



Council Policy

Neighbour Notification & Information For Development Applications

ESTABLISHED February 18, 2013

Contact Department: Development Planning

Guiding Principle

Development can have an effect on the community and notification will be provided through an approach that is consistent and appropriate for each type and scale of application while adhering to City bylaws and Provincial regulations.

Purpose

To establish standards and procedures for applicant neighbour notification responsibilities regarding development applications.

Application

This policy applies to a development application for an Official Community Plan (OCP) amendment, a Zoning Bylaw amendment, an OCP or Zoning Bylaw Text Amendment (TA), a Development Permit (DP), a Development Variance Permit (DVP), a Temporary Use Permit (TUP), a Heritage Alteration Permit (HAP), a Heritage Revitalization Agreement (HRA), a Heritage Designation (HD), an Agricultural Land Reserve (ALR) Exclusion application, or Temporary Farm Worker Housing (TFWH).

Policy Statements

1. Responsibility:

- a) All costs associated with the notification required under this policy are the sole responsibility of the applicant.
- b) Fulfilling the requirements of this policy does not relieve the applicant of the responsibility to comply with applicable regulations and bylaws of the City, and any other requirements from other agencies having jurisdiction over the land.
- c) Failure to undertake the forms of notification in this policy will result in postponement of consideration of the application. Any costs associated with re-advertising a meeting of Council is the responsibility of the applicant.

2. Requirements:

An applicant who submits a development application must undertake the forms of neighbour notification identified in **Table 1 – Forms of Neighbour Notification** on Page 2 of this policy, and in accordance with the [Development Application and Heritage Procedures Bylaw No. 12310](#).

Table 1 - Forms of Neighbour Notification			
Application Type	Applicant Public Information Session	Applicant Neighbour Notification	Development Notice Sign
OCP Amendment	✓	✓	✓
Zoning Inconsistent with OCP	✓	✓	✓
Zoning Non-Residential & consistent with OCP	✗	✓	✓
Zoning Residential & consistent with OCP	✗	✓	✓
Development Permit - Council	✗	✗	✗
Development Permit - Direct Delegated	✗	✗	✗
DVP - Council	✗	✓	✓
DVP - Delegated Minor	✗	✓	✗
Temporary Use Permit	✗	✓	✓
Text Amendment Non-Residential	✗	✓	✓
Text Amendment Residential	✗	✓	✓
Heritage Alteration Permit (no variances)	✗	✗	✗
Heritage Alteration Permit (with variances)	✗	✓	✗
HRA (change in use/density)	✗	✓	✓
HRA (no change in use/density)	✗	✓	✓
Heritage Designation	✗	✓	✓
ALR Exclusion	✗	✓	✓
Temporary Farm Worker Housing - Council (more than 8 workers)	✗	✗	✗
✓ = required. ✗ = not required.			

3. Public Information Session:

For Official Community Plan (OCP) amendments to the OCP Future Land Use Designations [Map 3.1](#), and/or Zoning Bylaw amendment applications that are inconsistent with the OCP ([Council Policy No. 365 Official Community Plan Consistency](#)) a Public Information Session is required.

When an applicant is planning their Public Information Session, the [Bulletin: Public Information Session Guidelines](#) may be used to help plan a successful Session.

Date, Time, Duration, Location:

- a) The Session must occur a minimum of 45 days prior to Council initial consideration. The date must be reviewed by Staff prior to advertising.
- b) Details including the date, time, duration, and location may be determined by the applicant using the guidelines found in Bulletin: Public Information Session Guidelines. The details must be reviewed by Staff prior to advertising.

Advertising:

- a) The Session must be advertised by mail out to properties within a minimum 100 m buffer, which may be increased at the discretion of Department Manager, Development Planning based on scale and complexity of the application. An increase in the buffer could include providing notification to a block end rather than stopping mid-block, or capturing nearby high-density residential areas that could be impacted.
- b) The Session must be advertised by mail out to properties at least 14 days in advance of the session. Additional promotional efforts such as newspaper advertisements or development websites are recommended, but not required.

- c) The Session requires a City of Kelowna Development Sign to be installed on the site at least 14 days prior to the session.
- d) The mail outs must be reviewed by Staff prior to advertising and must include the following:
 - i. Location of the development site
 - ii. Detailed description of the proposal including specific changes proposed
 - iii. Visual rendering or site plan of the proposal (if available)
 - iv. Website for the proposal (if available)
 - v. Contact information for the applicant
 - vi. Contact information for Staff

Summary Report:

A Public Information Session summary report must be submitted to Staff within 10 days following the session. The summary report will be included in the Council report and must not contain any personal details of attendees such as first and last names, addresses, phone numbers, etc. The summary report must include the following information in the following order:

- i. Date, time, duration, and location of the Public Information Session.
- ii. Methods of notification, timing, and copies of any mail outs.
- iii. Names of applicant in attendance.
- iv. Number of attendees.
- v. Details of types of information that was provided (drawings, display boards, power point, etc.)
- vi. Identify key themes raised by the public.
- vii. Outline how the input from the public was addressed in the project, and any changes to the project resulting from public input.

The requirement for a Public Information Session may be waived by the Department Manager, Development Planning for minor OCP amendments or Zoning Bylaw amendments such as mapping boundary adjustments or environmental and parkland dedication.

4. Applicant Neighbour Notification:

The requirement for applicant initiated neighbour notification is outlined in **Table 1 – Forms of Neighbour Notification** on Page 2 of this Policy. Any mail outs or advertising must be reviewed by Staff prior to being sent out.

Notification Buffer Area:

For all development sites within the Permanent Growth Boundary as indicated on [OCP Map 3.1](#), properties within 50 m must be notified. For all development sites outside of the Permanent Growth Boundary as indicated on [OCP Map 3.1](#), all properties within 300 m must be notified. Staff will generate a buffer map and list of properties for the applicant. Mail outs are required, and where possible, direct face-to-face conversations with immediate neighbours are encouraged.

Neighbour Notification Content:

The Neighbour Notification will clearly state that this notification is from the applicant, and not from the City. The following items must be included in the mail out or face-to-face notification:

- a) Location of the development site
- b) Detailed description of the proposal including specific changes proposed
- c) Visual rendering or site plan of the proposal (if available)
- d) Website for the proposal (if available)
- e) Contact information for the applicant
- f) Contact information for Staff
- g) For Development Variance Permits – Delegated Minor, the neighbour notification must include details on how to provide feedback to Staff by a deadline that is at least 14 days after the notification is sent out.

Summary of Neighbour Notification:

A summary of neighbour notification efforts, feedback, and responses must be provided to Staff before the application can be scheduled for Council consideration. The summary report will be included in the Council report and must not contain any personal details of attendees such as first and last names, addresses, phone numbers, etc. The summary must include the following information in the following order:

- a) Date the mail outs or face-to-face notification was completed

- b) Methods of notification (mail out, face-to-face, website, etc.)
- c) List of all addresses notified
- d) Details of the types of information provided
- e) Any feedback or key issues received from the neighbours
- f) Outline any changes to the project resulting from neighbour notification

5. Development Notice Signage:

Where an application type requires a Development Notice Sign (Table 1 above) the sign must be sited, installed, and timed as per the Development Application and Heritage Procedures Bylaw No. 12310. Staff will coordinate with the applicant to order signs in a timely fashion to meet the requirements of Bylaw No. 12310, any costs associated with the production and installation of signage is the responsibility of the applicant and/or owner.

For sites with more than one frontage, a sign is required on each frontage. A sign is required for each 150 m of frontage, provided no more than three signs are required on any one site. Photographic evidence of the installation of the signs is required to be provided to Staff prior to Council consideration.

Large Format Development Notice Signs (8' x 4')

Large Format Development Notice Signs are required for Public Information Sessions, OCP Amendments, Zonings that are inconsistent with the OCP, and for projects with greater than 100 units of residential or 4,500 m² of industrial, commercial, or institutional. The following information must be included:

- a) Detailed description of proposal including address and file number
- b) Visual rendering and/or site plan illustrating the proposal
- c) Contact information for the applicant
- d) Project website (if any)
- e) Contact information for Staff

Medium Format Development Notice Signs (4' x 4')

Medium Format Development Notice Signs are required for all medium sized proposals that have project images, and as determined by Staff. The following information must be included:

- a) Detailed description of proposal including address and file number
- b) Visual rendering and/or site plan illustrating the proposal
- c) Contact information for the applicant
- d) Contact information for Staff

Regular Format Development Notice Signs (4' x 2')

Regular Format Development Notice Signs are required for small sized proposals that do not have project images or complex project details.

- a) Detailed description of proposal including address and file number
- b) Contact information for the applicant
- c) Contact information for Staff

Amendments

Last Revised: 24/04/15

Replacing: 23/05/08, R090/13/02/18, R102/14/02/17 – changes reflect development sign upgrades, R0711/22/09/26