard and the area identified in Schedule ‘C’, outlined by a thick black line.	<b>Medium:</b> Overhead hydro/tel/cable; Sidewalks ; Street trees & ornamental lights; Water, sanitary sewer as required to service development; Low-impact management of rainwater.	Not to exceed <b>\$3,000</b> per metre of street frontage.	Not to exceed <b>\$1,000</b> per metre of laneway frontage.
<b>Official Community Plan Bylaw No. 700 designations:</b> All other areas of the Village Neighbourhood	<b>Low:</b> Overhead hydro/tel/cable Paths or walkways. Water, sanitary sewer as required to service development; Low-impact management of rainwater	Not to exceed <b>\$1,000</b> per metre of street frontage.	Not to exceed <b>\$1,000</b> per metre of laneway frontage.

*\*Outside of the Village Neighbourhood, developers are responsible for on-site, adjacent and off-site works and services.*

## HOW DO I APPLY?

Applications are available on the Town website, [www.qualicumbeach.com](http://www.qualicumbeach.com), and printed copies are available at the Town Hall.

## REFERENCES

- Town of Qualicum Beach Building Bylaw No. 643, 2012
- Town of Qualicum Beach Land Use & Subdivision Bylaw No. 580, 1999
- Town of Qualicum Beach Offsite and Adjacent Works and Services Policy No. 3008-7

For questions or to schedule appointments please contact:

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## 10. PUBLIC INFORMATION MEETINGS

**P**ublic Information Meetings (PIMs) provide a forum for two-way communication between the proponents and citizens in a venue that is friendly and informal. PIMs are required for most zoning amendments, Official Community Plan amendments or Development Variance Permit applications. PIMs are held early in the process to make the public aware of the application, purpose and intent, address concerns on significant land use changes in the community and receive resident feedback.

The applicant is responsible for coordinating and moderating the meeting and any associated costs. In some cases the Town holds Public Information Meetings to discuss Town initiatives



### HOW DOES THE PUBLIC FIND OUT ABOUT PIMs?

Two weeks before the proposed PIM, the applicant must submit a written notification to the Town stating the date, time and location. The Planning Department requires two separate public notification processes:

- A written notification forwarded to tenants, property owners and neighbours within a 50-metre radius of the subject lands at least ten days before the meeting
- A local newspaper advertisement must be published at least one week before the PIM. A Public Notice template is available in the Town of Qualicum Beach Policy “Public Information Meetings for Development Applications”.

### LOCATION AND TIMING

All PIMs are to be held in publicly accessible buildings in Qualicum Beach. A PIM should not coincide with previously-scheduled public events, Council meetings or other PIMs. Meetings are run as per the advertised time, preferably on weekday evenings (Monday-Thursday) between 6:30 pm and no later than 9:00 pm.

At least five days before the public circulation or advertisement, an applicant must provide the Planning Department with a draft document for approval. A large sign shall be posted on the site in advance of the second consideration of the by-law by Council, in accordance with Development Fees and Procedures Bylaw No. 605.01.

# PUBLIC INFORMATION MEETINGS (cont.)

## WHAT'S THE PROCESS?

A PIM usually consists of a brief presentation by the proponent, followed by an opportunity for questions and comments by the general public. There is often an opportunity for informal discussion in an open-house format. PIMs are facilitated by the applicant and consultants, as required. A member of the Planning Department will attend the meeting only as an observer, and answer questions on local policies and community planning issues.

A Public Information Meeting may include:

- Open House (Informal discussion)
- Applicant Proposal Presentation
- A Question and Answer Period
- Audience Comments
- A form for written comments, or Survey Questionnaire

## REFERENCES

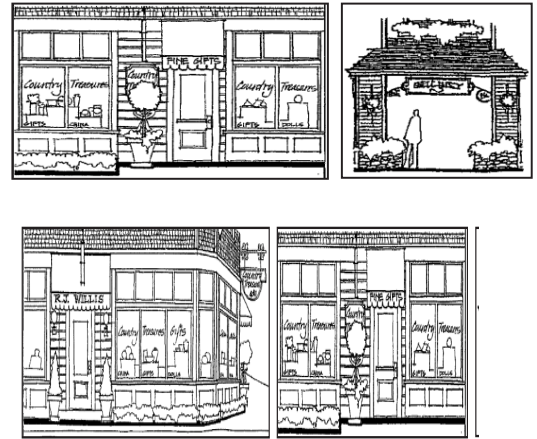
- Town of Qualicum Beach Policy No. 3008-3: "Public Information Meetings for Development Applications"

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# 11. THE VILLAGE NEIGHBOURHOOD

The Village Neighbourhood (VN) is a land use designation that includes uptown Qualicum Beach, as well as the residential areas within a short walking distance. Characterized by a rich mix of building styles and land uses including the Municipal Town Hall, the VN is the primary area for residential and commercial densification. Development within this area is reviewed through the Development Permit process to preserve the unique village character, and take advantage of opportunities that promote sustainable development by using existing infrastructure. The VN area is approximately based on a 400-metre radius around the uptown commercial core.



## IS MY PROPERTY IN THE VILLAGE NEIGHBOURHOOD?

Properties within VN boundaries are shown on Schedules 2.1 & 2.2 – Land Use Village Neighbourhood of the Official Community Plan (Figure 1).

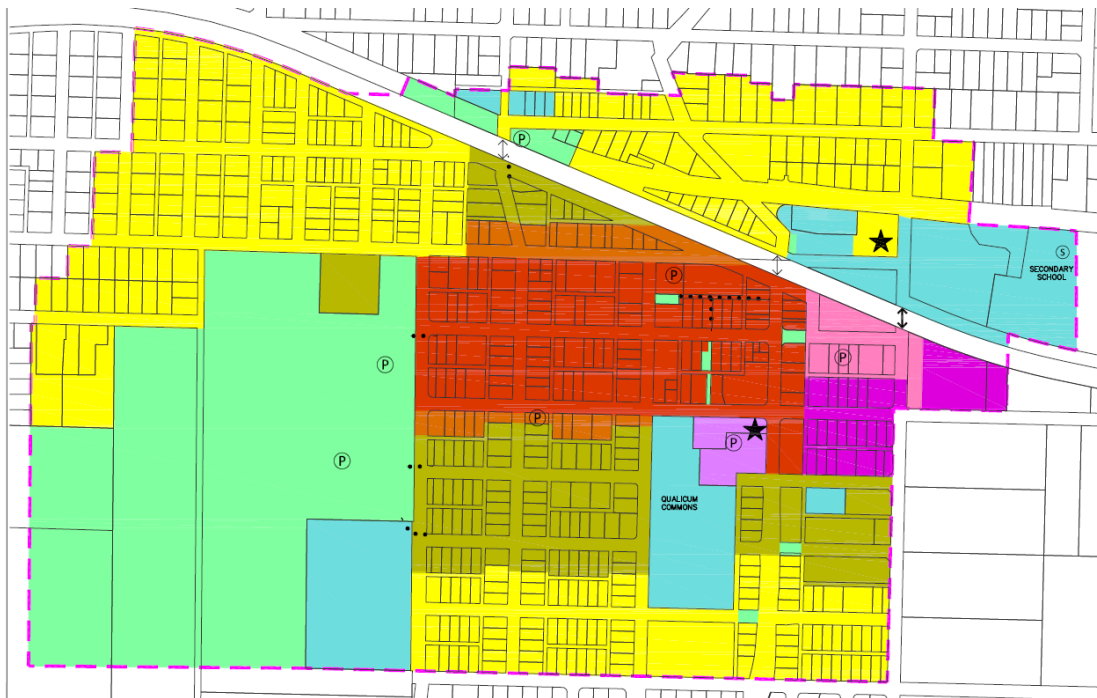


Figure 1 – Schedule 2.2. Land Use Village Neighbourhood, OCP

# THE VILLAGE NEIGHBOURHOOD (cont.)

## DEVELOPMENT PERMIT AREAS IN THE VILLAGE NEIGHBOURHOOD

Land within the Village Neighbourhood is generally within one of two Development Permit Areas (DPAs): Downtown Commercial (C1) and Village Neighbourhood (M1). Any construction activity or alteration of the land within this area is subject to the Development Permit process to ensure that the form and character of development is consistent with the Town's standards. Approval of a Development Permit does not eliminate the requirement of other required Planning approvals, such as a building permit or zoning amendment.

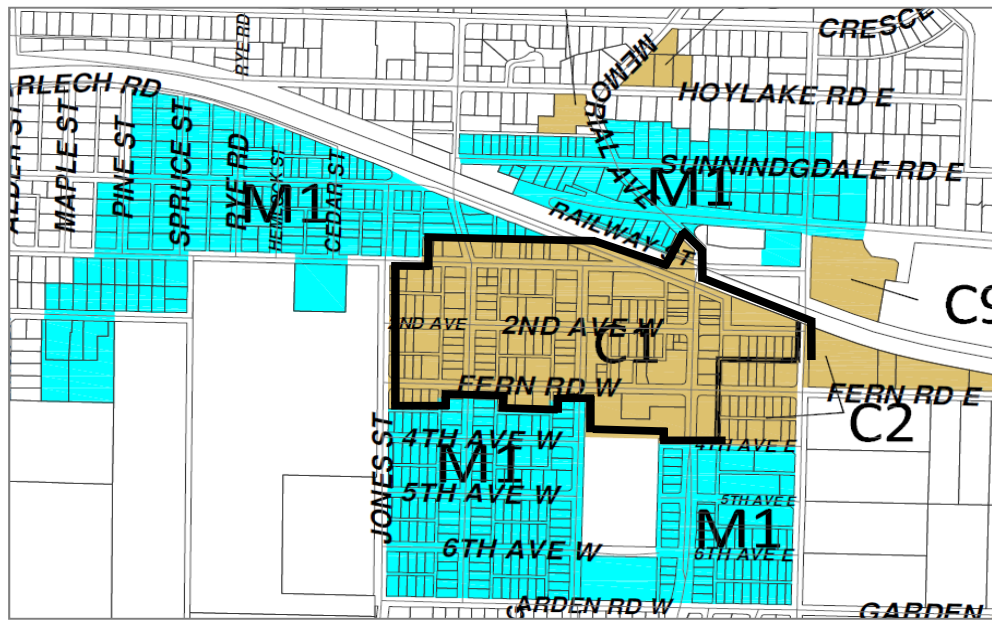


Figure 2 – Schedule 2.3 Form and Character Development Permit Areas (Official Community Plan)

## REFERENCES

The following planning policies, bylaws and incentives apply to the VN when considering a development proposal or significant building alteration within the Village Neighbourhood:

- Town of Qualicum Beach Official Community Plan, Bylaw No. 800, 2018
- Town of Qualicum Beach Village Design Guidelines
- Downtown Development Cost Charges Reduction Bylaw No. 682, 2012

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## 12. DENSITY BONUSES

Density bonuses offer developments a level of density that exceeds the allowable zoning density in exchange for amenities or housing needed by the community. This means that in designated zones, a developer can build to higher density if a community amenity contribution is provided to the Town. Some density bonuses are already written into the Town's zoning bylaw, while others are considered during the rezoning process. Density bonuses cannot be changed except through the rezoning process. The legislation that enables density bonuses can be found in the *Local Government Act*.



When land is rezoned to allow for increased density, there is usually an increase in land value as a result of the increased development potential. At the same time, growth and development increases demands on common amenities such as libraries, community centres and fire halls, and increases the demand on services such as affordable housing. Amenity contributions are a mechanism for sharing the benefits of development with the community.

Some density bonuses are available in specific zones. See reverse.

*The goal of amenity zoning is to facilitate a win-win between developers and the community.*

### AMENITY CONTRIBUTIONS

Amenities identified during the rezoning process have varied in the past. Amenities are customized for each rezoning with consideration of various factors such as the following:

- Developer and community input;
- Location of project;
- Increase in density;
- Projected burden on community infrastructure and facilities;
- Affordable housing amenities;
- Design amenities;
- Provision of green space; and
- Financial viability.

### WHAT ARE THE CONDITIONS?

Density bonusing conditions in the Town of Qualicum Beach are outlined in the OCP and may include:

- Underground Parking
- Additional Open Space
- Parks
- Affordable Housing
- Seniors' Housing
- Other Public Amenities

## DENSITY BONUSES (cont.)

The following density bonuses are identified in the zoning bylaw and apply to most multi-residential and commercial zoning designations:

<b>6.3 Table 19A: Density Bonuses</b>		
<b>Amenity</b>	<b>Required Conditions and Reduction in Minimum Site Area</b>	<b>Maximum Reduction</b>
<b>Underground Parking</b>	The required site area for residential uses may be reduced by an amount equal to 25% of the required site area multiplied by the percentage of on-site parking which is provided in an underground parking structure.	25%
<b>Energy Efficiency</b>	<p>Building must exceed the minimum Energuide requirements in the <i>BC Building Code</i>. The Energuide rating must be verified by a Certified Energy Advisor, both before ("as per plans" rating) and after construction (performance evaluation). A \$10,000 bond must be provided to the Town prior to issuance of a building permit, and will be returned after a post-construction energy evaluation is provided by a Certified Energy Advisor that verifies that the energy efficiency of the building meets the Energuide rating required for the necessary density bonus.</p> <p>The required site area may be reduced by 3% per Energuide point beyond the requirements of the <i>BC Building Code</i>.</p>	25%
<b>Adaptable Design</b>	<p>Building must be designed and constructed in accordance with the City of North Vancouver (CONV) adaptable design guidelines. The required site area may be reduced by:</p> <ul style="list-style-type: none"> <li>• 5% if 100% of the residential units meet the CONV Adaptable Design Guidelines, Level 1 *</li> <li>• Additional 5% if 50% of the residential units meet the CONV Adaptable Design Guidelines, Level 2 *</li> </ul> <p><small>* (City of North Vancouver Zoning Bylaw, 1995, No. 6700 Amendment Bylaw No. 2005, No. 7721 - Figure 5 - 1)</small></p>	10%
<b>Electric Vehicle Infrastructure</b>	<p>The required site area may be reduced by 10% if:</p> <ul style="list-style-type: none"> <li>• At least one (1) parking space is equipped with an electric vehicle charging station (minimum 240 volt 20 amp);</li> <li>• 1-inch conduit is installed between the electrical room and 50% of the parking stalls; and</li> <li>• The electrical room includes sufficient space for the future installation of electrical equipment necessary to provide a receptacle to accommodate use by electric charging equipment for 50% of the onsite parking stalls.</li> </ul>	10%
<b>Accessory Residential Rental Unit</b>	Up to 1 additional 'accessory residential rental unit' is permitted for every 3 other dwelling units on the parcel, provided that a contribution of \$2,500 for each 'accessory residential rental unit' is made to the Town's Affordable Housing Reserve Account; and a covenant is entered into with the Town under Section 219 of the <i>Land Title Act</i> that prohibits subdivision of the 'accessory residential rental unit' from the other attached unit. This bonus must be calculated after other density bonuses have been included.	n/a

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## 13. DEVELOPMENT COST CHARGES

Development Cost Charges are a one-time payment made prior to subdivision approval or issuance of a building permit. The funds from DCC payments go towards specific infrastructure projects that are identified by bylaw. DCCs are an important part of municipal infrastructure planning, and enable local governments to recover a portion of the costs associated with providing new or extended infrastructure (e.g., water, sanitary sewer, drainage, roads and parks) in response to growth and development.

Works constructed through DCCs may or may not be adjacent to the subject property. In fact, they may be distant from the development site (e.g., sewage treatment plants).

In some cases, DCCs may be paid in up to three installments.



### WHAT DOES IT COST?

DCCs are calculated by number of lots, dwelling units or floor area, depending on the type and location of development (e.g., Village Neighbourhood). Detailed schedules of DCC rates are located in Appendix "A" of "Town of Qualicum Beach Development Cost Charges for Water, Drainage, Highway Facilities and Park Land Bylaw No. 550.06, 2005." DCC rates are subject to change, providing that an increase is not excessive in relation to the costs of providing a standard service.

### REFERENCES

The Regional District of Nanaimo (RDN) operates the regional sewage treatment plant and charges a separate DCC for this service. RDN DCCs are not covered in the Town's DCCs. DCCs are established in the following three bylaws:

- Town of Qualicum Beach Development Cost Charges Bylaw No. 550.06, 2005
- Town of Qualicum Beach Downtown Development Cost Charges Reduction Bylaw No. 682, 2012
- Regional District of Nanaimo Bylaw No. 1442

### ARE DCC REDUCTIONS AVAILABLE?

The Town applies up to a 100% reduction in Town DCCs for eligible developments in the Village Neighbourhood. Developments or residential improvements within the Village Neighbourhood may be eligible for a DCC reduction if they meet one or more of the following conditions:

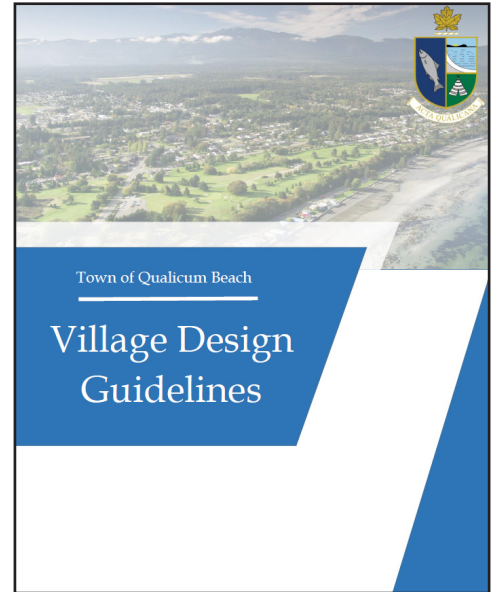
- Density benchmarks described in the bylaw
- LEED Certification or a comparable green building standard
- 100% "Eligible Housing" (i.e., affordable rental housing, not-for-profit housing including supportive-living housing)



# 14. VILLAGE DESIGN GUIDELINES

The Village Design Guidelines protect, preserve and enhance the village character of Qualicum Beach by establishing consistent form and character guidelines. The primary objectives are to:

- Preserve and revitalize existing buildings in the main commercial core (Memorial Ave. & Second Ave.)
- Set design standards for quality development of new and infill buildings, in keeping with the historic village character;
- Encourage public and private landscaping to maintain the pleasant pedestrian, garden-like environment of downtown;
- Guard against inappropriate designs, such as modern “big city” or suburban mall style developments that detract from the scale and character of the village.



## WHERE DO THE GUIDELINES APPLY?

The Village Design Guidelines apply only to lands located within Development Permit Area C1-Downtown Commercial of the Official Community Plan. Development applications within this area are reviewed to ensure that the form and character conform to the Village Design Guidelines.

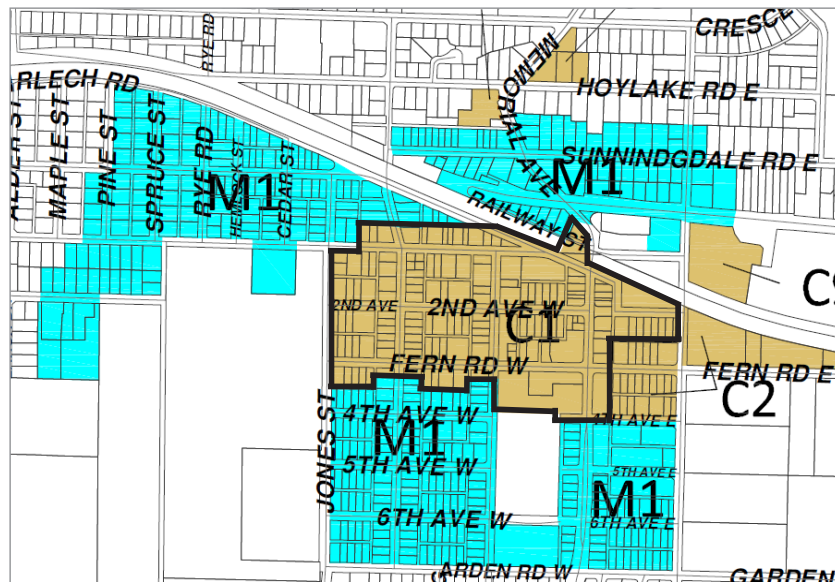
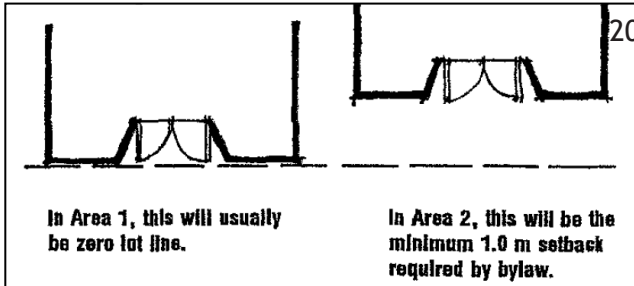


Figure 1 – Schedule 2.3 C1- Form & Character Development Permit Areas

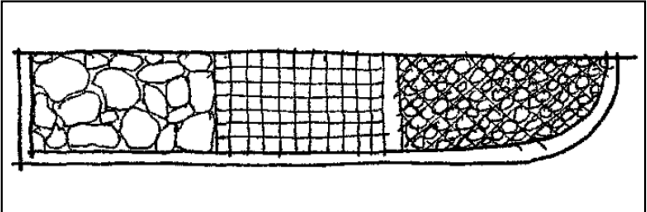
# VILLAGE NEIGHBOURHOOD DESIGN GUIDELINES (cont.)

## GUIDELINE EXAMPLES

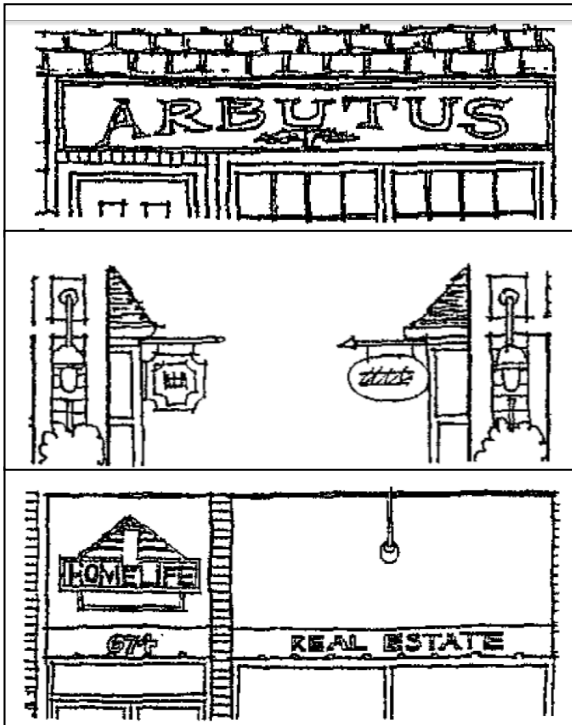
The following sketches are excerpts from the design standards applied within the Village Neighbourhood. The complete design guidelines are an appendix to the 2018 Official Community Plan.



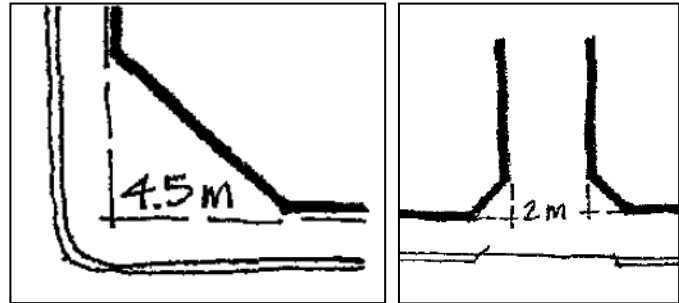
25% Landscaping Area Requirement  
Landscaping Area Requirement



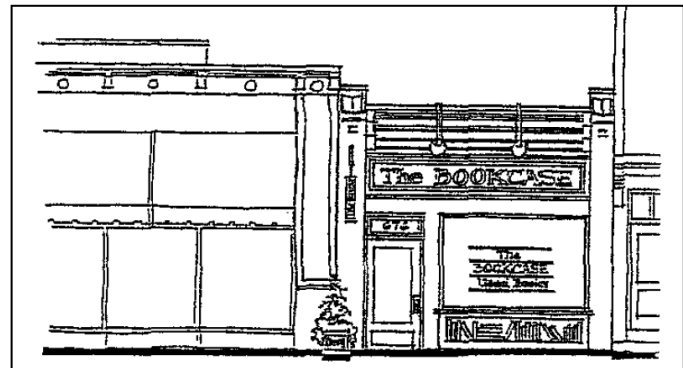
## Consistent Setbacks



Maximum 3 signs per business frontage



Minimum Sight Triangle Requirements



New Buildings Sympathetic to Existing Proportions

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# 15. SIGN PERMITS



The Town requires sign permits for any sign not exempt in the “Town of Qualicum Beach Sign Bylaw, No. 553, 1995”. The Sign Bylaw is intended to encourage aesthetically pleasing streetscapes throughout the community. This creates long-term benefits to community character, identity, and overall sense of place, which benefits both citizens and businesses. A sign permit authorizes the issuance of a sign in accordance with the Town Sign Bylaw.

The following types of signs are limited in size and location, but do not require a sign permit. Unless listed below, all signs posted in the Town require a sign permit.

- In residential zones, fascia OR free standing signs that contain the owner name and street address for private homes use only (dimension restrictions apply)
- Temporary paper/cardboard posters in commercial windows (dimension restrictions apply)
- Realtor Signs (dimension restrictions apply)
- Construction Project Signs
- Contractor Signs
- Directional Arrows
- Open House Signs
- Real Estate Signs
- Subdivision Signs
- Municipal signs (details in bylaw)
- Election signs
- Temporary paper or cardboard posters and placards advertising a sale or event
- Elections Signs (dimension restrictions apply)

## HOW LONG DOES IT TAKE?

Upon the payment of fees and once a complete application is submitted, applicants should expect a processing time of approximately two weeks.

## WHAT DOES IT COST?

- Application fee:  
\$40.00 per sign  
\$15.00 per additional sign
- Sign posted without a Permit:  
\$100.00 per sign

# SIGN PERMITS (cont.)

## WHAT'S THE PROCESS?

The Planning Department reviews each application for a sign permit if the proposed sign complies with the provisions of the sign bylaw. Approved permits expire six months from the date of permit issuance if active work has not commenced. Sign permits do not require Council approval.

## PROHIBITED SIGNS

The following types of signs are prohibited in all zones:

- Off-Premises signs;
- Signs containing movement of any kind, other than clocks or temperature indicating signs
- Banners, pennants, bunting, flags and balloons or other gas-filled inflatable devices;
- Balcony signs;
- Signs located above the first floor of a building;
- Signs obstructing any part of a window, doorway or balcony, except window signs;
- Signs with more than two (2) sides;
- Visible tube neon signs except for Vacancy/No Vacancy/Open/Closed signs.
- Roof top signs;
- Signs located on the sloping part of an awning or canopy;
- Signs advertising a specific product

## HOW DO I APPLY?

Applications are available on the Town website, [www.qualicumbeach.com](http://www.qualicumbeach.com), and printed copies are available at the Town Hall.

## REFERENCES

- Town of Qualicum Beach Sign Bylaw No. 553, 1995
- Town of Qualicum Beach Official Community Plan, Bylaw No. 800, 2018  
*Appendix A: Village Design Guidelines*

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