



BRITISH PACIFIC PROPERTIES LIMITED  
AT THE HEART OF THE COMMUNITY  
YESTERDAY, TODAY, & TOMORROW

PROCEDURE FOR SUBMISSION

AND APPROVAL OF PLANS

FOR BRITISH PACIFIC PROPERTIES LIMITED SUBDIVISIONS

GENERAL

**While meetings may be held and informal comment provided, formal processing of any application will not commence until the receipt of the processing fee, the security deposit (where applicable) and a full and complete submission of all materials as listed in the appropriate application kit.**

**January 1, 2008**

# **GENERAL PROCEDURE FOR SUBMISSION OF PLANS FOR BRITISH PACIFIC PROPERTIES LIMITED SUBDIVISIONS**

***PLEASE NOTE THAT THIS INFORMATION IS SUBJECT TO CHANGE FROM TIME TO TIME AND CONFIRMATION OF APPLICABLE REQUIREMENTS SHOULD BE MADE WITH BRITISH PACIFIC PROPERTIES LIMITED PRIOR TO SUBMITTING ANY PROPOSAL***

As a registered owner in a British Properties' subdivision, when you intend to build, extend, or alter a building or construct a fence or any structure, you must file an application for approval of plans at British Pacific Properties Limited's office (#1001, 100 Park Royal, West Vancouver, B.C. V7T 1A2 [Phone:604-925-9000]). There are three categories of projects and all proposed projects must satisfy the appropriate category process requirements before construction may begin.

## **1. RESTRICTIVE COVENANTS**

1. British Properties' building schemes incorporate a schedule of "restrictive covenants" that are registered in the Provincial Government Land Titles Office upon the creation of each subdivision. **Approval of plans is required under these restrictive covenants and plan approval must be given by British Pacific Properties Limited only.**
2. It is the Owner's responsibility to check the Restrictive Covenants in the building scheme applicable to their property.
3. The restrictive covenants, which may differ from one subdivision to another are binding upon the first and any subsequent owner(s) of the lot.

## **2. BY-LAWS**

1. British Properties' subdivisions in the District of West Vancouver are subject to all applicable Municipal zoning and Building By-Laws (the rules and regulations for construction applied to all developments) as well as to other applicable laws. All applications for building and servicing are dealt with by the Permits and Licenses Department.

## **3. SUBMISSION PROCESS FOR PLAN APPROVAL**

Procedures for approval of plans from British Pacific Properties Limited are outlined below. Requirements vary depending on the type of project you are planning. The following points explain the correct procedure in making a development application to British Pacific Properties Limited.

1. The first step is to read and fully understand the "Restrictive Covenants" that are registered on the title of the property, and the terms of the original sales agreement on recent subdivisions, as well as applicable BPP requirements and design guidelines.
2. The second step is to establish the category of the project planned. There are three categories:

**Category 1:** A new or replacement house or a significant addition or modification to an existing building or structure.

**Category 2:** A small to medium (less than fifteen percent) exterior addition or alteration to an existing building or structure.

**Category 3:** Any alteration or addition to existing outdoor site works, e.g. outdoor swimming pool, tennis court, patio, fence, retaining wall, gazebo, etc.

3. The third step is to obtain the correct Application Kit for the type of project you are planning.

The Application Kit clearly explains the procedure and materials required in submitting an application.

4. An application must be accompanied by a processing fee as set out, herein. The fee will generally be non-refundable.
5. A pre-design meeting between the owner, and/or designer and the approving authority is recommended, especially for Category 1 application.
6. The decision of British Pacific Properties Limited, as the approving authority, with respect to a development application and the approval of plans, will be final and binding. British Pacific Properties Limited will not be liable to any owner, and no action will lie against British Pacific Properties Limited by any such owner, for decisions made by British Pacific Properties Limited in good faith as approving authority.

#### 4. **APPLICATION PROCESSING FEE**

1. The processing fee is required to offset the expense of the plan review and management of the approval process. Cheques are to be made payable to British Pacific Properties Limited.
2. **The plan review process and acceptance of your fee does not guarantee an approval of your proposed project.**
3. The processing fee will be set from time to time by British Pacific Properties Limited.
4. Formal processing of any application will not commence until the receipt of the appropriate processing fee and proof of ownership.
5. Processing fees are generally non-refundable and apply to one design submission and attendant design process adjustments only. Partial refunds will be considered at the discretion of British Pacific Properties Limited where a project is cancelled or withdrawn only as follows:
  1. After initial submission and brief design meeting or review
    1. Refund of up to 75% of fee
  2. After initial submission and full Stage 1 review and consideration
    1. Refund of up to 50% of fee
6. Resubmissions or new revised designs that may ensue after cancellation or withdrawal will require a new full processing fee.
7. Design submissions that have not proceeded forward for full approval after a period of twelve (12) months after initial processing fee submission may be considered terminated and a further processing fee may be required for further project consideration.

5. **GENERAL APPLICATION PROCESSING FEES**

1. The basis for calculation of a consistent processing fee for general/older British Properties lands is to be derived from an assumed “construction cost” applied to building area – see the follow example:

<u>New Buildings: Category 1</u>		<u>EXAMPLE</u>	
	<u>Sq.ft.</u>		<u>Assumed Cost</u>
Main Floor: e.g.	2,500		
Upper Floor: e.g.	<u>1,000</u>		
	3,500 @ \$100	=	350,000
Basement: e.g.	700 @ \$ 70	=	49,000
Garage: e.g.	400 @ \$ 30	=	<u>12,000</u>
			\$411,000
Fee	\$411,000 x 0.5%	=	\$2,055.00
	Plus GST		<u>143.85</u>
	Total due		<u>\$2,198.85</u>

For large houses, a maximum building processing fee is set at \$5,000.00 **plus GST**:

2. Small/Medium Additions and Alterations: Category 2
1. Small exterior additions/alterations - \$300.00 **plus GST**  
Under 10% of existing footprint
  2. Medium exterior additions/alterations - \$500.00 **plus GST**  
10-15% of existing footprint
3. Alterations/additions to outdoor site works: Category 3
1. Minimum - \$300.00 **plus GST**