

# Public Consultation Guide for Developers: Preliminary Notification Process

The City of North Vancouver encourages applicants to contact owners and residents of properties near their development site early in the development application process, prior to the required notification period for a Developer's Information Session. This is not a legal requirement under the Local Government Act/Community Charter, but is strongly encouraged.

Early community notification provides the opportunity for applicants to become aware of concerns that neighbours may have and to respond to them through changes in the development proposal. Some applicants also choose to canvass the neighbourhood and to get input regarding the proposal.

The following materials have been prepared to assist applicants with the preliminary notification process, should they choose to undertake it. It is intended to help ensure that consultation is undertaken in a professional manner with accurate records and a clear understanding of the results of this process.

- Introduction Letter and Project Description (to be written by applicant to the neighbours)
- Map (to indicate the locations of neighbours in relation to the development)

As this is an informal process, it is up to applicants to decide on how to proceed with preliminary neighbourhood consultation. However, if a report is submitted to the City, it should include:

- What materials were distributed.
- Who was contacted, their address, and input regarding the proposal.

Applicants are encouraged to discuss this process with Planning Staff prior to proceeding.

## ATTACHMENTS

### Step 1: Pre-Notification Process

- 1) Letter of Introduction
- 2) Project Description

# Letter of Introduction

(on your letterhead)

Date

Dear Neighbours:

**Re: Development Proposal for <site address>**

<Applicant Name> has made an application for development in the City of North Vancouver at <site address>. The proposal is for <project description>.

This application requires approval by City Council. Prior to City Council considering our application, we are providing this information package to neighbours of the site to explain our proposal.

We are also seeking an indication of whether you support the proposal. There is no obligation for you to state any position. You may also contact Planning staff at City Hall for information on this proposal or the application process.

Yours truly,

<Name>

<Title>

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**Applicant Information:**

Date:

Contact Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone No: \_\_\_\_\_ Fax No: \_\_\_\_\_

Email: \_\_\_\_\_

# Project Description

Address: \_\_\_\_\_

Lot Area: \_\_\_\_\_

Existing Zoning: \_\_\_\_\_

Official Community Plan Land Use Designation: \_\_\_\_\_

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## **Application Summary**

<Description of the proposed development, including requested variances to the Zoning Bylaw or OCP.>

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## **Required Amendment**

This application requires Council approval of (check all applicable):

<b><u>Yes</u></b>	<b><u>No</u></b>	
_____	_____	Amendment to Official Community Plan
_____	_____	Amendment to Zoning Bylaw
_____	_____	Development Variance Permit Issuance

## **Architectural/Landscape Plans**

Plans of the proposed development are being distributed for your information. This includes the following architectural and landscape plans.

**Designer/Architect:** <Architect's Name> \_\_\_\_\_

**Plans Dated:** \_\_\_\_\_

**Landscape Architect:** <Landscape Architects Name> \_\_\_\_\_

**Plans Dated:** \_\_\_\_\_

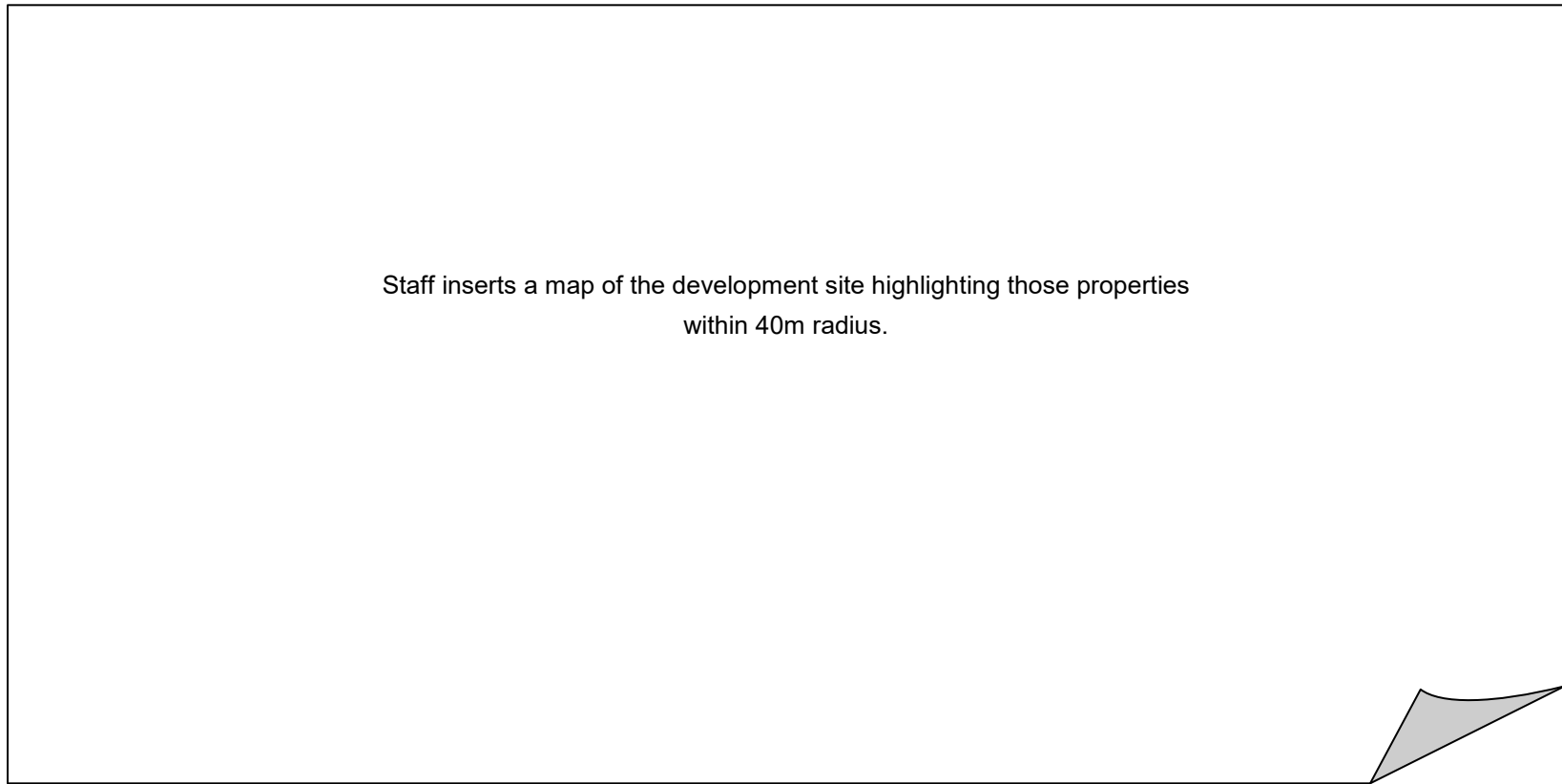
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City Contact (City Planning staff are also available to speak with you about our application)

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

The map below identifies the location of the subject site. Those who have received preliminary notification are referenced on the map.



(Map to show a minimum of one block around subject site. Consult with your Development Planner for suggested area to canvass.)