THE FOLLOWING DOCUMENT HAS BEEN REPRODUCED FOR CONVENIENCE ONLY and is a consolidation of the following:

1. Maple Ridge Development Approval Procedures Bylaw No. 8081-2025
2. Maple Ridge Development Approval Procedures Amending Bylaw No. 8110-2026

Individual copies of any of the above bylaws can be obtained by contacting the Clerk's Department.

CITY OF MAPLE RIDGE

DEVELOPMENT APPROVAL PROCEDURES BYLAW NO. 8081-2025

A bylaw to establish development approval procedures.

The Council of the City of Maple Ridge hereby enacts as follows:

1. CITATION

This Bylaw may be cited for all purposes as the "Maple Ridge Development Approval Procedures Bylaw No. 8081-2025".

2. DEFINITIONS

In this Bylaw:

Applicant means a person who, with the written consent of the Owner(s), submits an application to the City in accordance with this Bylaw.

Bylaw Amendment means an amendment to the Official Community Plan or Zoning Bylaw made pursuant to an application under this Bylaw.

City means the City of Maple Ridge.

Council means the municipal Council of the City of Maple Ridge.

Corporate Officer means the person appointed as the Corporate Officer in accordance with the *Community Charter*, or the person delegated to act in their capacity.

Director of Planning and Building means the Director of Planning and Building and their lawful deputy, and any person delegated to act in their capacity to carry out the administrative acts or functions under this Bylaw.

Fees and Charges Bylaw means the Maple Ridge Fees and Charges Bylaw, as amended or replaced.

Land Use Inquiry means an application to obtain information relating to land use or redevelopment inquiries, or both.

Minor Development Permit means a Development Permit application that Council has delegated to the Director of Planning and Building.

Minor Development Variance Permit means a Development Variance Permit deemed minor by the delegated official in accordance with the criteria set out in this Bylaw.

Official Community Plan means the Maple Ridge Official Community Plan Bylaw, as amended or replaced.

Off-Street Parking and Loading Bylaw means the Maple Ridge Off-Street Parking and Loading Bylaw, as amended or replaced.

Owner(s) means the registered owner(s) of a Property or "owner" as defined in the *Community Charter.*

Property means real property that is the subject of an application, permit, or other document set out in this Bylaw.

Pre-application Review means a proposal submitted to City Planning staff for initial review, during which staff may identify any requirements, issues, or additional information required to complete the full application review.

Sign Bylaw means the Maple Ridge Sign Bylaw, as amended or replaced.

Urban Infill Residential means a residential use on a lot with two (2) to six (6) dwelling units, as defined in the Zoning Bylaw.

Zoning Bylaw means the Maple Ridge Zoning Bylaw, as amended or replaced.

3. SCOPE

3.1. This Bylaw applies to applications to:

a) amend the Official Community Plan;

b) amend the Zoning Bylaw;

c) enter into a Housing Agreement;

d) issue or amend a Development Permit;

e) issue or amend a Development Variance Permit;

f) issue, amend, or renew a Temporary Use Permit;

g) issue or amend a Heritage Alteration Permit;

h) enter into or amend a Heritage Revitalization Agreement;

i) process a Pre-Application Review;

j) obtain a decision on a strata title conversion for a previously occupied commercial or industrial building;

k) obtain a decision on an Agricultural Land Commission application;

l) obtain a decision to amend or discharge a registered legal agreement; and

m) subdivide land.

4. APPLICATION REQUIREMENTS

4.1. All applications subject to this Bylaw shall comply with all applicable legislation and City bylaws and should take into consideration relevant City policies.

4.2. Applications may only be submitted in writing, by the Owner(s) of the Property or an Applicant.

4.3. Applications shall be complete and submitted in the form prescribed by the Director of Planning and Building. An application will be considered incomplete until the Applicant has provided all information required by the application form, and the application submission checklist and details guide. A complete application includes, but is not limited to:

a) all required application forms;

b) written authorization from the Owner(s), where applicable;

c) supporting documentation and technical studies noted in the application form, guides, and checklists, as amended or replaced;

d) copies of the certificate of title and relevant title charges for each lot comprising the Property, obtained from the Land Title Office no earlier than thirty (30) days prior to the date the complete application is submitted to the City; and

e) payment of the required application fees, as set out in the Fees and Charges Bylaw, as replaced or amended.

4.4. The City may return an incomplete application(s) to the Applicant and refuse to process it.

4.5. The Director of Planning and Building:

a) will prescribe, and may modify the application forms for each category of application under this Bylaw;

b) may prescribe different forms for different categories of applications based on the nature or complexity of the application; and

c) may create, update, and amend the forms for development applications, permits, and other administrative forms associated with the processing and review of the applications under this Bylaw.

4.6. Applications for a Zoning Bylaw amendment shall be accompanied, where applicable, by the following:

a) Development Permit application, if required for the proposed subdivision or development related to the Zoning Bylaw amendment;

b) Development Variance Permit application, where a variance of a bylaw is required or proposed for the subdivision or development related to the Zoning Bylaw amendment;

c) subdivision application, if the Zoning Bylaw amendment involves the creation of one or more additional lots; and

d) Official Community Plan amendment application, if required to enable the proposed development related to the Zoning Bylaw amendment.

4.7. If an Applicant makes a significant change to a Bylaw Amendment application after it has received first reading, including, but not limited to a change in land use, the application shall be deemed closed. If the Applicant wishes to proceed, they shall submit a new application and pay the applicable fees.

5. PRE-APPLICATION REVIEW

5.1. An application for a Pre-Application Review shall be submitted prior to submitting a development application for any of the following:

a) Official Community Plan amendment;

b) Zoning Bylaw amendment;

c) Development Permit;

d) Development Variance Permit;

e) Heritage Alteration Permit or Heritage Revitalization Agreement; or

f) Temporary Use Permit.

5.2. Notwithstanding Section 5.1, the Director of Planning and Building may waive the requirement for a Pre-Application Review if a written request is submitted through a Land Use Inquiry, for the following types of applications:

a) Minor Development Permit;

b) Development Variance Permit; or

c) Subdivisions involving a maximum of three (3) lots that are not complex, including, but not limited to subdivisions with minimal or no environmental considerations.

5.3. The following applications are not required to submit a Pre-Application Review, prior to submitting a development application:

a) Temporary Use Permits, related to temporary filming activities; and

b) Minor Development Permit applications for Urban Infill Residential.

6. DEVELOPMENT APPROVAL INFORMATION

6.1. The requirements of this Section apply to the following applications:

a) Official Community Plan amendments;

b) Zoning Bylaw amendments;

c) Development Permit;

d) Development Variance Permit;

e) Heritage Alteration Permit; and

f) Temporary Use Permit.

6.2. Pursuant to Section 484 of the *Local Government Act*, the Director of Planning and Building may require an Applicant to provide the following in support of their application(s):

a) development information; and

b) technical reports from Qualified Professionals.

6.3. All development information and technical reports shall be:

a) provided by the Applicant at their own expense; and

b) coordinated between all engaged consultants and qualified professionals, ensuring that the submitted information, drawings, and technical reports are consistent and reflect a unified understanding of the proposal across all disciplines.

6.4. The Director of Planning and Building is authorized to refer applications for consideration and comments to:

a) Other City staff or departments;

b) City commissions and committees, including but not limited to the Advisory Design Panel; and

c) external agencies and organizations.

6.5. The Director of Planning and Building may require a peer or third-party review of any submitted materials and technical reports at the Applicant's expense.

6.6. An Applicant may appeal the Director of Planning and Building's decision to require development information or technical reports by submitting a written request to the Corporate Officer for Council's consideration.

7. COUNCIL CONSIDERATION

7.1. Planning and Building department staff will prepare a report for each application brought forward for Council consideration. The report will include:

a) a summary of the relevant details of the application and analysis of the pertinent information;

b) staff recommendations;

c) a copy of the permit, where staff recommend the issuance of a permit;

d) the amount of securities posted by the Applicant, if any, and a rationale for the amount of security required; and

e) any additional relevant information.

7.2. For Bylaw Amendment applications, upon receiving the report described in Section 7.1, Council may:

a) give reading to the bylaw;

b) refer the application back to the Director of Planning and Building with direction; or

c) reject the application.

7.3. For Development Permit, Development Variance Permit, Temporary Use Permit, and Heritage Alteration Permit applications, upon receiving the report described in Section 7.1, Council may:

a) authorize issuance of the permit;

b) authorize issuance of the proposed permit as amended by Council in its resolution; or

c) refuse to authorize the issuance of the permit.

8. CHANGE OF OWNERSHIP

If the ownership of a Property subject to an active application(s) changes, the Director of Planning and Building may require an updated state of title certificate, certificate of incorporation, and written authorization from the new owner(s) prior to proceeding with the application(s).

9. DELEGATION OF AUTHORITY

9.1. Pursuant to Section 154(1) of the *Community Charter*, Council delegates to the Director of Planning and Building the authority to review, consider, issue, amend, or refuse the following permits under Part 14 of the *Local Government Act*:

a) Minor Development Permit;

b) Minor Development Variance Permit;

c) Environmental related Development Permits, including but not limited to Natural Features, Watercourse Protection, and Wildfire Development Permits;

d) Tenant Protection Development Permit;

e) Temporary Use Permit renewal; and

f) Heritage Alteration Permit.

9.2. The delegation described in Section 9.1 includes the authority to require that the Applicant provide security as required under Section 502 of the *Local Government Act.*

9.3. Minor Development Permits

9.3.1. The Director of Planning and Building may issue Minor Development Permits for the following:

a) Urban Infill Residential use for a maximum of six (6) dwelling units;

b) proposed developments that are limited to:

i. façade alterations to existing buildings,

ii. alterations to landscaping;

iii. alterations to an off-street parking area; or

iv. building additions with a gross floor area of less than 250 square metres;

c) construction or replacement of signage conforming to the Maple Ridge Sign Bylaw;

d) minor amendments to an existing Development Permit that do not substantially alter the form and character approved previously; or

e) reissuance of an expired Council-issued Development Permit, provided the request is made no later than six (6) months after the permit's expiration.

9.4. Minor Development Variance Permits

9.4.1. Pursuant to Section 498.1 of the *Local Government Act*, the Director of Planning and Building may issue Minor Development Variance Permits for the following:

a) Zoning Bylaw provisions respecting siting, size and dimensions of buildings and structures, including:

i. parcel coverage;

ii. height (including fences and retaining walls);

iii. floor area (excluding density regulations);

iv. setbacks; and

v. siting exceptions.

b) off-street parking and loading space requirements;

c) regulations for signage and lighting; and

d) screening and landscaping requirements.

9.4.2. A Development Variance Permit will only be considered a Minor Development Variance Permit if the requested variance meets:

a) all of the eligibility criteria in Section 9.4.3, and

b) at least one of the qualifying criteria in Sections 9.4.4 and 9.4.5.

9.4.3. Eligibility Criteria

a) A Development Variance Permit application may be considered as a Minor Development Variance Permit by the Director of Planning and Building if the requested variance meets all of the following eligibility criteria:

i. it does not propose to vary land use or density;

ii. it does not pertain to any regulations relating to watercourse protection and floodproofing;

iii. it is not associated with another development application that shall be considered by Council;

iv. it is consistent with the Official Community Plan;

v. it does not apply to a property for which a heritage revitalization agreement is in effect;

vi. no bylaw or nuisance violations or enforcement are open or active on the property; and

vii. no construction related to the Minor Development Variance Permit application has commenced on the property.

9.4.4. Qualifying Criteria

a) A Development Variance Permit is deemed to be a Minor Development Variance Permit if the requested variance meets one or more of the following criteria:

i. the requested variance is within 20% of the value prescribed in the Zoning Bylaw;

ii. it pertains to the height of retaining walls;

iii. a Development Permit is not required for the development;

iv. a Development Permit has been delegated to the Director of Planning and Building;

v. it is solely for the purposes of road dedication for Urban Infill Residential; or

vi. it corrects errors on a previously approved variance by Council, provided there are no changes to the attached schedules to the original Development Variance Permit.

9.4.5. For Off-Street Parking and Loading Bylaw regulations, a Development Variance Permit is deemed to be a Minor Development Variance Permit if the requested variance is 20% or less of the required value, for applications proposing a minimum of five (5) units, but shall not include the following:

a. accessible off-street parking spaces;

b. visitor parking spaces;

c. areas eligible for payment-in-lieu;

d. single detached residential and Two-Unit (Duplex) Residential use;

e. triplex and fourplex residential use;

f. Accessory Dwelling Units, including but not limited to Secondary Suites Residential or Detached Garden Suites; and

g. dimensions of parking spaces, loading spaces, and movement aisle width.

9.4.6. When considering whether to issue a Minor Development Variance Permit, the Director of Planning and Building will follow the guidelines in the Minor Development Variance Permit Guidelines Assessment Policy No. 6.39 and may impose any necessary conditions.

9.5. The Director of Planning and Building will not issue a Heritage Alteration Permit for any building addition exceeding 100 square metres in floor area or with a construction value greater than $75,000.00.

9.6. The Director of Planning and Building will report to Council on a bi-annual basis, for information purposes, summarizing the details of all permits issued or refused under the delegated authority since the previous report.

9.7. Notwithstanding any delegation under Section 9 of this Bylaw,

a) an Applicant may request that any application that falls under delegated authority be considered by Council rather than the Director of Planning and Building; and

b) the Director of Planning and Building may refer any application to Council for consideration, even if it would otherwise be eligible for delegation.

10. APPLICATION REFUSAL AND RECONSIDERATION BY COUNCIL

10.1. Upon review of a delegated application under Section 9 and in accordance with this Bylaw, the Director of Planning and Building may:

a) approve the application;

b) refuse the application;

c) set requirements and conditions for the approval of an application; or

d) impose standards that supplement a bylaw related to the application.

10.2. If an application is refused in accordance with Section 10.1 (b), the Director of Planning and Building will provide the Applicant with written notice, including the reasons for refusal.

10.3. An Applicant who receives a notice of refusal under Section 10.2 and wishes to have a decision reconsidered by Council may submit a written request to the Corporate Officer within thirty (30) days of the date of the refusal notice. The request shall include:

a) the date and nature of the refusal decision;

b) the reasons for requesting reconsideration and the outcome the Applicant is seeking from Council; and

c) any supporting materials the Applicant considers relevant to a reconsideration by Council.

10.4. Upon receipt of a complete request for reconsideration, the Director of Planning and Building will prepare a report for Council outlining the reasons for the original decision and any other pertinent details.

10.5. The Applicant's request, the Director's report, and any supplementary materials will be presented to Council within sixty (60) days of the request being submitted to the Corporate Officer.

10.6. The Applicant will be given the opportunity to address Council at that meeting where the reconsideration will be considered.

10.7. Upon reconsideration, Council may:

a) confirm the decision to refuse the application;

b) refer the application back to staff or the Applicant for further information;

c) require a peer or third-party review of any submitted materials at the Applicant's expense;

d) confirm or alter the terms, conditions, and security requirements of the application; or

e) approve the application.

10.8. Council's decision on reconsideration of a refused application shall be final.

11. RE-APPLICATION

11.1. Where an application for a Bylaw Amendment or permit under Part 14 of the *Local Government Act* has been refused by Council, the City will not accept a substantially similar application from an Applicant for a period of at least twelve (12) months from the date of refusal. The time limit may be varied in relation to a specific re-application by an affirmative vote of at least 2/3 of Council, in accordance with Section 460 of the *Local Government Act*.

11.2. All applications under Part 14 of the *Local Government Act* may only be reconsidered by Council once. If a reconsidered application is denied, any further development proposals shall be submitted as a new application.

12. INACTIVE APPLICATIONS

12.1. The Director of Planning and Building may close any application listed in Section 3.1 due to inactivity, if requested submissions, including but not limited to information, data, or documents, are not received within six (6) months of the City's request.

12.2. Before closing an application, the Applicant will be provided with written notice of the intended closure at least sixty (60) days in advance. If the requested information is not received by the City, or no written response is provided within the 60 day period, the application will be closed.

13. BYLAW LAPSE AND TIME EXTENSIONS

13.1. A Bylaw Amendment or Heritage Revitalization Agreement that has not received final reading by Council within twelve (12) months after third reading will lapse and the application will be closed.

13.2. Notwithstanding Section 13.1, a time extension may be granted, as follows:

a) **First Extension:** upon written request by the Applicant prior to the expiry of the twelve (12) month period, the Director of Planning and Building may grant an extension of up to twelve (12) months, to allow the Applicant to complete the requirements for final adoption, provided none of the following applies:

i. the Applicant requests changes to the terms and conditions previously set by Council;

ii. a new or amended Council policy affects the terms and conditions;

iii. a change in the ownership of a Property affects agreements or understandings with the previous Owner(s) respecting the terms and conditions;

iv. the property is subject to bylaw enforcement that will not be addressed by the application; and

v. a change in provincial or federal regulation affects the application.

b) **Second Extension:** upon written request by the Applicant prior to the expiry of the first extension, Council may, on a recommendation from the Director of Planning and Building, approve one final extension of up to twelve (12) months.

13.3. The Applicant shall pay the applicable extension fee at the time of the extension request, as set out in the Fees and Charges Bylaw.

13.4. If an extension request is refused the application and any associated applications will be closed. The Applicant will be notified of the file closure and will not be entitled to a refund of any application fees paid in relation to the application(s).

14. FILE CLOSURE PROCEDURES

14.1. Where an application is considered inactive under Section 12.1 or is approaching bylaw lapse under Section 13.1, staff will initiate the following file closure procedures:

a) provide written notice of the impending file closure to the Applicant at least sixty (60) days prior to the file closure;

b) include in the notice a list of outstanding items required to be submitted by the file closure date;

c) if the Applicant does not respond or submit the outstanding items by the file closure date:

i. the application, including any associated development applications for the same proposal, will be closed without reimbursement of any application fees; and

ii. the Applicant will be required to submit a new application and pay the associated application fees should they wish to proceed.

15. TRANSITIONAL PROVISIONS FOR LAPSED APPLICATIONS

15.1. For Zone Amending Applications that received third reading and have lapsed under *Development Procedure Bylaw 5879 – 1999*, as of the date of adoption of this Bylaw:

a) staff will provide written notice to the Applicant outlining all outstanding items to be submitted within ninety (90) days of the date of the notice;

b) if the outstanding items are received by the City within that 90 day period, the Applicant will have up to one (1) year from the date of adoption of this Bylaw to achieve final adoption; and

c) if outstanding items are not received by the City within that 90 day period, the application will be considered inactive and will be closed.

15.2. For Zone Amending Applications that received first reading and have lapsed under *Development Procedure Bylaw 5879 – 1999*, as of the date of adoption of this Bylaw:

a) staff will provide written notice to the Applicant outlining all outstanding items to be submitted within ninety (90) days of the date of the notice;

b) if the outstanding items are received by the City within that 90 day period, the Applicant will have up to one (1) year from the date of adoption of this Bylaw to obtain third reading; and

c) if outstanding items are not received by the City within that 90 day period, the application will be considered inactive and will be closed.

16. SECURITIES

16.1. Financial securities may be required as a condition of final adoption of a Zoning Bylaw Amendment, or the issuance of a Development Permit, Development Variance Permit, Temporary Use Permit, or Heritage Alteration Permit.

16.2. Financial securities will be provided in accordance with the Security Deposit Policy No. 5.07, and Landscape Security Policy No. 6.28, as replaced or amended.

17. PUBLIC NOTIFICATION AND CONSULTATION

17.1. Applications under this Bylaw are subject to public notification and consultation, in accordance with this section and the *Local Government Act*.

17.2. Public Hearings

17.2.1. A public hearing will not be held for Zoning Bylaw Amendment applications for commercial or industrial uses that are consistent with the Official Community Plan, in accordance with the *Local Government Act*.

17.2.2. Where a public hearing is not to be held, the City will provide public notification in accordance with the *Local Government Act,* outlining the decision not to hold a public hearing.

17.3. Public Notice Requirements

17.3.1. For applications requiring public notice, the City will notify, by regular mail or other means, all registered property owners and occupiers of any parcels or portion captured thereof within the following minimum distances, measured from the lot lines of the subject property to which the respective application pertains:

a) 45 metres, for Zoning Bylaw Amendment, Official Community Plan Amendment, and Temporary Use Permit applications; and

b) 30 metres, for Development Variance Permit applications.

17.3.2. Council or the Director of Planning and Building may, at their discretion, extend the radius for public notice.

17.3.3. Notwithstanding Section 17.3.1(b), public notice is not required for delegated Minor Development Variance Permit applications.

17.3.4. The Corporate Officer is authorized to publish notice or provide written notification of Zoning Bylaw Amendment applications in accordance with the *Local Government Act.*

17.4. Development Information Meetings

17.4.1. A Development Information Meeting may be required for Zoning Bylaw Amendments, or as otherwise outlined in the City's Development Information Meetings Policy No. 6.20, and will be conducted in accordance with that policy, as amended or replaced.

17.5. Development Signs

17.5.1. A development sign may be required to be posted on the property subject to an application, at the Applicant's expense, in accordance with the City's Development Sign Policy No. 6.21, as amended or replaced.

17.5.2. Notwithstanding Section 17.5.1, Council or the Director of Planning and Building may, at their discretion, waive the requirement to post a sign if it is determined that doing so would be ineffective due to the remoteness of the location or other extenuating circumstances.

17.6. Notwithstanding any section in this Bylaw, Council may require additional public notification and consultation for any application, in accordance with the *Local Government Act*.

18. SEVERABILITY

If any portion of this bylaw is declared invalid by a court of competent jurisdiction, then the invalid section shall be severed, and the remainder of the bylaw will be deemed valid and remain in effect.

19. REPEAL

The following bylaws and any amendments to those bylaws thereto are hereby repealed in their entirety:

a) Maple Ridge Development Procedures Bylaw No. 5879-1999;

b) Maple Ridge Development Permit Delegation Bylaw No. 6478-2007;

c) Maple Ridge Minor Development Variance Permit Delegation Bylaw No. 7952-2023; and

d) Maple Ridge Public Hearing Bylaw No. 3348-1984

READ a first time the 9th day of December, 2025

READ a second time the 9th day of December, 2025

READ a third time the 9th day of December, 2025

ADOPTED the 16th day of December, 2025

"Original signed by Mayor D. Ruimy"	"Original Signed by C. Mushata, Corporate Officer"
PRESIDING MEMBER	**CORPORATE OFFICER**