

DEVELOPMENT PERMIT AREA 4
DOWNTOWN FORM & CHARACTER
APPLICATION REQUIREMENTS

A Guide to the Municipal Approvals Process in Chilliwack
September 2017

INTRODUCTION:

Development Permit Area 4 – Downtown Form & Character consists of lands within the urban commercial core of the City of Chilliwack. For more information on DPA 4 Guidelines and Map of applicable lands, please refer to the Implementation Guide and DPA Maps sections of the 2040 Official Community Plan (OCP), online at www.chilliwack.com/ocp.

PURPOSE AND OBJECTIVES:

1. To enhance the image of the downtown as a retail and service center.
2. To maintain and foster the downtown's unique main-street character, and advance downtown economic and cultural objectives through the control of the design of new infill buildings and alterations to existing heritage designated buildings; the control of future development to ensure consistency with the established form and character of the area; and the maintenance and enhancement of the pedestrian-oriented streetscape.

DEVELOPMENT PERMIT IS REQUIRED FOR THE FOLLOWING WORK AND ACTIVITIES:

- Subdivision of land zoned for multi-family residential, commercial or industrial use;
- Alterations to existing buildings or new construction on land zoned for intensive or multi-family residential development, or commercial or industrial use, including exterior renovation or restoration of a building façade and installation of signs, awnings and canopies; and
- Consolidation of any parcel that is partially or wholly within this Development Permit Area.

APPLICATION REQUIREMENTS:

1. **Brief Written Description** of the proposal and how it meets the design guidelines.
2. **Site Plan** of the proposed development showing lot configuration and dimensioned locations of buildings, parking access and structures at an appropriate metric scale.
3. **Landscape Plan**, at an appropriate metric scale, showing proposed landscape areas and species, and proposed treatment of other surfaces not covered by buildings. This plan should show retaining walls, walkways, amenity areas, waste disposal areas, and screening.

4. **Colour Exterior Elevations** to fully explain the proposal. These elevations are to indicate proposed and existing building materials in a realistic colour rendering.
5. **Colour and Material Samples Board** for all proposed structures (i.e. awning fabrics, stucco, metals, wood, etc.).
6. **Signage** location, typeface, size and colour.

ADDITIONAL INFORMATION THAT MAY BE REQUIRED:

1. **Streetscape Plan** of the final project, including proposed landscaping details. Sketches should be submitted at an appropriate metric scale and will preferably contain a realistic colour rendering of the development.
2. **Cross Section** of proposed awnings or canopies, indicating dimension and height above the sidewalk.
3. **Photographs** of existing site and buildings, including portions of adjacent properties and/or buildings.

ADDITIONAL COMMENTS:

The Design Review process requires a “clear picture” of the intended works to be undertaken. Failure of the Development Permit applicant to supply all necessary documents and materials may result in a delay of the application until the submission requirements are fulfilled.

One hard copy and one electronic copy of all information are to be provided for review.

FOR FURTHER INFORMATION PLEASE CONTACT:

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This brochure has been prepared for general guidance purposes only. It is neither a bylaw nor a legal document. Please consult the *Local Government Act* and its Regulations, in addition to the City of Chilliwack’s applicable bylaws for definite requirements and procedures.