



THE CORPORATION OF THE CITY OF GRAND FORKS

DEVELOPMENT APPROVAL PROCEDURES BYLAW NO. 2123

A bylaw to establish procedures for development applications and terms and conditions for development approval information.

The Municipal Council for the Corporation of the City of Grand Forks, in open meeting lawfully assembled, **ENACTS** as follows:

Citation

1. This bylaw may be cited as the “**Development Approval Procedures Bylaw No. 2123**”.

Interpretation

2. A reference in this bylaw to any bylaw or form of the *City* is a reference to the bylaw or form as amended, revised, consolidated or replaced from time to time. A reference in this bylaw to Provincial legislation is a reference to the legislation as amended, revised, consolidated or replaced from time to time.
3. Section numbers and other descriptors included in square brackets are inserted for convenience and may be updated from time to time without amendment to the bylaw.
4. The headings contained in this Bylaw are for convenience only and are not to be construed as defining or in any way limiting the scope or the intent of the provisions of this Bylaw.

Definitions

5. In this bylaw, unless the context otherwise requires:
 - 5.1. **Applicant** means any person who makes an application under the provisions of this bylaw as authorized by the owner of the *Lands*.
 - 5.2. **Application** means a request submitted to the *City* that falls within the scope of this bylaw and includes any request to:
 - 5.2.1. amend the *Official Community Plan*;
 - 5.2.2. amend the *Zoning Bylaw*;
 - 5.2.3. obtain, amend, or have reviewed a Development Permit, Development Variance Permit, Board of Variance application, or a Temporary Use Permit of Temporary Use Permit Renewal; or
 - 5.2.4. enter into, amend, or discharge a Phased Development Agreement, Housing Agreement, Heritage Revitalization Agreement, Section 219 Covenant, Statutory Right of Way, or any other encumbrance on the *Lands* that includes City as a party.
 - 5.3. **City** means the City of Grand Forks.

- 5.4. **Lands** means the parcel or parcels of land that are the subject of an application.
- 5.5. **Official Community Plan (OCP)** means the City of Grand Forks Official Community Plan Bylaw No. 2089.
- 5.6. **Owner** means, in respect of real property, all registered owners of the *Lands*, as verified through a recent Land Title Office search, and includes the holder of an interest in a portion of the *Lands* that is authorized to alter the use, develop, or otherwise encumber that portion of the *Lands*.
- 5.7. **Qualified Professional (QP)** means a professional engineer, geoscientist, architect, landscape architect, certified arborist, biologist, forester, qualified environmental professional, Registered Professional Planner, or other professional licensed to practice in British Columbia (B.C.) who is registered and in good standing with an appropriate B.C. professional organization constituted under the *Professional Governance Act* or other applicable Provincial legislation. A Qualified Professional must:
 - 5.7.1. practice only within their recognized field of expertise, as demonstrated through their professional education, certification, and relevant experience;
 - 5.7.2. adhere to the code of ethics governing their professional association; and
 - 5.7.3. be subject to the disciplinary processes and oversight of that association.
- 5.8. **Staff** means the Chief Administrative Officer or that person's designate.
- 5.9. **Zoning Bylaw** means the City of Grand Forks Zoning Bylaw No. 2039.

Scope

- 6. The purpose of this Bylaw is to establish clear and efficient procedures for development approvals while also implementing applicable legislation and adopted *Council* policies.
- 7. This bylaw applies to an *Application* as defined in this bylaw.
- 8. The *Applicant* must provide development approval information requested by *Staff* as per Development Approval Information Requirements of the *Local Government Act (LGA)*, the *OCP*, and this bylaw.

General Requirements for all Applications

- 9. Applications for approvals must be made in accordance with the requirements of this bylaw, statutory requirements and, where applicable, Schedule 1: Notice of Application Sign Requirements.
- 10. Pre-application meetings between the *Applicant* and Planning Staff are encouraged for the preliminary review of any proposed development or potential *Application* within the scope of this bylaw, including discussion of whether an *Application* is required, the applicable submission requirements, and anticipated review processes, prior to the *Applicant* applying to the *City*.

11. The *Applicant* must submit their *Application* to *Staff*, in writing on the applicable *City* form, and complete with the applicable authorizations, fees and information.
12. Upon receipt of a complete *Application* submitted in accordance with the requirements of this bylaw and payment of the applicable fees as specified in the *Fees and Charges Bylaw*, *Staff* will open a file and issue a receipt to the *Applicant*.
13. After the *City* receives payment, *Staff* will begin the development approval process.
14. Where a proposed activity or development involves more than one type of *Application*, the *Applicant* must comply with all the applicable provisions of this bylaw.

Application Information

15. Base Information for all *Applications* must include:

- 15.1. **Land Title Certificate** (State of Title Certificate or Title Search) obtained no more than seven (7) days prior to the application including copies of all registered encumbrances. If there is a change in ownership of the *Lands* subject to an *Application* under this bylaw, the *Applicant* must provide an updated Land Title Certificate and authorization from all new owners.
 - 15.2. **Owner Authorization** for an agent to act on behalf of the *Owner*, where applicable, signed by all owners registered on title, either as signatures on the application form or a separate letter.
 - 15.3. **Completed application form**, as applicable, including a project description.
 - 15.4. **Description and rationale** for a variance request (if applicable to the *Application*).
 - 15.5. **Site Plan** in the metric system and drawn to scale showing information relevant and applicable to the *Application*, including:
 - 15.5.1. existing or proposed buildings and structures,
 - 15.5.2. height and elevation,
 - 15.5.3. parking, roads, driveways,
 - 15.5.4. topographical features, slopes and contours, landscaping,
 - 15.5.5. summary of calculations for zoning regulation compliance,
 - 15.5.6. present natural boundary of a watercourse.
 - 15.6. A **site survey and certificate of location** prepared by a BC Land Surveyor if a proposed development involves a variance to the siting or building envelope of a building or structure.
 - 15.7. **Current site photos.**
- 16. Staff** may require an *Applicant* to provide information on the anticipated impact of a proposed activity or development on the community and measures to reduce these impacts, including:
- 16.1. Consistency of the activity or development with the *OCP* and any other relevant *City* bylaw, plan or policy in preparation or adopted by *Council*.

- 16.2. Compatibility with adjacent *City* owned land, rights of way, covenants, and easements.
- 16.3. Construction management plan outlining the staging, implementation schedule, and duration of construction for any proposed development including proposed impact mitigation.

Additional Development Approval Information

17. If the *OCP* identifies special conditions or objectives that justify the designation of areas or circumstances requiring information about the impact of development, *Staff* may request additional development approval information in relation to applications for *Zoning Bylaw* amendments, development permits and temporary use permits that is:
 - 17.1. directly related to the proposed development in context of the statements in the *OCP*;
 - 17.2. proportional to the scale, nature, and location of the development; and
 - 17.3. additional to information already provided or reasonably available to the *City*.
18. This section does not limit the authority of *Council* to require additional information or to approve, refuse, or vary development approvals under their authority.
19. An *Applicant* subject to a decision of *Staff* to require additional development information is entitled to have *Council* reconsider the decision without charge.
20. If the proposed development or activity is within or may affect an *OCP* designated area or circumstance, *Staff* may request information on specific subjects, including:

Transportation

21. Regarding land within 800 metres of an intersection with a controlled-access highway or major transportation corridor, required information may include:
 - 21.1. traffic assessment for the proposed development considering growth areas identified in the *City's OCP* and other potential growth areas adjacent to the *City*.
 - 21.2. analysis of the proposed development's impact on public rights of way, including:
 - 21.2.1. transportation impacts such as daily and peak hour trip generation and assignments,
 - 21.2.2. traffic circulation,
 - 21.2.3. traffic safety,
 - 21.2.4. vehicular capacity of the road,
 - 21.2.5. size and configuration of intersections,
 - 21.2.6. turning lanes,
 - 21.2.7. traffic lights,
 - 21.2.8. bike routes, and
 - 21.2.9. sidewalks.

- 21.3. active transportation demand management strategies, including:
 - 21.3.1. public transit,
 - 21.3.2. parking demand,
 - 21.3.3. pedestrian, cyclist and vehicular traffic flow or operation,
 - 21.3.4. trip generation,
 - 21.3.5. site access and egress,
 - 21.3.6. network connectivity and accessibility,
 - 21.3.7. assessment of any public right-of-way upgrading, reconfiguration, or expansion needed to accommodate the additional pedestrian, bicycle, and motor vehicle trips per day generated by the proposed development,
 - 21.3.8. review of sidewalks, paths and cycling routes provided to accommodate the proposed development and how they are going to be linked to the existing active transportation network,
 - 21.3.9. recommendation on how to improve road safety measures, pedestrian crossing locations, truck routes, emergency routes and sight visibility,
 - 21.3.10. a description of traffic calming measures to increase public safety, and
 - 21.3.11. a context map showing links to the existing *City* network of roads, pedestrian and bicycle routes, and trails.

Form and Character and Built Environment

22. Regarding land where the *Official Community Plan* identifies objectives or circumstances regarding form and character and built environment, required information may include:
 - 22.1. analysis of the proposed development's compatibility with adjacent community land uses, functions, form, character, aesthetic, and scale of development;
 - 22.2. analysis of land use impacts including noise, vibration, glare, and electrical interference;
 - 22.3. analysis on the essence and extent of landscape and visual impacts on view corridors, the creation of shadows, visual envelope, prominent features, and landscape character regarding views to and from the proposed development;
 - 22.4. analysis on the phasing and timing of the activity or development and related impacts on the surrounding neighbourhood;
 - 22.5. vision context statement describing how the proposed development meets the *City Community Vision: "Grand Forks is a thriving, future-looking city with unique neighbourhoods and a distinctive downtown.";* and
 - 22.6. other matters as may be identified by *Staff* in consideration of the neighbourhood and development context, the proposed development, the *OCP* and/or other policies and plans.

Local Infrastructure

23. Regarding land where the *OCP* indicates objectives or conditions about the impact of development on local infrastructure, required information may include:

23.1. details of how the *Application* addresses and meets the requirements and standards set out in the *City's* bylaws including *Subdivision, Development and Servicing Bylaw, Wastewater Regulations Bylaw, Water Regulation Bylaw, and Electrical Utility Regulation Bylaw* applications for variances or amendments as applicable with rationale;

23.2. a functional servicing assessment of local infrastructure and site servicing, including but not limited to drainage, water, sewer, electrical and other utilities, to determine the impact of the development on *City* infrastructure, including capital, operations, and maintenance over the lifecycle of the development; and,

23.3. estimates of the proposed development concerning:

23.3.1. water demand, and in the case of phased development, by each phase of development,

23.3.2. electrical demand, and in the case of phased development, by each phase of development,

23.3.3. amount of surface drainage water that would be generated and the options available for collection, storage, and disbursement of such drainage,

23.3.4. analysis of the existing public water systems and the options available for the supply and delivery of water to the proposed development,

23.3.5. analysis of the existing public electrical system and the options available for the supply and delivery of electricity to the proposed development,

23.3.6. analysis of the existing systems for disposal and treatment of sewage and the options available for the treatment and disposal of sewage from the proposed development,

23.3.7. assessment of existing deficiencies of the water, sewer, electrical, and drainage systems in dealing with the proposed development, and

23.3.8. evaluation of the new capital works required for the proposed development of water, sewer, electrical and drainage systems and their cost and the potential funding sources for these expenditures.

Natural Environment and Hazardous Conditions

24. Regarding land where the *Official Community Plan* identifies objectives or special conditions requiring information about the interaction of development or activities with the natural environment or hazardous conditions, may require development approval information as applicable to the proposed development and its context, including:

24.1. identification and description of relevant natural, environmental, and hazardous conditions affecting the site or adjacent lands, which may include terrain, hydrology, hydrogeology, geomorphology, climate, ecological systems, vegetation, watercourses, and known or potential natural hazards;

- 24.2. assessment of the potential effects of the proposed development on natural systems and hazardous conditions, including impacts on hydrological and geomorphological processes, terrestrial and aquatic ecology, habitat function, erosion and sediment transport, and the initiation or exacerbation of natural hazards;
 - 24.3. identification and evaluation of measures to avoid, minimize, mitigate, or manage identified impacts or risks, including design modifications, construction practices, phased implementation, restoration, revegetation, drainage management, and environmental protection measures;
 - 24.4. assessment of site safety for the intended use, including recommended setbacks, construction elevations, and land use limitations, and identification of any residual risks that cannot be fully mitigated, together with measures to inform, manage, or monitor such risks over the life of the development; and
 - 24.5. where applicable, recommended conditions, covenants, monitoring, maintenance, or other mechanisms to ensure the ongoing effectiveness of mitigation measures and protection of the natural environment or public safety.
25. The *Applicant* must confirm that the mitigation development works, and actions designed to reduce hazards or impacts meet regulatory requirements, before completing the information package including the detailed design.

Reports by Qualified Professionals

26. The *Applicant* must provide reports by *Qualified Professionals* whenever required under this bylaw or other applicable bylaw or legislation.
27. *Staff* may require that the *Applicant* provide, at the *Applicant's* expense, documents, plans, and development approval information in a report that is certified by a *Qualified Professional*, which:
- 27.1. Complies with and fully addresses the relevant assessments;
 - 27.2. Identifies and defines the context, magnitude, and significance of the anticipated impacts of the activity or development on the community, as well as the methodology, assumptions, acceptability thresholds, and how the anticipated impacts may cumulatively contribute to existing circumstances and risks;
 - 27.3. Provides recommendations for conditions or requirements *Council* or *Staff* may impose to mitigate or ameliorate the anticipated impacts; and
 - 27.4. Provides recommendations and details costs for modifications to the environment, or construction of works, to mitigate or ameliorate the anticipated impacts.
28. The *Applicant* must work with *Staff* to review and confirm the scope for the report or impact study in accordance with any relevant Terms of Reference for Professional Reports.
29. Every report of a *Qualified Professional* provided by an *Applicant* must be prepared to the satisfaction of *Staff*.

30. *Staff* are authorized to establish and revise the size, form, and quality of information, documents, plans, and development approval information needed to assist in reviewing or processing the *Application*.

31. *Staff* are authorized to waive any of the information, documents, plans, or development approval information if, at their discretion, the information is not required to assist in reviewing or processing the *Application*.

32. *Staff* may review all documents and design drawings to verify general compliance with the requirements but will not determine the adequacy or accuracy of the *Qualified Professional's* design or opinion. Any errors or omissions are the sole responsibility of the *Applicant* and their *Qualified Professional* who has certified the documents and design drawings.

33. Requirement for Independent Review.

33.1. *Staff* may require an independent review of the study results at the *Applicant's* expense, in circumstances including:

33.1.1. the complexity, degree of specialization required, and whether the *City* has *Staff* familiar with the matter;

33.1.2. *Staff* reasonably believe the analysis or findings may be incorrect, outdated, incomplete or deficient;

33.1.3. *Staff* capacity to ensure timely review of the study results and *Application* processing timelines.

33.2. If the *City* requires an independent review, *Staff* will notify the *Applicant* in writing of the scope, fees and timeline required.

34. Incomplete or Deficient Reports.

34.1. If *Staff* determine that a submitted report is outdated, incomplete, or deficient, *Staff* will notify the *Applicant* in writing about the deficiencies and the time limit to resubmit the revised report.

35. Presentation of Reports or Impact Studies.

35.1. *Staff* may request, at the *Applicant's* expense, the presentation of the report or impact study to *Council*, the community, or *Staff* by the *Qualified Professional(s)* that prepared the document.

36. Publication of Information.

36.1. The *City* may distribute and publish a report containing development approval information requested under this bylaw.

Referrals, Public Notification, Consultation and Signage

37. Referrals

- 37.1. **External Agencies:** When reviewing *Applications*, *Staff* will develop a referral list of agencies, organizations, or levels of government that the *Application* may be sent to for review and comment. Each agency, organization or level of government will be given at least fourteen calendar days from the date of the referral to provide comments.
 - 37.1.1. When not required by legislation, referrals may be sent to other agencies - including via email - at any time before final consideration by *Council* occurs and at the discretion of *Staff*. These notifications are not intended to delay consideration of the matter and response remains at the discretion of the other agency.
- 37.2. **Internal City Departments:** The review of *Applications* by *Council* or *Staff* includes referrals to all applicable *City* departments for advice as it is deemed necessary to evaluate the *Application*. Each department will be given at least seven calendar days from the referral date to provide comments.
- 37.3. *Council* may at any time in any application process require that an *Application* be referred to any internal staff or external agency for review, information and comment that *Council* considers appropriate. Such additional referral does not constrain *Council* in its decision-making process or require it to await comments from the referred party.

38. Public Notification, Consultation, and Signage

- 38.1. Public notification and consultation will be provided in accordance with the *LGA*.
- 38.2. *Council* may, at its discretion, require *Staff* to provide additional notice or consultation.
 - 38.2.1. For example, the *City* practice of Development Permit with Variance *Applications* adhering to the DVP notification process will continue to be implemented by *Staff*, unless *Council* advises otherwise.
- 38.3. The specified distance for notices is 30 metres from the exterior boundary property line of the subject *Lands*.
- 38.4. *Council* may, at its discretion, require *Staff* to provide additional notice.
- 38.5. Where notification or consultation requirements meet provincial requirements, inadvertent failure to implement additional requirements must not affect the processing or validity of a decision on an *Application*. *Council* retains the discretion to decide on an *Application* or advise *Staff* to repeat or conduct additional notice or consultation, or otherwise.
- 38.6. *Notice Signage* is required in accordance with *Table 1: "Public Notification Signage"*, and the *Applicant* must post the *Notice Sign* as per *Schedule 1: Notice of Application Sign Requirements* of this bylaw.

Application Type	Notice Sign
OCP Amendment	R
Zoning Bylaw Amendment (if not consistent with OCP)	R
Zoning Bylaw Amendment – if public hearing waived or prohibited	N/R
DP Delegated	N/R
DP Council	N/R
DVP Council	N/R
BOV	N/R
TUP	R
TUP Renewal	N/R
Phased Development Agreement	N/R

Table 1: *Public Notification Signage*. R = Required, N/R = Not Required

Security

39. Pursuant to the *Local Government Act* and as per the *OCP*, security may be required as a condition of land use permits.

- 39.1. Security required by the *City* must be in the form of bank draft or an irrevocable letter of credit, effective with no expiry.
- 39.2. Such irrevocable letter of credit must be clean and unconditional, automatically renewing and redeemable at a Canadian Financial Institution.
- 39.3. *Staff* may require that the *Applicant* provide an amount of security based on the following considerations:
 - 39.3.1. The cost to the *City* to enter the land, undertake and inspect work, construction or other activities required to satisfy any conditions in the permit respecting landscaping.
 - 39.3.2. The cost to the *City* to enter the land, undertake and inspect work to correct an unsafe condition, including any work to repair any damage, because of a contravention of a condition in a permit.
 - 39.3.3. The cost to the *City* to enter the land, undertake and inspect work to correct damage to the natural environment because of a contravention of a condition in a permit.
 - 39.3.4. For Temporary Use Permits and Heritage Alteration Permits, the cost to the *City* to perform any or all terms, requirements or conditions of the permit.

- 39.4. *Staff* may request an estimate or quote provided at the *Applicant's* expense by a professional qualified to undertake or supervise the works for which the securities are required.
- 39.5. Where an estimate or quote is used by *Staff* to determine the amount of security, the security taken must be increased to 125% of the estimate or quote.
- 39.6. When security is required, the *Applicant* must provide the security:
 - 39.6.1. when required as a pre-condition to a permit, before *Staff* signs and issues the permit; or
 - 39.6.2. when required as condition of a permit, or incorporated into the terms of the permit, before receiving a building permit or as otherwise specified in the permit.
- 39.7. If applicable, *Staff* may identify security amounts required for each development phase.
- 39.8. In imposing the security requirements under this section, *Staff* may require the security to be maintained for so long as there is a reasonable possibility of contravention of a landscaping condition, the creation of an unsafe condition, or the causing of harm to the environment in connection with the development authorized by the permit.
- 39.9. Security that is to be returned must be given to the current registered owner of the subject parcel if the registered owner of the land is different from when the *Application* was approved, provided the *City* is holding such security.

Abandonment, Extensions, and Re-application.

40. Abandoned Applications and Extensions

- 40.1. Where *Staff* determine that an *Application* is either incomplete, or requires further information from the *Applicant*, *Staff* will notify the *Applicant* in writing what information is needed to proceed with an *Application*.
 - 40.1.1. If the *Applicant* fails to provide the requested information within six (6) months of the written request, the *Application* is considered abandoned and may be cancelled.
 - 40.1.2. Prior to the cancellation of an *Application* the *Applicant* may submit a written request for a one-time six-month extension to be granted at *Staff's* discretion.

41. Reapplication Time Limit

- 41.1. In accordance with the *Local Government Act*, the time limit for reapplication for any *Application* within the scope of this Bylaw, that has been denied or refused, is twelve (12) months from the date of refusal.
 - 41.1.1. An *Applicant* may request *Council* to vary this limit by submitting a detailed written statement explaining their reasons for re-application.

Delegation of Council Authority

42. Refer to Delegation Bylaw No. 1831.

Council Reconsideration of Staff Decision

43. Where an *Applicant* has a right of reconsideration of a delegates' decision under provincial legislation or this bylaw, the *Applicant* may, at no charge, request that *Council* reconsider the decision as follows:

- 43.1. Within 14 days of being notified in writing of the decision of *Staff* under this bylaw, the *Applicant* may request that *Council* reconsider the decision.
- 43.2. The *Applicant* must give written notice to the *City Corporate Officer* setting out the grounds on which the *Applicant* considers the decision to be inappropriate, including the specific decision, and what decision *Council* should use as a substitute.
- 43.3. The *City Corporate Officer* will notify the delegate of the request(s) for reconsideration and the delegate will, prior to the date of the meeting at which the reconsideration will occur, provide a copy of the written memo setting out the rationale for their decision to *Council*.
- 43.4. The *City Corporate Officer* will place the request(s) for reconsideration on the agenda of the next reasonably possible meeting of *Council*.
- 43.5. The *City Corporate Officer* will notify the *Applicant* of the date of the meeting at which reconsideration will occur.
- 43.6. *Council* will review the information provided by the *Applicant* and *Staff*, and either confirm the decision made by *Staff*, or substitute its own decision including terms and conditions as applicable.

Penalty

44. A person who violates this Bylaw, or who allows a violation to occur, commits an offence.

- 44.1. Each day a violation continues is a separate offence.
- 44.2. A person convicted of an offence is liable to a fine between \$500 and \$10,000
- 44.3. The *City* may seek to recover the costs of prosecution in addition to any fine imposed.

Enforcement

45. A Bylaw Enforcement Officer designated under the *Municipal Ticket Information Bylaw* is authorized to enforce this Bylaw.

- 45.1. An officer or employee may enter property at any reasonable time to inspect and determine if this Bylaw is being followed. No person may obstruct or interfere with an officer or employee exercising this power. The *City* may enforce this Bylaw by municipal ticket, prosecution, injunction, direct enforcement or any other legal remedy.

Severability

46. If any section, subsection, sentence, clause or phrase forming part of this Bylaw is for any reason held to be invalid by the decision of any Court of competent jurisdiction, the invalid portion must be severed from the Bylaw without affecting the validity of the Bylaw or any remaining portions of the Bylaw.

General

47. Any one or more of the procedures in this bylaw, except those that are required by provincial legislation, may be temporarily suspended (either generally or specific to an *Application*) by unanimous vote of the *Council* present.

48. Upon adoption, the *Planning Procedures and Fees Bylaw No. 1669, 2001* is repealed.

49. Any enactment referred to herein is a reference to an enactment of British Columbia and regulations thereto, as amended, revised, consolidated or replaced from time to time.

50. If any section, paragraph or phrase of this bylaw is for any reason held to be invalid by a decision of a Court of competent jurisdiction, such decision will not affect the validity of the remaining portions of this bylaw.

Read a first, second, and third time by the Municipal Council this 4th day of May, 2026.

Adopted this 25th day of May, 2026.

Mayor – Everett Baker

Corporate Officer – Kevin McKinnon

CERTIFICATE

I hereby certify the foregoing to be a true and correct copy of Bylaw No. 2123, cited as the “Development Approval Procedures Bylaw No. 2123”, as passed by the Municipal Council on the 25th day of May, 2026.

Corporate Officer of the Municipal Council of the
City of Grand Forks



THE CORPORATION OF THE CITY OF GRAND FORKS

NOTICE OF APPLICATION SIGN REQUIREMENTS SCHEDULE NO. 1

A schedule to determine the installation of signs needed for an Official Community Plan (OCP), Zoning Bylaw Amendment or Temporary Use Permit development application in the City of Grand Forks.

1. Notice Signage Required for These Applications

- 1.1. Official Community Plan (OCP) Bylaw amendment
- 1.2. Zoning Bylaw Amendment (if not consistent with OCP)
- 1.3. Temporary Use Permit (TUP)

2. Timing

2.1. The *Notice of Application Sign* must be installed and maintained in accordance with the timing requirements outlined below.

2.1.1. OCP Bylaw Amendment:

2.1.1.1. The sign must be posted at least twenty-one (21) days prior to the scheduled Public Hearing and remain until the Public Hearing is closed.

2.1.2. Zoning Bylaw Amendment (if not consistent with OCP)

2.1.2.1. The *Notice of Application Sign* must be posted within five (5) business days of the application being deemed complete by *Staff*.

2.1.2.2. The sign must be posted at least twenty-one (21) days prior to the scheduled Public Hearing and remain until the Public Hearing is closed.

2.1.3. Temporary Use Permit (TUP)

2.1.3.1. The *Notice of Application Sign* must be posted within five (5) business days of the application being deemed complete by *Staff*.

2.1.3.2. The sign must be posted at least seven (7) days prior to the final decision on the permit has been made by Council .

2.1.3.3. The sign must remain posted until the decision on the permit has been made by Council.

3. Design of Sign

3.1. **Sign Height:** The bottom edge of the notification sign must be positioned at a height between 1.0 m and 1.5 m above ground level.

3.2. **Sign Text:** The sign must be printed, positioned, and oriented so that its text is fully visible and readable to people passing by on the street, without any physical obstacles blocking the view. If the specified height, location, or text requirements do not result in reasonable visibility, the sign may be relocated to a more visible position with prior approval from *Staff*.

3.3. **Sign Material:** All sign materials must be weather-resistant and durable.

4. **Preparation of Sign**

4.1. The *Applicant* will provide a mock-up of the sign to *Staff* for review and approval prior to final printing.

4.2. Once the sign is posted, the *Applicant* must demonstrate proof of the posted sign to *Staff*.

5. **Sign Location**

5.1. The sign must be placed within 3 m of the front parcel line facing the street.

5.1.1. For parcels with more than one road frontage, the sign must be positioned at the corner and angled for visibility from both roads.

5.1.2. For hooked parcels (frontage on both sides of the road), the sign must be placed on the side where most of the proposed development will occur.

6. **Number of Signs**

6.1. The *Applicant* must post at least one (1) *Notice of Application Sign*.

6.1.1. For parcels with more than 200 metres of road frontage, one (1) additional sign is required for each 200 metres or portion thereof, up to a maximum of three (3) signs.

7. **Maintenance of Sign**

7.1. The *Applicant* is responsible for ensuring that all *Notice of Application Signs* remain intact, legible, and clearly visible.

8. **Amendments to Application**

8.1. If the application is amended, the *Applicant* must install new or updated *Notice of Application Sign(s)* that accurately reflect the changes.

8.2. The *Applicant* must provide a mock-up of the revised sign to *Staff* for review and approval before final printing.

9. **Sign Removal**

9.1. The *Applicant* must remove all *Notice of Application Signs* within seven (7) days after any of the following:

9.1.1. The application is abandoned.

NOTICE OF APPLICATION SIGN REQUIREMENTS SCHEDULE No. 'SCHEDULE 1'

9.1.2. If a public hearing is required, the public hearing is closed.

9.1.3. *Council* has given final consideration to the application.

10. Failure to Post, Maintain or Remove.

10.1. Failure to post and maintain the required *Notice of Application Sign* (s) in accordance with this bylaw may result in the postponement of any *Council* meeting and any costs associated with the postponement will be borne by the *Applicant*.

10.2. Non-compliance with this section due to the removal, destruction, or alteration of the sign by vandalism or natural occurrence must not affect the validity of the application or postpone a *Council* meeting if reasonable efforts have been taken by the *Applicant* to maintain and re-establish the sign.

10.3. Failure to remove the sign as required may result in the sign being removed at the expense of the *Applicant*. The *City* must not be liable for any damage or loss of the sign.