

**The Corporation of the  
CITY OF WHITE ROCK  
BYLAW 2409**



A Bylaw to amend the  
"City of White Rock Planning Procedures Bylaw, 2017, No. 2234" as amended

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The CITY COUNCIL of the Corporation of the City of White Rock, in an open meeting assembled, ENACTS as follows:

1. That the text of the "City of White Rock Planning Procedures Bylaw, 2017, No. 2234" be amended:
  - (1) by adding the following text at the end of the existing section 13 to read:
    13. A retainer will be required to be posted in support of a peer review report of any technical study with a planning application, at the cost of the Applicant.
  - (2) by deleting the existing section 14 in its entirety and replacing it with the following new section 14:
    14. Every Applicant must pay the City the application fees in accordance with the amounts outlined in the Fees and Charges Bylaw at the time of application.
  - (3) by deleting the existing section 34 in its entirety and replacing it with the following new section 34:
    34. Planning and development inquiries that go beyond the confirmation of zoning regulations and process requirements, including one or more of the following requests, will require a formal pre-application submission and the payment of fees in accordance with the requirements of this Bylaw:
      - a. Confirmation of established (legal non-conforming) rights requiring a review of historic building permit records, planning applications, and related City files;
      - b. Confirmation of zoning standards and process requirements, as they apply to a proposal for which preliminary drawings have been provided to staff for formal review, particularly as they relate to residential infill, multi-unit residential, a proposed Comprehensive Development (CD) Zone, or mixed-use development;
      - c. Coordinating review by other municipal departments; and/or

- d. Any other situation where the Director deems it necessary to formalize a pre-application process.
- (4) by removing all references to Schedule A and relabeling the schedules to the Bylaw in an updated sequence (e.g., current Schedule B becomes new Schedule A).
- (5) by deleting the existing Schedule D in its entirety and replacing it with the following new Schedule C:

**Schedule C – Pre-Application Process and Requirements**

- a. Upon receipt of a formal pre-application request, staff will undertake the following:
  - i. Confirm all required pre-application materials as indicated in the minimum submission requirements table below have been submitted by the Applicant.
  - ii. Notify Applicant of any missing materials necessary to complete the review;
  - iii. Circulate submission materials to other City Departments for preliminary review, as may be required / appropriate;
  - iv. Compile interdepartmental comments and provide Applicant with completed Pre-Application Summary, which will include confirmation of planning applications, technical study requirements, applicable Official Community Plan policies, and related information to aid in the preparation of subsequent application(s) to the City;
- b. Staff may schedule a meeting with owner/Applicant to outline feedback and identify key issues.
- c. Applicant may proceed to make subsequent development application(s) based on feedback provided by staff during the formal pre-application process.

**Minimum Submission Requirements – Formal Pre-Application**

Pre-Application Submission Requirements
<ul style="list-style-type: none"> <li>• Completed Pre-Application Form</li> <li>• Pre-Application Fee</li> <li>• Title Search</li> <li>• Letter of Authorization (if applicable)</li> <li>• Survey (with topography and tree locations, sizes, and elevations)</li> <li>• Brief description of the proposal</li> <li>• Site Plan, including the following statistics:                             <ul style="list-style-type: none"> <li>○ Floor Area Ratio (Gross and Residential)</li> </ul> </li> </ul>

- Setbacks (buildings and encroachments)
  - Height
  - Lot Coverage
  - Unit Count
  - Gross Site Area
  - Floor Areas (by use/common/amenity)
  - Parking
  - Details on any requested variances
  - Conceptual Floor Plans
  - Conceptual Building Elevations
  - Digital 3D massing model\*
  - Technical Studies\*
- Additional studies/information may be required based on specifics of an application  
\*if applicable*

2. This Bylaw may be cited for all purposes as the "City of White Rock Planning Procedures Bylaw, 2017, No. 2234, Amendment No.5, Bylaw, 2021, No. 2409".

RECEIVED FIRST READING on the \_\_\_\_\_ day of \_\_\_\_\_

RECEIVED SECOND READING on the \_\_\_\_\_ day of \_\_\_\_\_

RECEIVED THIRD READING on the \_\_\_\_\_ day of \_\_\_\_\_

ADOPTED on the \_\_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Director of Corporate Administration