



FAST TRACKING

Simple Rezoning and Development Permit Applications in the City of Richmond!

Getting through City Hall more quickly!

Did you know that the City of Richmond has a 'Fast Track' option for simple Rezoning and Development Permit Applications?

What is it? As of January 1st, 2004, applicants have the option of taking advantage of the City's new 'Fast Track' option. The main purpose is to get the applicant through the Rezoning and/or Development Permit process in a more quick manner, while maintaining high quality and customer service standards.

Who is eligible? The 'Fast Track' option targets simple Rezoning and Development Permit applications. These generally consist of or relate to single-family residential and small multi-family or commercial projects.

How does this affect other applications? The City of Richmond is committed to processing all land use development applications in an expeditious and efficient manner. Therefore, there is no obligation for an applicant to take advantage of the 'Fast Track' option if the application is not time sensitive.

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Is the 'Fast Track' option appropriate for your development? Here are some criteria:

The following criteria are generally used to determine if staff can 'Fast Track' an application.

1. For simple Rezoning applications:

- a. Compliance with the Official Community Plan and/or Area Plan.
- b. Compliance with the existing Single-Family Lot Size Policy.
- c. Consistent with guidelines stated in the Arterial Road Redevelopment and Lane Establishment Policies.

2. For small Development Permit applications:

- a. The proposed development involves four (4) or less dwelling units or contains a small building area.
- b. The development is consistent with the applicable Development Permit Guidelines outlined in Schedule 1 of Bylaw 9000 or Schedule 2 of Bylaw 7100, the Official Community Plan.
- c. Presentation to the Advisory Design Panel is deemed unnecessary.

Fees

Selecting the 'Fast Track' option would require an additional \$1,324.00 in fees to be paid by the applicant on top of any other existing Development Application fees. This fee covers any overtime costs and staffing required to process the application.

For more information about fees, refer to the website richmond.ca.

What is involved in the 'Fast Track' Process?

The following is a description of the general steps involved in the 'Fast Tracking' of a simple Rezoning or Development Permit application:

- Apply for a Rezoning or Development Permit using the required application form and pay the standard fees.
- Consult with staff contacts listed below to determine if the proposal is eligible for the 'Fast Track' option. After an initial staff review of the application, the applicant is given the 'Fast Track' option if the proposal complies with the City's criteria.
- If the applicant chooses to take advantage of the 'Fast Track' option, an additional \$1,324.00 fee is paid and the applicant submits the necessary confirmation that the development sign has been erected and responds to any other information requested by staff.
- Staff complete their technical analysis and prepare a report for the consideration of Planning Committee or Development Permit Panel.
- The applicant is given a copy of the draft report and asked to confirm in writing that he/she agrees to the Rezoning or Development Permit conditions.
- The staff report is presented to an agreed upon Planning Committee or Development Permit Panel meeting.

Selecting the 'Fast Track' option could save applicants up to 2–3 months of time.

Other 'Fast Tracking' Option

The City of Richmond Building Approvals Department has an alternate method for 'Fast Tracking' the processing of plans for single-family dwellings (see Permits [Bulletin No. PERMITS-01](#)). Contact the Supervisor, Plans & Permits at 604-276-4278 or visit the City of Richmond's website for more information (richmond.ca).

Development Applications has other ways to try to expedite Rezoning and Development Permit applications that are not simple and do not qualify for the 'Fast Track' option. These may include agreed upon schedules and preliminary meetings after an application has been made. For further information on these options, contact the staff listed below.

Staff Contacts

For more information about the 'Fast Track' option, contact Suzanne Smith, Program Coordinator, Development at 604-276-4138.