A Guide to the Municipal Approvals Process in Chilliwack for

Form and Character Development Permits

Development Permit Areas 6-10

CITY OF CHILLIWACK

December 2025

Introduction

The City of Chilliwack has prepared this brochure to assist you in understanding the Development Permit application process for the following Development Permit Areas (DPAs):

DPA 6 - Downtown
DPA 7 - Mixed-Use
DPA 8 - Residential
DPA 9 - Commercial
DPA 10 - Industrial

Upon review of the following information, anyone intending to submit a Development Permit application is urged to contact the Planning Department for assistance.

What is a Development Permit Area?

Local governments have the authority to designate Development Permit Areas (DPA) in an Official Community Plan (OCP) to help achieve goals of the community. These areas identify locations that need special treatment for certain purposes including establishing objectives for form and character in specified circumstances; or revitalization of a commercial use area.

Chilliwack has 10 DPAs overall, but the focus of this document is DPAs 6-10, which regulate form and character through applicable design guidelines. These guidelines generally refer to the outward facing elements of a development such as landscaping, siting, circulation, building shape and exterior design.

When is a Development Permit Required?

A Development Permit is required for new development, including new construction, additions, signs, and significant site alterations. Some exemptions apply. For more information on when a Development Permit is required and associated exemptions, please refer to the Form and Character Design Guidelines within the Official Community Plan (OCP) online at www.chilliwack.com/ocp.

Application Requirements:

Applications may be submitted in digital (.pdf) format via email to planning@chilliwack.com.
Applications must be submitted in full, and must include the following requirements, where applicable:

1. **Development Permit Application Form** with property owner/agent signatures and complete contact information

2. **Letter of Authorization (LOA) and Release Form** signed by all property owners or a company Director.

3. **Proof of Ownership** as evidenced by a Title Search dated within 7 days of application submission. The Title search is to be accompanied by a BC Company Summary corporate search if the ownership is an incorporated company. (Can be requested to the City to obtain the documents at an additional $15 fee per document).

4. **Copies of applicable Legal Documents charged to the title** including easements, restrictive covenants, rights of way, etc. (Can be requested to the City to obtain the documents at an additional $15 fee each).

5. **Brief Written Description** of the proposal and how it meets the applicable design guidelines.

6. **Site Plan** of the proposed development showing lot configuration and dimensioned locations of buildings, parking access and structures at an appropriate metric scale.

7. **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.

8. **Colour Exterior Elevations** to fully explain the proposal. These elevations are to indicate proposed and existing building materials in a realistic colour rendering. The elevations must also include the building height, measured in accordance with the City of Chilliwack Zoning Bylaw definition of Building Height (www.chilliwack.com/zoning).

9. **Colour Renderings** of the buildings to fully illustrate the proposed development in the context of the property and surrounding area.

10. **Signage** location, typeface, size and colour.

Additional Information that May be Required:

1. **Crime Prevention Through Environmental Design (CPTED) Report** prepared by a qualified consultant with training in CPTED.

2. **Photographs** of existing site and buildings, including portions of adjacent properties and/or buildings.

How Can I Find Out More?

For information related to your specific application, applicable fees, and the estimated time it will take to process your proposal for a Development Permit, please contact:

City of Chilliwack
Planning Department
8550 Young Road
Chilliwack BC V2P 8A4

Phone: 604-793-2906
Email: planning@chilliwack.com

This brochure has been prepared to provide guidance only. It is neither a bylaw nor legal a document. Please consult the Local Government Act and its Regulations, and the City of Chilliwack applicable codes for definite requirements and procedures.

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