## How to Write a Development Permit Analysis

**Do I need a Development Permit?**
If your project is within one or more of the City's Development Permit Areas, then a Development Permit will likely be required for your project. Complete the table below to determine if you require a Development Permit, and what guidelines are applicable.

**What are design guidelines?**
Design guidelines are statements that guide the form and character of development. Design guidelines outline the City's development and design expectations. The Official Community Plan (OCP) designates certain areas within the City as Development Permit Areas. Each Development Permit Area has its own set of design guidelines. The General Development Permit Guidelines apply to all development that requires a Development Permit.

**Which design guidelines apply to my project?**
Review the Development Permit Area sections in the [Official Community Plan](#) on the City's website. Check all the sections in the table below that apply to your project. Please note that the General Development Permit Design Guidelines apply to all development that requires a Development Permit.

| X | Use Specific | Example | X | Area Specific | Example |
|---|---|---|---|---|---|
| | Intensive Residential (Pages 107 to 110) | Carriage House Small Lot Residential Duplex | | Downtown – see Map 3 on page 158 (Pages 122 to 128) | Development in the downtown core |
| | Multifamily (Pages 111 to 114) | Multiplexes Row-houses Townhouses Low-rise apartments High-rise apartments | | Hillside – see Map 4 on page 159 (Pages 129 to 136) | Development on sloping terrain |
| | Commercial & Mixed Use (Pages 115 to 120) | Commercial buildings Mixed Use with Commercial ground-floor | | Riparian – see Map 5 on page 160 (Pages 138 to 140) | Development next to streams and rivers |
| | | | | Environmental – see Map 6 on page 161 (Pages 141 to 143) | Development in environmentally-sensitive areas |
| X | General Development Permit Guidelines apply to all Development Permits (Pages 96 to 105) | | | | |

**What is the City looking for in a Development Permit Analysis?**
The purpose of the Development Permit Analysis is for the applicant to show that the development successfully meets the intent of the applicable guidelines. This can be completed by referencing the specific guidelines that apply to the development – those guidelines checked off in the table above, followed by a brief statement showing how that guideline was considered in the project and design.

## Example

Below is an example of a Development Permit Analysis which was submitted with a Development Permit application to convert a garage into a carriage house. The example clearly states the applicable design guidelines from the Official Community Plan (blue), followed by a brief explanation about how the guideline was considered in the design (black).

G2 – "…demonstrate that the development is sensitive to and integrated within its context and surrounding uses and neighbours."
The proposed project is designed to aesthetically mimic/complement the main residence, preserving the historical architecture of the neighbourhood.

G16 – "Off-street parking and servicing access should be provided from the rear lane (where one exists) to free the street for uninterrupted pedestrian circulation and boulevard landscaping."
As per the accompanying Site Plan, off street parking, with access from the laneway will be provided.

G26 – "Building designs should minimize impacts on the privacy of adjacent dwellings, including private open spaces."
By using the existing 1 storey structure and not constructing a new building, the proposed design hopes to achieve a minimal impact on the privacy of adjacent dwellings, with minimal views from the proposed dwelling towards neighbouring properties.

G34 – "Tree retention – New development should retain, where possible, existing mature and native trees and protect their root systems."
By reusing the existing structure, the project endeavors to eliminate the possibility of tree or vegetation disruption, as very minimal earthworks will be required for the project, and no work near driplines of trees and minimal disruption of grasses.

IR4 – Scale – accessory buildings (garages, storage sheds, covered patios/decks, greenhouses) and accessory dwelling units (carriage houses) shall be modest in scale:
- Floor area and coverage – Accessory dwellings and buildings shall be no more than 60% of the floor area of the principal building and no more than 15% coverage of the lot. The proposed dwelling footprint comprises 5.8% of lot area, and 32% of the floor area of the principal dwelling.
- Height – detached covered accessory dwellings and structures must not exceed the height of the principle building. The proposed dwelling does not exceed the height of the principal residence.
- Fit – accessory buildings and dwelling should follow considerations for site and neighbourhood character fit. The proposed dwelling will conform to the aesthetic and heritage of the neighbourhood with respect to the massing and exterior material selections.
- Frontages – buildings that face the lane or side street should address them in a positive way. This should include windows and doors facing the lane, planters, trellises and planted strips. While the building's primary façade does not face the lane, the façade will be visually accessible from the laneway and inviting through the use of architectural detailing at the front entry.
- Style – exterior finish and trim should visually match the primary structure. The primary structure currently features a white lap siding look with a prominent red front entry door. The proposed carriage house will feature white lap siding along with a red front entry door.
- Roof pitch – should be the same as the predominant roof pitch of the primary structure. The hip roof on the current garage is similar in pitch to the main residence. No changes are proposed to the roofing membrane or structure at this time.