Development Permit
Guidelines

The Vancouver Airport Authority (YVRAA) operates its own building or construction permit process including requirements for Development Permits. Development Permits are required for new facilities or alterations on property that is controlled by YVRAA. This includes most of Sea Island other than Burkeville and a few other locations that are either directly federally regulated or under Provincial jurisdiction. This document should be considered a user guide to the Development Permit process. For the complete requirements, see the "Land Development and Construction Bylaw" and the "Development Rules". If there are any conflicts between the By-Law or the Rules and this document the requirements of the By-Law and the Rules apply.

The requirements for a Development permit are waived for the following facilities:

- accessory buildings that are smaller than 100m^2.
- Minor interior renovations within an existing facility except that Development Permits are required for new retail and Food and Beverage facilities/tenants in the terminal building and if there is a significant change in use,
- Minor changes within an existing developed area such as adding fencing, signage, lighting, sidewalks, EV charging, and similar facilities.
- Underground servicing to existing facilities

All other proposed projects including significant renovations to existing buildings (value of renovation over 10% of the value of the facility – not including Maintenance work, energy upgrades, or building code upgrades) a Development Permit will be required. Development permits are always required for the installation of a new fuel tank.

Before applying for a Development Permit, the applicant must have permission to apply for a Development Permit from the necessary department of the Airport Authority (Land Development for Leased Land, Commercial Services for inside the terminal.).

It should be noted that YVRAA Capital Projects that are approved through the internal approval system do not need a Development permit unless they include the construction of a new Building and there was no Project Definition Report (PDR) approved by the board.

Development Permit Application

All Development Permit submissions must be complete, including the appropriate number of copies of the required documents. The Development Permit application form must be filled in and signed by the applicant.

The elements of a Development Permit application include the application form, the list of supporting

<u>Engineering Services Contact Information</u>

Location (courier address):
3011 Aylmer Road
Richmond, BC V7B 1A2

Mailing address:
PO Box 44638
YVR Domestic Terminal RPO
Richmond BC V7B 1W2

E-mail: permits@yvr.ca

documents, and the sufficient copies of the required supporting documents (See Appendix A for the application form, and Appendix B for additional forms required at the time of submission). Incomplete submissions will not be accepted and will be turned away on application.

Application Form

An explanation of some items on the application form:

Applicant

The applicant is required to be the person or company that holds the lease with the Vancouver Airport Authority. In the case of a company, it must be a signing officer of the company. Alternatively, a letter from the company that holds the lease identifying an individual or company as a representative of theirs can be accepted.

Geographic Coordinates

Provide the latitude and longitude of the facility (approximately the centre). These can be looked up by using Google maps or similar tools click on the map and it will generally show the latitude and longitude in the pop-up box.

Area of Construction

This is the area in square meters that will be affected by the construction. For a project that involves a small amount of work over a large area, a "Not Applicable" can be entered here.

Description of proposed facility

The description of the proposed facility should give a concise and complete description of the proposed facility or proposed changes to the facility. It should be noted that this description will be used for publishing the project on the Impact Assessment Act website, if applicable.

Concept Design drawings

Included with the application must be concept design drawings. This should include as a minimum the general layout of the facility accessibility features, indication of where the service entry points will be. It should also include elevation drawings to show what each of the building faces will look like.

For projects outside of the terminal it should include a site plan indicating where the facility is located, what site changes are proposed (landscaping, driveways, parking, etc), site servicing.

These drawings should clearly identify what is existing and what is proposed.

Sample Material board

Development permits that have architectural features will generally be asked to provide a sample material board.

Supporting reports

Any technical reports that would support the development should be submitted with the permit. This may include Traffic studies, Environmental assessments, geotechnical reports, etc.

NAV Canada Approval

Projects that could interfere with the Instrument Landing System (ILS) require NAV Canada Approval. NAV Canada approval process is called NAV Canada Land Use Proposal. Details of the process are detailed on NAV Canada website (www.navcanada.ca) and follow the link under services for Land Use.

Projects near the runway ILS or Glidepath can have a time consuming review process and in some cases where there is concern that the development will affect the navigation systems, mitigating measures may be required. Therefore the Airport Authority recommends that this review process be started at as early a stage as possible.

Existing Building Upgrades

It should be noted that for existing buildings that are being renovated or there is a change in use a Building Code upgrade program will need to be proposed to bring the building to be substantially compliant with the current building code requirements. It is recommended that this report be submitted at Development Permit stage to ensure that the Facility Permit design reflects the program agreed to.

Permit Submission

It is recommended that applicants contact the permits department (permits@yvr.ca) prior to submitting the permit. The applicant may book an appointment with a permit specialist to go over the application package and formally submit the application. To book an appointment call 604-276-6530 or email permits@yvr.ca.

When received the submission will be reviewed for completeness. The applicant will receive a confirmation of application that will include the permit number and expected review timelines.

Review Period

After the Development Permit application is received it is sent to a number of reviewing bodies. This includes both different departments in the airport, outside agencies and consultants that assist our review. At this point the applicant may be contacted directly to obtain more information from one of the reviewing bodies. Any supplemental documentation sent to a reviewer, must be copied to Engineering Services.

It is recommended that at least 6-8 weeks is allowed for review of the Development Permit. In large complex projects more time may be required.

During the review period, it is acceptable to apply for a Facility Permit for the construction if the requirements for that can be met. However, the Facility Permit will not be issued until the Development Permit is issued.

When the review is complete and all the appropriate requirements are met, the Airport Authority will issue a Development Permit. It may have conditions attached to the permit and the permit is only valid if those conditions are followed.

Design Panel Review

Projects that have an architectural design element may be asked to present for a design panel review. This presentation should include addressing design aesthetics, material selection, form and character, fit with

surroundings, facility usage, universal access, site servicing, and sustainable design. The YVR Design Guidelines should be used for reference.

Impact Assessment Act

All projects at YVR must undergo an environmental review and some projects may trigger requirements of the Impact Assessment Act. One of the requirements of this Act is for project information to be posted for public comment on the Public Registry, a federal government website. For these projects the Development Permit application will initiate the process and YVR staff will take the information from the Development Permit and post on this website. This will generally include the project name and a brief description of the project along with in some cases a simple rendering or layout and the project coordinates. YVR will receive any comments submitted and working with the applicant to develop a response (if necessary). This may include imposing conditions on the Development Permit.

Community Consultation

Any project that is considered to have an impact on the community may be required to participate in or host community open houses, information sessions, information publication, stakeholder engagement, feedback surveys or other methods of informing with or consulting with the community. The nature of this will be developed on a project by project basis and must be agreed to by the Airport Authority.

Fees and Deposits

All construction at the airport must pay a Development Permit fee based on the size of the facility.