



## WHAT IS A PRE-APPLICATION MEETING?

A pre-application meeting is a meeting that is intended to assist property owners and developers who are looking to submit development applications to the City. The pre-application meeting allows City staff to identify key considerations or potential issues of a proposed development and provide feedback to an applicant before significant investment is made in a full application.

The purpose of a pre-application meeting is to identify applicable policy that applications will be evaluated against, outline application review procedures, identify any application submission requirements, and outline anticipated processing timelines and applicable application fees.

Unless otherwise specified, the following applications require pre-application meetings:

- Official Community Plan Amendments / Comprehensive Development Plans
- Zoning Bylaw Amendments
- Development Permits
- Development Variance Permits
- Temporary Use Permits
- Heritage Alteration Permits
- Subdivisions
- Floodplain Exemptions

**NOTE:** General land use policy and zoning regulation questions can be addressed directly by planning staff without a formal meeting.

Staff are available to answer to general planning questions in-person at Development Services front counter, by email ([development@revelstoke.ca](mailto:development@revelstoke.ca)), or phone 250-837-3637 from 8:30am to 4:30pm, Monday to Friday (excluding holidays).



## WE WANT TO HELP YOU

The information from the pre-application meeting is intended to assist applicants in determining if any significant changes to the development proposal should be made prior to completing a formal application. It is important to note that a pre-application review does not imply or suggest a decision by the City to either approve or reject the formal application.

Decision-making procedures vary between development applications, and in some cases Council is the final decision-maker. Staff cannot provide a likelihood of a particular application being approved in a pre-application meeting. Applicants are required to submit an application and go through the formal review procedures to understand what the final decision is.





## WHAT TO EXPECT FROM PRE-APPLICATION MEETING?

In response to a completed pre-application meeting request, staff will review the proposal and:

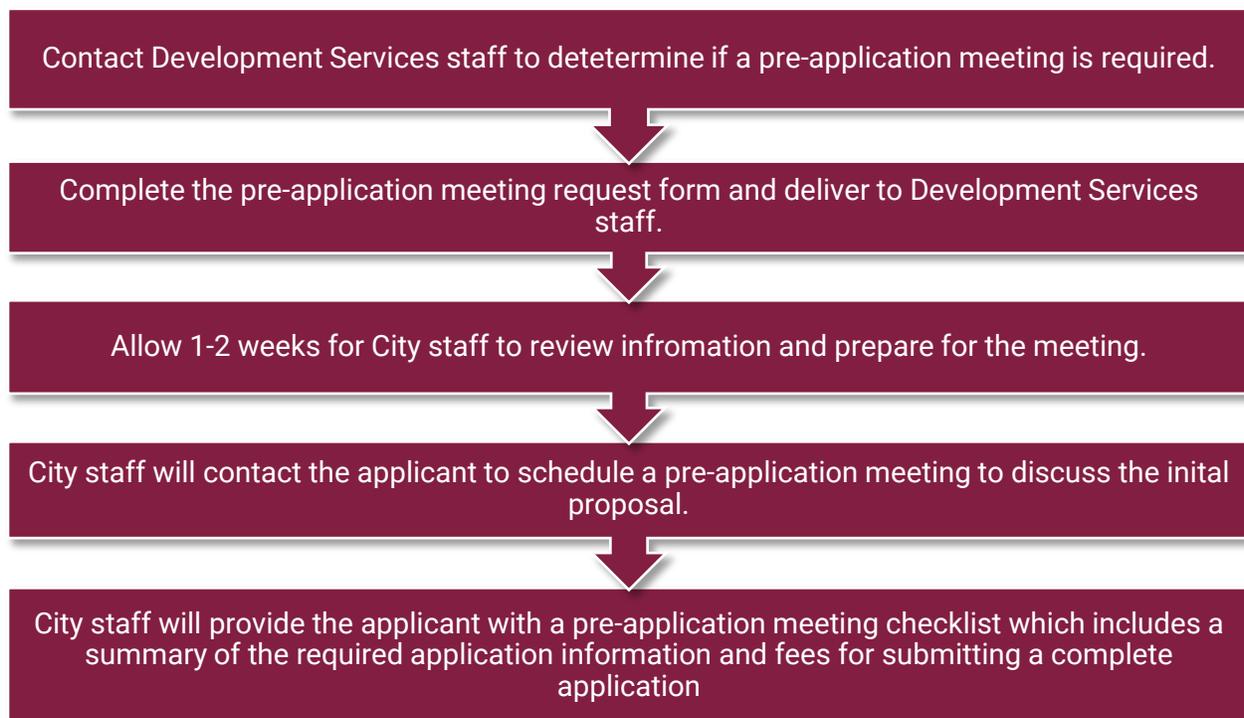
- Advise of relevant land use policies and regulations;
- Advise of site-specific or project-specific planning issues with respect to the proposal;
- Advise the applicant on application costs that are outlined in City's Bylaws; and
- Review the application requirements for your proposal and provide sequencing of the steps for the full application process.

The information provided at the pre-application meeting will vary depending on the scope and complexity of a project, and the information provided to the City by the applicant in the [pre-application meeting request form](#).

**NOTE:** Speaking to a private planning and design consultant can be useful when seeking advice on the type of development you want to undertake and how to maximize the value of the land. The City provides advice on process, applicable planning policy, and application submission requirements whereas a private planning and design consultant can provide advice on drafting development plans that meet the planning policies.



The following flowchart outlines the Pre-Application meeting process:





## PRE-APPLICATION SUBMISSION REQUIREMENTS

You are required to prepare the following items to the City before staff can schedule your pre-application meeting:

- Completed [Pre-Application Meeting Form](#)
- Proposal Description
  - Provide a detailed description of your proposed development and / or land use including details of any proposed Development Variances, Official Community Plan Amendments (or deviations from the Development Permit Area Guidelines listed in the OCP), and Zoning Amendments. Ensure your description includes the long-term vision for your development. The more detail the better.
- Site Plan & Building Elevations
  - Site plan must include lot area dimensions (metric). The drawings and / or plans must include sufficient detail to provide land use context and site limitations.
  - Simple / preliminary building concepts are requested if the proposal is for a form and character Development Permit.
- Any other supporting plans or reports you would like staff to review.

**IMPORTANT:** To avoid unnecessary professional costs, hand-drawn plans may be submitted as long as they are correctly scaled and measured.

