

location of the meeting should be in close proximity to the project site and should be large enough to accommodate the anticipated turnout. Appropriate venues may include community halls, schools or churches, but do not include private homes, show homes, or the applicant's office. For OCP or Zone amending bylaws, the meeting is to occur between first and second reading. An applicant who holds a Development Information Meeting without having reached agreement on the time and place of the meeting with the Planning Department may be required to re-schedule another meeting at their cost, at an agreed upon time and location.

5) The following materials must be made available at the Development Information Meeting:

a) For Single-Family Development:

i) Subdivision Plan acceptable to the Approving Officer, showing:

- Zoning compliance;
- Building envelope(s);
- Proposed variances;
- Road network and parking provision; and
- Park dedication and green spaces.

ii) Architectural drawings and streetscapes, if the application is subject to an Intensive Residential Development Permit.

b) For Multi-Family, Commercial, Industrial, and Institutional Development:

i) Site Plan, showing:

- items listed above in 5) a) i);
- Amenities, including common activity area and open space.

ii) Architectural and landscape plans, as outlined in Schedule D of the Maple Ridge Development Procedures Bylaw No. 5879 – 1999

c) For All Subject Developments:

i) Excerpts of Zoning Bylaw and Official Community Plan materials;

ii) Supporting professional reports ;

iii) Submission information as outlined in Schedules F, G, and J of the *Development Procedures Bylaw No. 5879 – 1999*, if the application is subject to a Watercourse Protection, Natural Features, or Wildfire Development Permit; and

iv) Meeting records:

- Sign-in sheet to record number of attendees*;
- Comment sheets for attendees*; and
- Copies of any emails or correspondence that may have been submitted.

The above listed information must be reviewed by the Planning Department prior to presentation at the Development Information Meeting. Records from the meeting are to be kept by the applicant and forwarded to the City within three days of the meeting.

*Sign-in and comment sheets must include the following disclaimer:

“Please note that all comment and attendance sheets produced as a result of this Development Information Meeting will be provided to the City of Maple Ridge and form part of the public record that is available for viewing by the public upon request.”

- 6) The applicant shall be responsible for all notification of the Development Information Meeting. The applicant must mail or otherwise deliver a Development Information Meeting letter to all property owners and residents within 100 metres of the development site and to the Planning Department at least 10 days in advance of the meeting date. The Planning Department will provide the applicant with a list of mailing labels for all property owners and residents. The letter must contain the following project specific information:
 - a) The application number;
 - b) The development site property address(es);
 - c) A map showing the location of the development site (note: not the location of the meeting);
 - d) The purpose of the application;
 - e) The date, place, start and end times of the Development Information Meeting; and
 - f) An invitation to obtain information from the applicant, including contact information and the Planning Department's contact information.
- 7) A Development Information Meeting advertisement must be published in at least two consecutive issues of a local newspaper, the last publication to appear not less than three and not more than ten days before the meeting. The notice must be a minimum of three columns width, or 9 cm by 12 cm (3.54 in. by 4.72 in.) in size. The advertisement must include the project specific information listed in 6) a) through f).
- 8) A notification decal shall be posted on the development site's development sign(s) a minimum of 10 days prior to the meeting in accordance with the Council Policy 6.21 – *Development Sign Policy*.
- 9) The applicant shall be responsible for the format of the meeting and the keeping of a detailed record of the meeting. Within three days of the Development Information Meeting, a summary report shall be submitted to the Planning Department containing the following:
 - a) completed meeting records including: sign-in sheets, comment sheets; and copies of any emails or correspondence that may have been submitted;
 - b) summary notes or minutes from the meeting;
 - c) analysis of the comment sheets; and
 - d) summary on how the issues and concerns identified from the Development Information Meeting will be addressed in the project.

Purpose:

To establish a minimum standard for the hosting of a Development Information Meeting by an applicant to inform the public of proposed development changes in their neighbourhood and to allow for the identification of issues and concerns early on in the development process.

Definitions:

Applicant: Person or company who makes a development application and is identified as such on the application form, with consent from the development site owner(s).

Development Site: Property or properties under development application.

Development Information Meeting Letter Template:

(Insert date)

(Insert Planning file number)

Development Information Meeting for Proposed Development at *(insert subject site address)*

Dear Neighbour,

You are invited to attend a Development Information Meeting to review and discuss the proposed development at *(insert subject site address)*, Maple Ridge. The intent of this public meeting is to seek input from the area residents on the proposed amendments and address any questions which may arise.

The proposal includes the following components *(include all applicable)*:

- Official Community Plan amendment from *(insert existing land use designation)* to *(insert proposed land use designation)*
- Rezoning from *(insert existing zone)* to *(insert proposed zone)*
- *(Insert number of lots/units)*
- *(Insert size range of lots)*
- *(Insert requested variances)*

Insert Subject Site Map
(same as Development Sign Map)

The meeting will be held on:

DATE: *(insert meeting date)*

TIME: *(insert meeting time)* from __ to __
(minimum 2 hour length)

LOCATION AND ADDRESS:
(insert meeting location name and address)

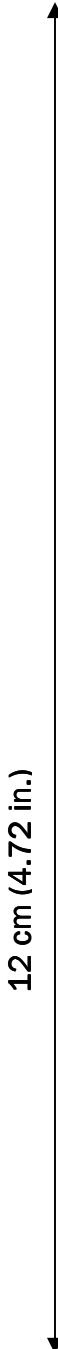
Details regarding the proposed development will be presented at the Development Information Meeting. The proponent and project consultants will be available throughout the Meeting to answer any questions and get your input on the proposal prior to proceeding to Council for further consideration. Please also note that this is **NOT** a Public Hearing notice.

Please join us. Your thoughts are important to us. If you are unable to attend this meeting, or require additional information, please do not hesitate to contact the undersigned at *(insert phone number and email address)* or the City of Maple Ridge Planning Department 604-467-7341.

Sincerely,

(insert applicant/developer name)

Development Information Meeting Newspaper Advertisement Template:



Notice of Development Information Meeting

You are invited to attend a Development Information Meeting where representatives from ***(insert developer name)*** will present details on Official Community Plan Amendment and Rezoning Application ***(insert file number)***.

DATE: *(insert meeting date)*

TIME: *(insert meeting time)*

LOCATION AND ADDRESS:
(insert meeting location name)

Insert Subject Site Map
(same as Development Sign Map)

The purpose of the application is to develop ***(insert development site address)*** into ***(insert type of development and number of lots/units)***. The intent of the meeting is to seek input from the area residents on the proposed amendments and address any questions which may arise.

Please join us. Your thoughts are important to us. If you are unable to attend the meeting and would like information regarding this proposal, please contact ***(insert developer phone number and/or email)*** or the City of Maple Ridge Planning Department, at 604-467-7341.



9 cm (3.54 in.)
minimum 3 column width
not in the “Classifieds” section of the newspaper