

# The University of British Columbia

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## Development Handbook



**September 2020**

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# 1.0 Introduction

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## 1.1 Why we need a Handbook

The general rules governing **development** at the UBC Vancouver campus are set out in the **Development & Building Regulations**, which set out the general requirements for permits, set out how the applicable building regulations are applied at UBC's Vancouver campus (for example the **Building Code**) and fees and charges.

This Handbook sets out additional regulations that apply only to **institutional** and **non-institutional** development in **development areas** (which are identified, for convenience, in the **Development Area Maps** attached in Section 11.0). For greater certainty, this Handbook does not apply to **institutional** development on lands outside **development areas**.

To ensure that development is considerate of its setting and its neighbours, UBC has developed, and the Minister of Community, Sport and Cultural Development has adopted, the **Land Use Plan**, which establishes policies for land **use** and **development**, including in relation to **non-institutional development**.

UBC further defines the **Land Use Plan's** vision for this community through **neighbourhood plans**, and **Land Use Rules** such as this Handbook, the **Development & Building Regulations** and the Residential Environmental Assessment Program (REAP).

This Handbook establishes regulations in accordance with **Policy #92 (Land Use and Permitting)**, the **Land Use Plan** and the approved **neighbourhood plans**. In doing so, it balances public objectives and development interests, and promotes timely decisions that are made with appropriate consultation.

## 1.2 How the Handbook works

This Handbook describes the development approval process in the **development areas**. For a complete understanding of how the Handbook works, several parts need to be considered.

There is a glossary of defined terms in Section 3.0. Except for headings, words in **bold** type are defined in the glossary.

The **Development Area Maps** identify the neighbourhood areas where approved **neighbourhood plans** provide for specific **development**. The text of this Handbook lists the **uses** that are allowed in each **development area**. The text provides regulations (height, **FSR**, etc.) that apply in these areas. The following steps may assist the user:

**Step 1:** Locate the **site** in question on the **Development Area Map**. This map shows the **development areas**. Each **site** in each **development area** has a designation such as 'TN1' (for area #1 in the Chancellor Place Neighbourhood) or 'MC3' (for area #3 in the Mid Campus Neighbourhood (also known as Hawthorn Place)).

**Step 2:** Check the Table of Contents and find the **development area** that you are interested in.

Each **development area** is listed in Section 11.0. For each of these **development areas**, you will find a list of **permitted** and **discretionary uses**, **development** regulations, and

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other regulations.

**Step 3:** Review the Table of Contents to see if there are any general regulations that apply to the situation or use in question. For example, Section 7.0 has general regulations for **accessory developments**, parking, projections into yards, etc. Section 8.0 includes additional regulations for certain **uses** such as a **home business, bed and breakfast**, and **signs**.

**Step 4:** Review the site specific development controls attached to the applicable **UBC Lease**. Note, site specific development controls are within the discretion of UBC to negotiate and are in addition to any requirements set out in this Handbook.

**Step 5:** Discuss your situation with Campus and Community Planning.

### 1.3 If you need help

Campus and Community Planning staff will assist with applications and explain policies, rules and procedures. Staff can be contacted as follows:

**Phone:** Manager of Development Services (604) 822-1586, or  
Director of Planning, Development Services (604) 822-6991

**Mail:** Campus & Community Planning  
2210 West Mall, Vancouver, BC V6T 1Z4

**In person:** 8:30 AM – 4:30 PM at 2210 West Mall, UBC

### 1.4 Keeping it up to date

The Handbook will be updated from time to time as the University community grows and additional **neighbourhood plans** are approved.

The up-to-date Handbook is available for viewing and downloading from the Internet. Go to [www.planning.ubc.ca](http://www.planning.ubc.ca)

### 1.5 Severability

This Handbook is consistent with the **Land Use Plan**. If a particular section of this Handbook is found to be inconsistent with the **Land Use Plan**, or otherwise held to be invalid by a Court of competent jurisdiction, then the inconsistent or invalid section is deemed to be severed and the remainder of this Handbook is deemed to have been adopted without the severed section.

## 2.0 Who Does What

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### 2.1 UBC Board of Governors

UBC is established by the *University Act* (British Columbia). This legislation establishes a Board of Governors that is responsible for the management, administration, and control of UBC's property.

Under the *University Act*, the Board of Governors comprises the Chancellor, the President, eleven people appointed by the Provincial Cabinet, three faculty elected from among themselves, three students elected from among themselves, and two non-faculty staff elected from among themselves.

The Board of Governors adopts **neighbourhood plans** and **Land Use Rules** consistent with the **Land Use Plan**.

The Board of Governors appoints the members of the Development Permit Board, and approves the UBC Development Permit Board Terms of Reference, which establish the operating procedures for the Development Permit Board. These are available from Campus and Community Planning or their website at: [www.planning.ubc.ca](http://www.planning.ubc.ca)

### 2.2 Land Use Committee

Pursuant to **Policy #92 (Land Use and Permitting)**, implementation, enforcement and administration of the Handbook is the responsibility of the **Land Use Committee**. The **Land Use Committee** has delegated responsibility for the implementation, enforcement and administration of the Handbook to Campus and Community Planning. The Board of Governors is the approval authority for all major **institutional development** on the academic lands of UBC's Vancouver campus. The **Land Use Committee** periodically recommends amendments of the Handbook to the Board of Governors to ensure the Handbook works effectively and efficiently and reflects UBC's other policies, rules, and regulations.

### 2.3 Development Permit Board

A key component of the development permit process is the review of an applicant's development permit application by the Development Permit Board.

Authority to consider and make decisions regarding development permits for **development** in the **development areas** of UBC's Vancouver campus has been delegated to the Development Permit Board by the Board of Governors, as set out in UBC Development Permit Board Terms of Reference.

### 2.4 Campus and Community Planning

Campus and Community Planning is a department of UBC, whose responsibilities include long- range planning, land use regulations, campus and landscape design, licensing and permits, managing programs that cover sustainability initiatives to transportation and community-building activities.

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## 2.5 Director of Planning, Development Services

The **Director** is responsible for overall administration of the development review and permitting process. In doing so, the **Director** considers input from the Advisory Urban Design Panel, Campus and Community Planning, UBC Properties Trust, the University community, the project proponent, neighbouring residents and the public at large.

## 2.6 Advisory Urban Design Panel

The Board of Governors appoints the members of the Advisory Urban Design Panel and approves the Panel's Terms of Reference. The Terms of Reference are available from Campus and Community Planning. The role of the Panel is to give impartial advice to the **Director** and Development Permit Board on the design, form, and character implications of proposed **development**. The advice provided by the Panel is not binding upon the **Director** or the Development Permit Board.

The Panel's volunteer membership includes three professional architects, one member of the UBC faculty, one member of UBC's staff, one professional landscape architect, and one representative of the development industry.

## 2.7 Director, Planning and Design (University Architect)

The Director, Planning and Design (University Architect) focuses on the professional stewardship of urban design, built form, and the landscape in support of community planning and advises the **Director** in these areas.

The Director, Planning and Design (University Architect) provides advice to the Advisory Urban Design Panel.

## 2.8 The Public

As set out in Section 4.7 of this Handbook, Campus and Community Planning provides opportunities for members of the public to make submissions and express their views.

## 2.9 Applicants for Development Permits

Applicants are required to follow the procedures outlined in this Handbook for obtaining and conforming to development, building, and occupancy permits. Please refer to the **Development & Building Regulations** for additional requirements and information regarding other permits that may be required (such as Streets and Landscape Permits, Excavation and Backfill Permits, Trade Permits and Hydrant Permits).

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## 2.10 UBC Properties Trust

UBC Properties Trust is a wholly-owned subsidiary of UBC, which operates for the benefit of UBC and the UBC Foundation. UBC Properties Trust's mission is to assist UBC, through optimization of land assets, to achieve the academic and community goals of its Place and Promise mandate. UBC Properties' mandate includes: developing, servicing and leasing residential land at UBC to create community and build endowment; constructing and managing rental properties to provide residential, retail and office space to support workforce housing and other academic objectives; advising UBC on matters related to land use and development; providing project management services to construct institutional buildings for UBC; and providing asset management services to UBC.

## 3.0 How to Interpret This Handbook

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### 3.1 General Interpretation

This section defines key words, phrases, and terms that appear throughout this Handbook in **bold** print.

If a term is not defined herein but is defined in the **Building Code**, the definition in the **Building Code** applies. Terms not defined in the Handbook or in the **Building Code** will be given their usual and customary meaning.

Subject to Sections 7.1 and 8.1 of this Handbook, if any provision of this Handbook is found to be in conflict with:

- the **Land Use Plan**, the **Land Use Plan** prevails;
- **the** Development & Building Regulations, **the** Development & Building Regulations prevail;
- a particular **neighbourhood plan**, with respect to the specific requirements applicable to the **development area** governed by such **neighbourhood plan**, the provisions of the **neighbourhood plan** prevail; and
- Any site specific development controls contained in a **UBC Lease**, those provisions of the **UBC Lease** prevail with respect to the development that is the subject of that **UBC Lease**.

Where reference is made to other legislation, policy, plans, or documents, this Handbook refers to them as they may be amended from time to time.

Words used in the present tense include the other tenses and derivative forms; words used in the singular include the plural and vice versa; and the word 'person' includes a corporation, firm, partnership, trust, and other similar entities as well as an individual. Words have the same meaning whether they are capitalized or not.

The word 'must' indicates mandatory requirements.

Where two or more conditions, provisions, or events are connected by a conjunction,

- a) 'And' means that all the connected items apply in combination;
- b) 'or' means that the connected items may apply singly or in combination; except where used in combination with the word 'either', (i.e. 'either-or') which means that the connected items apply singly but not in combination.

### 3.2 Development Area Maps

The **Land Use Plan** identifies certain lands at UBC's Vancouver campus as **development areas**. For convenience, maps of the boundaries of the **development areas** are shown on the **Development Area Maps** attached to this Handbook as Section 11.0.

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### 3.3 A-Z: What the Terms Mean

The words, terms, and phrases defined in this section have the meanings assigned to them wherever they occur in this Handbook.

Where there is uncertainty or a dispute about the meaning or interpretation of any of the defined terms set out below, the **Director** will make a determination of the matter.

Those **uses** that are followed by an asterisk (\*) are affected by the specific-use regulations set out in Section 8.0 and the relevant part should be reviewed.

#### a

**abut** or **abutting**: immediately contiguous to, or physically touching, and when used with respect to **lots** or **sites** means to share any part of a common property line.

**access**: an **access** and/or egress for **vehicles** to a **site**.

**accessory**: see **use, accessory**.

**accessory structure**: any **building** or **structure** not attached to a **principal building**, normally **ancillary**, incidental, subordinate to the **principal building** or **use**. Typical accessory **structures** include flagpoles, swimming pools, satellite dishes, **garages**, and garden sheds. When a **structure** is attached to the **principal building** by a roof, a floor or foundation above or below **finished grade**, it is part of the **principal building**.

**accredited design professional**: is a member in good standing of a recognized professional organization, that is licensed and qualified to practice in that area of expertise in British Columbia, and includes architects, landscape architects, engineers, geophysicists, and planners.

**adjacent**: land that **abuts** a **site** and land that would **abut** if not for a **road**, lane, **walkway**, utility **lot**, pipeline **right of way**, power line, or similar feature.

**advertisement**: any word, letter, model, picture, symbol, device, or representation, whether illuminated or not, in the nature of and employed wholly or in part for the purpose of an **advertisement** or announcement.

**alter** or **alteration**: any change to a **building** that results in an increase or decrease in the area or the volume of the **building**; any change in the area frontage, depth, or width of a **lot** that affects the required yard, landscaped open space, or parking requirements of this Handbook; and any change to the **principal use** of the **site** or **building** with a **use** defined as being distinct from the discontinued **use**.

**ancillary**: subordinate or assisting and in the case of a **building**, would include essential structural components necessary to the **building** function such as mechanical penthouses, elevator housing, mechanical rooms, communication **structures**, or chimneys.

**apartment housing**: any physical arrangement of two or more attached **dwellings**, to be occupied by separate **households**, which does not conform to the definition of any other residential **use**.

**applicant**: is the person applying for and obtaining a permit under the Development Handbook and/or the **Development and Building Regulations**.

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## b

**balcony**: a platform attached to and projecting from the face of a **building** with or without a supporting **structure** above the **first storey**, normally surrounded by a balustrade or railing and used as an unenclosed open outdoor **porch** or sun **deck** with **access** only from within the **building**.

**base plane**: a hypothetical surface determined by joining the **building grades** at all corners of the **site**. In lieu of **building grades**, existing grades must be used. **Base plane** must be used to establish gross **building area**, and **building height**.

**basement**: a **storey** or **storeys** of a **building** located below the **first storey**. A **basement** is not considered a **storey** for calculation of height.

**bay window**: a window that protrudes from the wall to which it is attached and may be structurally supported other than by a foundation wall.

**bed and breakfast\***: the **accessory use** of a **principal dwelling unit** in which short term overnight accommodation and limited meals are provided to overnight guests. See also Section 8.2.

**boarder**: a non-family member who is a lodger, roomer, or person who pays for and takes regular lodging, with or without meals within the **household**.

**boarding or lodging house**: a **building** in which the lessee or owner lives and supplies **sleeping room** accommodation, for remuneration, for not more than ten residents. It may or may not include meal service. It does not include hotels, motels, temporary shelter services, congregate housing, or **bed and breakfasts**.

**building**: any **structure**, including a usually roofed and walled **structure** and any affixed mechanical devices, built for temporary or permanent use, and that is used or intended for supporting or sheltering any **use** or occupancy.

**Building Code**: the version of the *British Columbia Building Code* currently in force, established by regulation under Part 21 of the *Local Government Act* (British Columbia), as the same may be amended from time to time, and any other relevant plumbing, electrical, fire, or other codes with which construction undertaken in British Columbia must comply.

**building, non-conforming**: a **building** or **structure** that was lawfully constructed or was lawfully under construction at the date this Handbook or subsequent revision thereof became effective and does not, or when constructed will not, comply with this Handbook.

**building, principal**: the main or primary **building** on a **site**.

**building area**: the sum of all horizontal areas of each **storey** within the exterior stud face of all exterior and **basement** walls including any potential floor area within an atrium space above which there would be 3.7 m or more of vertical clearance and which might be used for additional living space, but excluding:

- open residential **balconies**, **decks**, **patios**, **porches**, and roof gardens;
- areas used exclusively for parking of **vehicles** and bicycles within the standards set out in this Handbook;
- areas used exclusively for loading, and for electrical and mechanical equipment;
- habitable areas with ceilings less than 1.2 m above finished grade;

- amenity areas such as day care, recreation, and meeting rooms to a maximum of 10% of the total gross floor area;
- up to 3.7 m<sup>2</sup> of in-suite storage space per **dwelling**;
- areas of undeveloped floors above the highest **storey** to which there is only hatch **access**; and
- any areas that are identified in the applicable **neighborhood plan** as to be excluded from the calculation of the building area.

**building envelope:** the potential volume within the lines prescribed by the required yards (the **yard, front, yard, side, yard, and rear, combined**) and the maximum **height**.

**business:** an establishment for carrying on a commercial or industrial undertaking of any kind or nature, or the providing of professional, personal, or other service for gain or profit. This includes a **home business**.

## C

**care centre:** an establishment to provide care, educational services, and supervision for children or adults during the day or evening, and may include limited overnight accommodation to accommodate shift workers. This **use** includes drop-in centres and group day **care centres** for up to 8 children; the provision of care, before and after school hours and during school holidays for up to 10 children; and pre-schools for up to 15 children.

**Chief Building Official:** the Chief Building Official within Campus and Community Planning, Permits & Inspections, being the authority having jurisdiction with respect to the **Building Code** and related regulations.

**congregate housing:** housing for semi-independent persons in multiple unit form where living and sleeping facilities, meal preparation, laundry services, and room cleaning is provided. Such facilities may also provide other services such as transportation for routine medical appointments and counseling. This does not include **group homes** where the occupants are living as a single housekeeping unit.

**Coordinating code consultant:** an architect registered under the *Architects Act* (British Columbia) as a member of the Architectural Institute of British Columbia or an engineer registered under the *Engineers and Geoscientists Act* (British Columbia) as an engineer, engaged by Campus and Community Planning to provide building permit review and field review, and to provide advice to the **Chief Building Official** in issuing Building Permits and Occupancy Permits.

## d

**deck:** a **structure** with the top of the floor more than 0.6 m above grade without a roof or walls, except for railings, for use as an outdoor amenity area.

**development:** each of the following: an excavation or stockpile and the creation of either; a **building** or an addition to or replacement or repair of a **building** and the construction or placing of any of them in, on, over, or under land; a change of **use** of land or a **building** or an act done in relation to land or a **building** that results in or is likely to result in a change in the **use** of the land or **building**; or a change in the intensity of **use** of land or a **building** or an act done in relation to land

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or a **building** that results in or is likely to result in a change in the intensity of **use** of the land or **building**.

**development area**: an area of UBC's Vancouver campus that is (a) designated as a Neighbourhood Housing Area or Special Plan Area in Schedule C of the **Land Use Plan** and (b) the subject of a **neighbourhood plan**. The **development areas** are set out (for convenience) in Section 11.0 of this Handbook.

**Development Area Maps**: the map attached to this Handbook at Section 11.0.

**Development & Building Regulations**: the Development & Building Regulations adopted by the Board of Governors pursuant to **Policy #92 (Land Use and Permitting)** to provide a municipal-like regulatory structure for the development of **institutional** and **non- institutional development areas** at UBC's Vancouver campus.

**Director**: the Director of Planning, Development Services within Campus and Community Planning (as such title may be amended from time to time), or a delegate, who is responsible for overall administration of the development review and permitting process at UBC's Vancouver campus.

**dwelling**: accommodation providing sleeping, washrooms, and a **kitchen** intended for domestic **use**, and used or intended to be used permanently or semi-permanently for a **household**. A **dwelling** does not include more than one room, which, due to its design, plumbing, equipment, and furnishings, may be used as a **kitchen**. This **use** does not include a motorhome or a room in a hotel or a motel.

**dwelling unit, principal**: either a **dwelling** for which a development permit was issued prior to any other **dwelling** on a **site** or a **dwelling** that has a larger gross floor area than another **dwelling** in the same **lot**. A **principal dwelling unit** may contain a **secondary dwelling**.

**dwelling, secondary**: a self-contained, **accessory dwelling** located within the same **lot** as a **principal dwelling unit** or in an **accessory building**. A **secondary dwelling** has its own separate cooking, sleeping and bathing facilities. It has direct **access** to outside without passing through any part of the **principal dwelling unit**. A **secondary dwelling** is not included for purposes of counting the density in units/ha.

e

f

**fence**: a **structure** used as an enclosure or for screening purposes about all or part of a **lot** or a swimming pool.

**FSR** or **Floor Space Ratio**: the numerical value derived when the **building area** is divided by the **site area**.

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## g

**garage:** an **accessory structure**, or part of a **principal building**, designed and used primarily for the storage of **vehicles**, and includes a carport.

**grade, building:** the average approved level of **finished grade** at the edge of the **building**, except that localized depressions such as for **vehicle** or pedestrian entrances need not be considered in the determination of average levels of **finished grade**.

**grade, existing:** the elevation of existing undisturbed ground at any point on the **site**. Where required by the **Director**, the **existing grade** must be certified by a BC Land Surveyor.

**grade, finished:** as applied to determining the **height** of a **building**, the lowest of the average levels of **finished grade** adjoining each exterior wall of a **building**, except that localized depressions such as for **vehicle** or pedestrian entrances are not considered in the determination of average levels of finished ground.

**green building assessment:** for new development, an evaluation to indicate the level of performance against UBC's 'green buildings' rating system as established under the current version of the Residential Environmental Assessment Program (REAP) then in force.

**ground-oriented housing:** housing that provides a private principal entry to each unit from the outside, either at grade or by means of stairs within one floor of grade. **Ground-oriented housing** includes single family **dwellings**, duplexes, **townhouses**, **stacked townhouses**, ground floor apartments which have **access** either from outside or from a corridor and where private ground level open space is provided in association with each unit, and other innovative forms of housing which provide suitable family housing. **Patio/decks** fully surrounded by water features with no pedestrian **access** to the surrounding **site**, do not qualify for this purpose.

**group home, major:** a care facility to provide room and board for more than 6 residents with physical, mental, social, or behavioral problems that require professional care, guidance and supervision, where the occupants live together as a single housekeeping group and use a common **kitchen**. This **use** does not include boarding and **lodging houses**, congregate care, or temporary shelter services.

**group home, minor:** the **use** of one **dwelling** as a care facility to provide room and board for not more than 6 residents with physical, mental, social, or behavioral problems that require professional care, guidance and supervision. A **minor group home** may include, to a maximum of 6, any combination of staff, residents requiring care, and residents not requiring care. The occupants live together as a single housekeeping group and use a common **kitchen**. This **use** does not include boarding and **lodging houses**, congregate care, or temporary shelter services.

## h

**height:** the maximum vertical distance between the **base plane** and the highest point of the **building** with a non-sloping roof or a roof that slopes less than 20 degrees. On a roof sloping more than 20 degrees, **height** is measured to the mid-point between the eave line and ridge of a sloping roof provided that the ridge must not be more than 2.0 m above the maximum **building height** and must not exceed the **height** specified by the **Land Use Plan** or the **building height** envelopes that may be established in **neighbourhood plans**. Elevator penthouses and similar unoccupied service

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appurtenances located well back from the **building** perimeter are excluded from the calculation of **building height** at the discretion of the Development Permit Board. Architectural appurtenances intended to enhance the overall functionality and/or appearance of the **building** that add no floor area than otherwise permitted can be excluded from the calculation of **building height** at the discretion of the Development Permit Board. Where **height** is measured in **storeys**, the **basement** is not a **storey** for purposes of calculating **height**.

**home business\***: the **accessory use** of a **principal dwelling unit** by at least one permanent resident of the **dwelling** to conduct a **business** activity or occupation. It does not include **bed and breakfasts** or **boarding or lodging houses**.

**household**:

- a) a person, or two or more persons related by blood, marriage, or adoption;
- b) a group of not more than 5 persons, including boarders, who are not related by blood, marriage, or adoption; or
- c) a combination of a) and b) if the combined total does not include more than 3 persons unrelated by blood, marriage, or adoption,

where such persons all live together in one **dwelling** as a single **household** using a common **kitchen**. In addition, a **household** may also include one resident housekeeper or nanny.

**i**

**institutional**: see **use, institutional**.

**j**

**k**

**kitchen**: facilities for the preparation or cooking of food, and includes any room containing counters, cabinets, plumbing, or wiring which taken together, may be intended or used for the preparation or cooking of food.

**l**

**Land Use Committee**: the body established by the Board of Governors pursuant to **Policy #92 (Land Use and Permitting)**.

**Land Use Plan**: is the official land use instrument governing development and land use on UBC's Vancouver campus, adopted by the Minister of Community, Sport and Cultural Development pursuant to Part 10 of the *Municipalities Enabling and Validating Act (No. 3)*, [SBC 2004] Ch. 44, as may be amended from time to time by the Minister.

**Land Use Rules**: the rules adopted by the Board of Governors pursuant to **Policy #92 (Land Use and Permitting)**.

**landscape**: the preservation or modification of the natural features of a **site** through the placement or addition of any or a combination of soft **landscape** elements (trees, shrubs, plants, lawns, ornamental plantings, etc.), decorative hard surfacing elements (bricks, pavers, shale, crushed rock,

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etc., but excluding monolithic concrete and asphalt in the form of driveways, **patios**, **walkways**, and paths), and architectural elements (decorative fencing, walls, sculpture, etc.).

**loading space**: an on-site **parking space** reserved for temporary parking for the purpose of loading or unloading goods and materials.

**lot**: a parcel of land located within a **development area**, and shown on a plan registered in the Land Title Office.

**lot, corner**: a **lot** situated at the intersection of two or more **roads**, or a **lot** that has two adjoining **lot lines abutting a road** that substantially changes direction at any point where it **abuts** the **lot** or **site**.

**lot area**: the total horizontal area within the **lot lines** of a **lot**.

**lot line**: the property line or legally defined boundary of any **lot**.

**lot line, front**: in the case of an interior **lot**, a **lot line** separating the **lot** from the **road**; or in the case of a corner **lot**, a line separating the narrowest **road** frontage of the **lot** from the **road** not including a corner rounding or corner cut; or in the case of a double fronting **lot**, the **front lot line** will be determined by the Development Permit Board or **Director** based on the location of permitted **access** and the orientation of other **development** in the block.

**lot line, rear**: either the **lot line** opposite to, and most distant from, the **front lot line**, or, where there is no such property line, the point of intersection of any property lines other than a **front lot line** which is furthest from and opposite the **front lot line**.

**lot line, side**: any **lot line** that is not a **front** or **rear lot line**.

**lot width**: the width of a **lot** where it **abuts** the **road**, except in the case of an irregularly shaped **lot**, the Development Permit Board or **Director** will determine the **lot width** having regard to the **access**, shape and buildable area of the **lot**, and the **lot width** and location of **buildings** on **abutting lots**.

**m**

**n**

**n/a**: not applicable.

**neighbourhood plan**: a land use and development plan for a **development area**, approved by the Board of Governors.

**non-institutional**: see **use, non-institutional**.

**non-resident on-site employee**: any person employed by the resident operator of a **home business** who normally works on the **site** of the **home business** more than a total of 4 hours in a consecutive 7-day period as part of their employment. Employees who work off-site or occasionally attend the **site** for less than this period of time in any 7-day period must not be considered a **non-resident on-site employee**.

**nuisance**: anything that is obnoxious, offensive or interferes with the **use** or enjoyment of property, endangers personal health or safety, or is offensive to the senses. This could include that which

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creates or is likely to create a **nuisance** through emission of noise, smoke, dust, odour, heat, light, fumes, fire or explosive hazard; results in the unsightly or unsafe storage of goods, salvage, junk, waste or other materials; poses a hazard to health and safety; or adversely affects the amenities of the neighbourhood or interferes with the rights of neighbours to the normal enjoyment of any land or **building**.

**o**

**p**

**parking, non-accessory**: vehicular parking not primarily intended for the use of residents, employees, or clients of a particular **lot**.

**parking space**: an off-**road** space of sufficient size and dimensions to park one **vehicle** in conformity with Section 7.0 of this Handbook. **Parking space** does not include driveways, aisles, ramps, or obstructions.

**party wall**: a wall jointly owned and jointly used by two parties under an easement agreement or by right in law, and erected at or upon the **lot line** separating two **lots**.

**patio**: any solid **structure** at **finished grade** meant for support of people or materials out of doors and less than 0.6 m in **height**.

**personal service shops**: a **building** or part of a **building** used for the provision of personal services to an individual that are related to the care and appearance of the body, or the cleaning and repair of personal effects. This includes but is not limited to barbershops, hairdressers, beauty salons, tailors, dressmakers, shoe repair shops, and dry cleaners and laundromats.

**Policy #92 (Land Use and Permitting)**: refers to Policy #92 approved by the Board of Governors pursuant to the *University Act* (British Columbia), and its associated procedures.

**porch**: an open **structure**, which may be roofed, projecting from the exterior wall of a **building** with walls that are open or screened to facilitate use as an outdoor living area.

**projects, major**: with a construction value of \$2.5 million or more or as otherwise determined by the Board of Governors.

**projects, minor**: with a construction value of less than \$2.5 million or as otherwise determined by the Board of Governors.

**q**

**r**

**restaurant**: a **building** or part of a **building** for the sale of prepared foods and beverages to the public, for consumption within the premises or off the **site**. This **use** typically has a varied menu, with a fully equipped **kitchen** and preparation area, and a customer seating area.

**retail stores, convenience**: a **building** or part of a **building** used for the retail sale of those goods required by area residents or employees on a day-to-day basis. An individual **business** premises must not exceed 350 m<sup>2</sup> in gross floor area, unless a variance is approved by the

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Development Permit Board. Typical **uses** include but are not limited to small food stores, drug stores, and variety stores selling confectionery, tobacco, groceries, beverages, pharmaceutical and personal care items, hardware, printed matter or the rental of videos.

**road**: land shown as **road** on a plan that has been filed in the Land Title Office or otherwise used by the public as a travelled **road**.

**road, flanking**: a **road** that **abuts** a **side lot line**.

## S

**semi-detached housing**: a **building** consisting of two **principal dwelling units**.

**setback**: the distance that a **building** or **development** must be set back from a property line or any other feature specified by this Handbook. A **setback** is not a **yard**.

**sign\***: any visual medium, including its **structure** and other component parts, or banner, illuminated or non-illuminated, which is visible from any **road**, **abutting** an **adjacent lot** or any lettering, words, pictures or symbols which identify, describe, illustrate, advertise or draw attention to a person, product, place, activity, **business**, service, or institution. Without limiting the generality of the foregoing, **signs** include banners, letters, illustrations, figures, neon tubing, placards, painted messages, but not flags, interior window displays of merchandise, or **signs** painted on or attached to a motor **vehicle** unless the **vehicle** is parked on a regular basis to act as a **sign**.

**sign, fascia**: a flat wall **sign** that does not project more than 25 cm from the surface of a **building**. This includes a painted wall **sign**.

**sign, real estate**: temporary, free-standing or **fascia sign** indicating that the property on which it is located is for sale, lease, or rent along with the name of the agent, contact, or lessee offering the property.

**sign area**: the total area within the outer edge of the frame or border of a **sign** available for a message. Where a **sign** has no frame, border, or background, the area of the **sign** must be the area contained within the shortest line surrounding the whole group of letters, figures, or other things comprising the **sign**. The area of individual letter **signs** must be calculated on the basis of the smallest squares or rectangles that will enclose the individual letters or figures of the **sign**.

**single detached dwelling**: a **building** containing only one **principal dwelling unit**, which is separate from any other **building**.

**site**: an area of land consisting of a **lot** or two or more **abutting lots**.

**site area**: the horizontal area within the **lot lines** of the **site**, including all easements and tree preservation areas, etc. within the **lot lines**.

**site coverage**: the percentage of the **site area** that may be built upon including **accessory structures** excluding steps, eaves, cornices, cantilevered **balconies**, and similar projections permitted by this Handbook, breezeways, open courtyards, **decks**, terraces or **patios**, driveways, aisles, and parking stalls unless they are part of a parking **structure** which extends more than 1.0 m above **finished grade**.

**sleeping room**: a habitable room, or a group of two or more habitable rooms, not equipped with self-contained cooking facilities, providing accommodation for guests. In a **bed and breakfast**, a

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**sleeping room** must not be designed to accommodate more than two adults.

**specialty food services**: a premises where limited types of prepared foods and beverages are offered for sale to the public, for consumption within the premises or off the **site**. This **use** typically relies primarily on walk-in clientele, and includes coffee, donut, bagel or sandwich shops, ice cream parlours, and dessert shops.

**storey**: that portion of a **building** which is situated between the top of any floor and the top of the next floor above it, and if there is no floor above it, that portion between the top of such floor and the ceiling above it. However, a **basement** is not a **storey** for purposes of calculating **height**.

**storey, first**: the lowest **storey** with its floor level not more than 2.0 m above **building grade**. If the ceiling of a **storey** is less than 2.0 m above **building grade**, it is a **basement**.

**storey, half**: the top **storey** under a gable, hip, or gambrel roof, the habitable space of which is no greater than 50 percent of the habitable space of the floor directly below.

**structural alteration**: any change or addition to the supporting members of a **structure**, including the foundations, bearing walls, rafters, columns, beams, and girders.

**structure**: a construction of any kind whether fixed to or supported by or sunk into land or water including permanent, semi-permanent or temporary **buildings**, **fences**, towers, flag poles, swimming pools, docks, **signs** and tanks, and excluding areas of hard surfacing.

**subdivision**: the division of land by an instrument; including a strata plan, the consolidation of, or boundary change to, two or more adjoining parcels; and **subdivide** has a corresponding meaning.

## t

**tandem parking**: two **parking spaces**, one behind the other, with a common or shared point of **access** to a maneuvering aisle, lane or **road**.

**townhouse**: three or more **dwellings** with a separate exterior entrance that shares no more than two **party walls** with **adjacent dwellings**. No part of any dwelling is placed over another in part or whole and every dwelling must have a separate, individual, direct **access to finished grade**, including stairs.

**townhouse, stacked**: town housing, except that **dwellings** may be arranged two deep, either vertically so that **dwellings** may be placed over others, or horizontally so that **dwellings** may be attached at the rear as well as at the side. Each **dwelling** must have separate and individual **access** to the exterior, not necessarily directly to **finished grade**. This includes **semi-detached** and **town housing**.

## u

**UBC Lease**: any lease granted by UBC for a **lot** or a portion of a **lot**, in a **development area**.

**University Neighbourhoods Association**: a society established under the provisions of the *Society Act* (British Columbia) to promote the creation of a distinctive 'university town' through aiding, promoting, and providing for the establishment, advancement, and perpetuation of services and facilities to the residents living on UBC's Vancouver campus.

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**UNOS (Useable Neighbourhood Open Space):** (see Section 4.1.6.3(a) of the **Land Use Plan**) is open space for residential use including local parks, playgrounds and tennis courts.

**use:** the purposes for which land or a **building** is arranged or intended, or for which either land, a **building**, or a **structure** is, or may be, occupied and maintained.

**use, accessory:** a **use** that is **ancillary**, incidental, subordinate, and located on the same **lot** as the **principal use**. For example, parking is an **accessory use** when it serves the **principal use**. **Accessory uses** include recreational amenities in multi-unit residential **buildings** that are devoted to the exclusive **use** of residents, and the temporary **use** of a **building** or **dwelling** for the sale or marketing of the **dwelling** or other **dwellings**.

**use, discretionary:** a **use** listed as a **discretionary use** for which the Development Permit Board has the sole discretion to approve or refuse a development permit for that **use**. The intent is to provide flexibility to expand the range of **uses** where, in some circumstances, a **discretionary use** would be appropriate. The provisions of Section 4.0 limit the discretionary power of the Development Permit Board.

**use, institutional:** **uses** supporting the main academic mission of UBC (teaching, research, cultural expression, and support facilities).

**use, non-conforming:** a lawful specific **use** being made of land or a **use** or intended **use** to be made of a **building** lawfully under construction at the date this Handbook or subsequent revision thereof becomes effective, that does not and will not comply with this Handbook.

**use, non-institutional:** a **use** that is not an **institutional use**. **Non-institutional use** includes market-housing, non-market housing other than student housing, and commercial projects and related **accessory uses**.

**use, permitted:** a **use** listed as a **permitted use**.

**use, principal:** the main or primary activity for which a **site** or its **buildings** are designed, arranged, developed or intended, or for which it is occupied or maintained.

## V

**variance:** a variance from the regulations of this Handbook, which may be granted by the Development Permit Board (see Section 4.11).

**vehicle:** as defined by the *Motor Vehicle Act* (British Columbia), a device in, on, or by which a person or thing is or may be transported or drawn on a highway, except a device designed to be moved by human power or used exclusively on stationary rails or tracks.

## W

**walkway:** a right-of-way intended to carry pedestrian and non-motorized traffic only, but may be designed for maintenance and emergency **vehicle** use.

## X

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## y

**yard, front:** required open space across the full width of the **lot**, extending from the front **lot** line to the nearest wall of a **principal building**, unoccupied by any portion of a **building** or **structure** 1.0 m or more above **finished grade**, unless otherwise permitted in this Handbook. On a **corner lot**, it is the **yard** associated with the **front lot line**.

**yard, side:** required open space along the full depth of the side **lot**, extending from the **front lot line** to **rear lot line**, unoccupied by any portion of a **building** or **structure** 1.0 m or more above **finished grade**, unless otherwise permitted in this Handbook.

**yard, rear:** required open space across the full width of the **lot**, extending from the **rear lot line** to the nearest wall of a **principal building**, unoccupied by any portion of a **building** or **structure** 1.0 m or more above **finished grade**, unless otherwise permitted in this Handbook.

## z

## 5.0 How the Building & Occupancy Permit Process Works

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### 4.1 When development permits are required

Development permits are required to:

- develop a new permanent, semi-permanent or temporary **structure**;
- make an addition to an existing **building** or moving an existing **building** that exceeds 10 m<sup>2</sup> in gross floor area;
- make significant changes to the exterior appearance of an existing **building**;
- undertake work that impacts UBC's built environment, such as street **access**, loading docks and **landscaping**; and
- make any change to the principal **use** of the **site** or **building** with a **use** that is distinct from the prior **use**.

Development permits are only issued if the proposed **development** is in conformity with the **uses** allowed in the subject **lot**, and in conformity with the regulations in this Handbook, except as may be varied by the Development Permit Board.

The **UNOS** areas designated in the *Wesbrook Place Neighbourhood Plan* are deemed to be **non-institutional uses** and their **development** requires a development permit under the provisions of the 'Class C Permit Process' and conformity with the regulations of this Handbook.

**Use** and **development** may be further restricted by other requirements (such as the **Development & Building Regulations**, **UBC Leases**, **neighbourhood plans**, strata corporation bylaws, etc.).

### 4.2 When development permits are not required

A development permit is **not** required for the following **uses** and **developments** if they are in conformity with all provisions of this Handbook and other development requirements:

- a temporary polling station, election official's headquarters, candidate's campaign office, or any other temporary **use** for a federal, provincial, or municipal election, referendum, or census;
- a temporary **building** required for the erection, maintenance, or **alteration** of an approved **development** if it is removed within 30 days of project completion;
- non-structural improvements, including tenant improvements in a multi-tenancy **building**, that do not change the exterior of an existing **building**;
- maintenance or repair of a **building** that does not involve **structural alterations**, does not change the **use** or intensity of **use** of the **building**; or materially change the external appearance of the **building**;
- an **accessory structure** less than 2.0 m high and not more than 10 m<sup>2</sup> in floor area provided it is in conformity with Section 7.0;
- a **deck** with a floor not more than 0.6 m high if it is in conformity *with Section 7.0*;
- recreation rooms or extra bedrooms in the **basement** of an approved **dwelling**;
- a **fence**, wall, or gate not more than 2.0 m high, **landscape** and private **walkways**, retaining walls, pathways and driveways where the **existing grade** and surface drainage pattern is not significantly **altered** and will not create off-site impacts, provided that there is no reduction in the **landscape** required by this Handbook;
- a public notification **sign** required by this Handbook;
- one **fascia sign** for a multiple housing **building** with a **sign area** not greater than 0.6 m<sup>2</sup>;

- 
- **real estate signs** located outside of a right-of-way are permitted provided they must not exceed an area of 0.8 m<sup>2</sup> and a maximum **height** of 1.2 m, and there is no more than one **sign** per **dwelling**; and
  - incidental **signs** on-site, not exceeding 0.35 m<sup>2</sup> and with a **height** less than 1.5 m, for the direction of control of traffic, pedestrians or parking.

Even though a development permit may not be necessary, other permits such as building or demolition permits may be required as set out in this Handbook and the **Development & Building Regulations**.

### 4.3 Existing uses that don't comply

If a development permit has been issued on or before the day on which this Handbook is revised and the revision would make the **development** in respect of which the permit was issued a **non-conforming use** or **non-conforming building**, the development permit continues in effect notwithstanding the coming into force of a revision to the Handbook.

A **non-conforming use** may be continued but if that **use** is discontinued for a period of 6 consecutive months or more, any future **use** of the land or **building** must conform with the Handbook currently in effect.

A **non-conforming use** of part of a **building** may be extended throughout the **building** but the **building**, whether or not it is a **non-conforming building**, may not be enlarged or added to and no **structural alterations** may be made to it or in it while the **non-conforming use** continues. A **non-conforming use** of part of a **lot** may not be extended or transferred in whole or in part to any other part of the **lot** and no additional **principal buildings** may be constructed on the **lot** while the **non-conforming use** continues.

A **non-conforming building** may continue to be used, but the **building** may not be enlarged, added to, rebuilt or **structurally altered** except to make it a conforming **building** or in accordance with any **variance** approved by the Development Permit Board.

If a **non-conforming building** is damaged or destroyed to the extent of more than 75% of the value of the **building** above its foundation, the **building** may not be repaired or rebuilt except in accordance with this Handbook.

The **use** of a **building** or **site** is not affected solely by a change of lessee or tenancy of the land or building.

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## 4.4 General requirements apply

All **developments** in **development areas** that are serviced by a district energy system must be designed in compliance with the reasonable requirements of the operator of such district energy system.

In addition to this Handbook, all **developments** in the **development areas** are subject to: the **Land Use Plan**, *the Development & Building Regulations*, **neighbourhood plans**, the **Land Use Rules**, the *Strategic Transportation Plan*, UBC regulations, and the applicable **UBC Lease**, easements, covenants, development agreements, strata corporation bylaws, Provincial and Federal statutes, the **Building Code**, and other applicable codes, and regulations.

The Development Permit Board may refuse to issue a permit for any **use** or **development** that breaches or is otherwise contrary to the requirements described above, or make the issuance of the permit conditional upon satisfaction of or compliance with these requirements.

## 4.5 How to make an application

Applicants are encouraged to have a pre-application meeting with Campus and Community Planning and to discuss information and processing requirements.

**Applications:** An application for a development permit must be made to Campus and Community Planning on a completed and signed application form. The required application fee, as described in the Fee Schedule attached to the application form, must accompany the application.

The application must include **site** plans, drawings and schedules with legends and north arrows at an appropriate metric scale and level of detail so the **Director** can determine whether or not the proposed **uses** or **development** comply with the Handbook. Plans must be prepared by an **accredited design professional** and responsibility for preparation of such plans must be acknowledged by the applicable **accredited design professional**.

The complete application requirements are set out in the application form, which is available from the Manager of Development Services, Campus and Community Planning, at (604) 822-1586 or may be accessed on our website at <http://planning.ubc.ca/vancouver/planning/application-forms- documents>. A **sign** advising of the development permit application must be posted on the **site**. Sign requirements may be accessed on the Campus and Community Planning website at [www.planning.ubc.ca](http://www.planning.ubc.ca)

**Green buildings assessment:** For all new **development**, the applicant must submit an evaluation to indicate the level of performance for the proposed **development** against UBC's 'green buildings' rating system, the Residential Environmental Assessment Program (REAP). For more information regarding specific requirements, please refer to the following **Land Use Rule: Residential Environmental Assessment Program (REAP)** which is available at: [www.planning.ubc.ca](http://www.planning.ubc.ca)

**Additional information:** The **Director** may determine, in his/her sole discretion, that additional information is required to support a development permit application in light of the nature and magnitude of the proposed **development** or **use**. This may include, but is not be limited to the following:

- a geotechnical report in a potentially hazardous or unstable area;
- a biophysical assessment on the desirability of tree clearing and replacement;

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- an operational plan for a **group home**;
  - an environmental **site** assessment to determine potential contamination and mitigation;
  - an environmental assessment for a **development** with potential significant environmental effects; and
  - a statement from UBC Properties Trust that the development conforms to the applicable **UBC Lease**.

Where additional information is required, it must be prepared by an **accredited design professional** to the satisfaction of the **Director**.

**Completed applications:** An application will not be considered complete until all of the requirements listed above and on the application form have been submitted to the satisfaction of the **Director**. Notwithstanding, the **Director** may consider an application if, in the **Director's** opinion, the **development** is of a scale or nature as to enable a decision to be made on the application without some of the required information.

The **Director** will provide to an applicant a dated notice that confirms that an application is complete.

## 4.6 How applications are classified

All applications are classified dependent upon on their level of complexity and whether they are for **institutional** or **non-institutional development**. This Handbook deals only with regulations and procedures for **development** in the **development areas**. Determining which class of development permit an application falls within, is at the sole discretion of the **Director**.

## 4.7 Classification of development applications

There are three classes of applications for proposals in the **development areas**:

- **Class A:** These are for very minor proposals, and for the types of **uses** described in Section 4.2 for which no development permit is required, provided the proposed **use** or **development** complies in all respects with the provisions of this Handbook.

**Public Notice:** No development permit is required, so no notification is required.

- **Class B:** These are for minor applications for **permitted uses** that are not exempted from development permit requirements. The proposed physical **development** is simple and will not impact on **adjacent use** and **development**. The **Director** may issue an approved development permit.

**Public Notice:** Because the proposed physical **development** is simple and will not impact on **adjacent use** and **development**, no notification is required.

- **Class C:** These are for all other **developments**.

**Public Notice:** Notification is made upon receipt of a completed development permit application. UBC notifies, by letter, lessees and owners residing within 30 metres of the outer edge of a development **site**. The notification specifies a date, no earlier than 14 calendar days from mailing, for receipt of comments by the **Director**. A public meeting may be held at the discretion of the **Director**.

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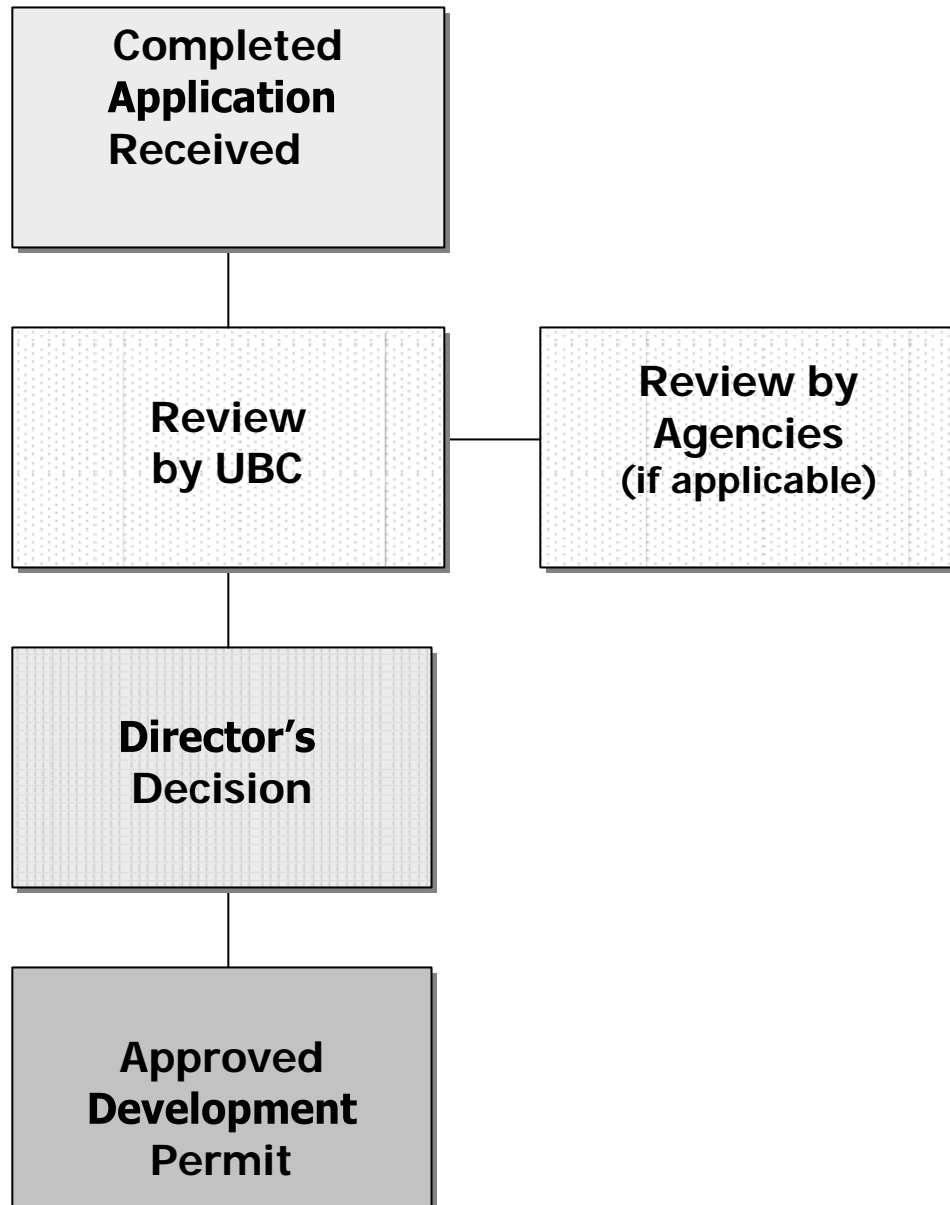
A two-week notice period, direct email notice to the **University Neighbourhood Association** and an Open House are additional requirements for **UNOS** development permit applications.

In response to a public notice, and at any public hearings, the public may make submissions to the **Director** with respect to development permit applications and/or **development** proposals.

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## Class B Development Permit Process

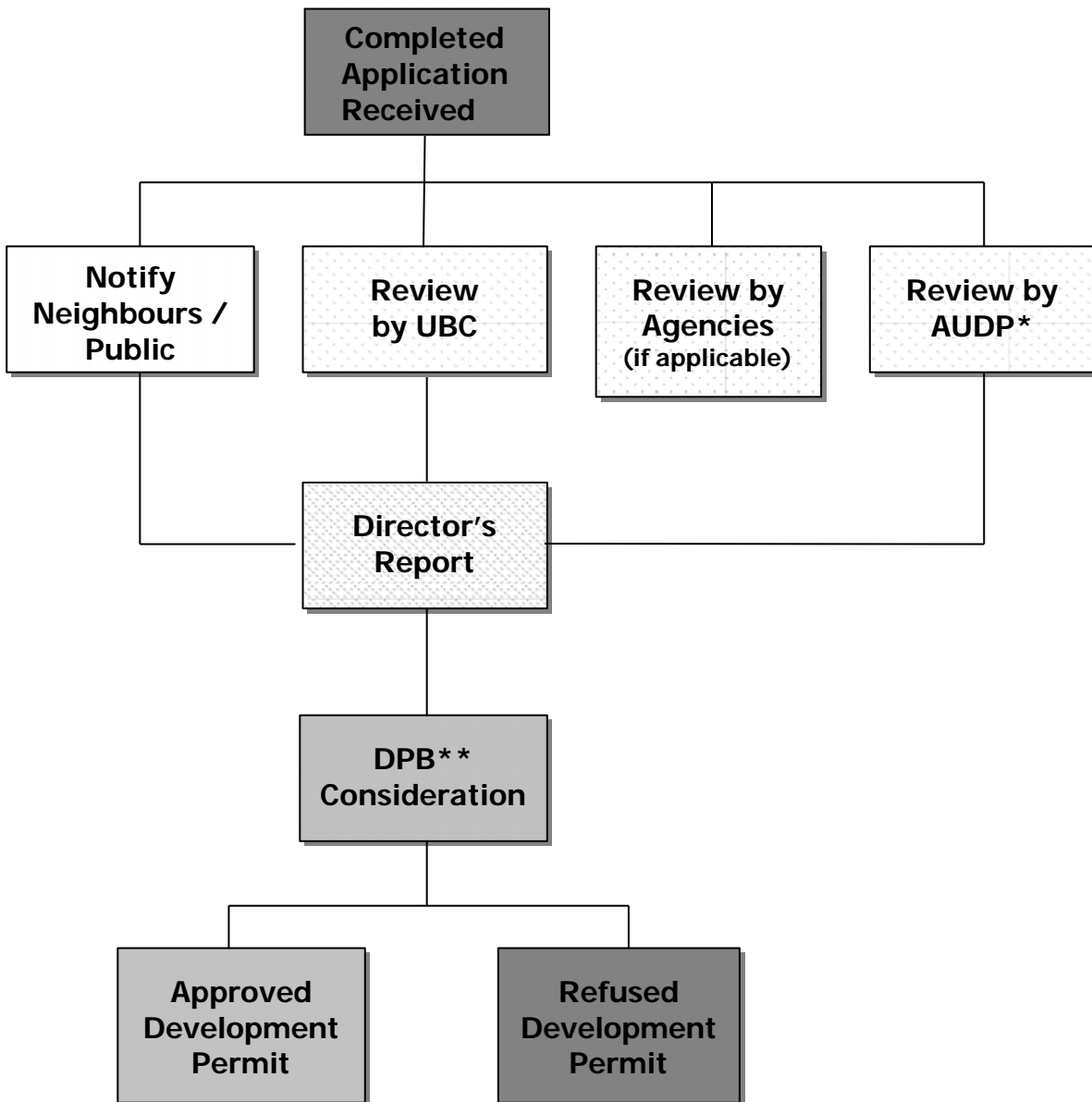
Standard applications without neighbourhood pre-notification



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## Class C Development Permit Process

Standard applications with neighbour pre-notification



\*AUDP: Advisory Urban Design Panel

\*\*DPB: Development Permit Board

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## 4.8 Other notification may be made

Other agencies or neighbouring jurisdictions may be notified at the discretion of the **Director**, depending on the circumstances, the nature of the proposed **development**, and its location relative to other jurisdictions.

## 4.9 How decisions are made

The **Director** (or delegate):

- will review all applications for completeness and appropriateness;
- may refer an application to any UBC department or agency, any municipal, provincial, federal, or inter-jurisdictional department, any other agency or body, and to nearby communities for comment;
- will consider the advice of the Advisory Urban Design Panel with respect to **building** and on-site **development** works, including **building** design and landscaping;
- will consider and may approve development permits for **minor projects** for **non- institutional uses** which comply with this Handbook without condition or with such conditions necessary to ensure compliance with this Handbook;
- may require security to ensure the terms of any conditions are carried out; and
- will make recommendations to the Development Permit Board on all other development permit applications for **development** in the **development areas**, and may recommend conditions, and may recommend any **variances** deemed necessary.

The Development Permit Board:

- will consider and may approve a development permit for a **permitted use** which complies with this Handbook without condition or with such conditions necessary to ensure compliance;
- will consider and may approve a development permit for a **discretionary use** or **development** which complies with this Handbook without conditions, with such conditions necessary to ensure compliance, or with conditions that are more restrictive than those in this Handbook;
- may require security to ensure the terms of any conditions are carried out; and
- will consider and may approve (with or without conditions) or defer a development permit for a **permitted** or **discretionary use** which does not comply with this Handbook; and
- may grant a **variance**.

## 4.10 How discretion may be used

The Development Permit Board may approve a **permitted** or **discretionary use** that does not comply with this Handbook subject to conditions that will bring it into conformity with this Handbook.

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The Development Permit Board may approve a **discretionary use** provided that the Development Permit Board considers the following:

- consistency with the **Land Use Plan**, this Handbook, any relevant **neighbourhood plan**, the **Development & Building Regulations** and all other relevant policies, rules, or regulations adopted by UBC;
- compatibility with the general purpose of the **development area**;
- traffic impacts (in terms of daily and peak hour trip generation and parking) or public transit impacts;
- serviceability with adequate capacity for drainage, water, sewage and other utilities;
- compatibility with surrounding areas in terms of land use and scale of development;
- geotechnical considerations such as slope stability; and
- impact on community services and facilities such as schools, parks, fire protection, and health.

In determining the significance of an adverse effect or **nuisance** factor, the Development Permit Board may consider the expected magnitude and consequence of the adverse effect or **nuisance**; the expected extent, frequency, and duration of exposure to the adverse effect or **nuisance**; the **use** and sensitivity of **adjacent** or nearby **sites** relative to the adverse effect or **nuisance**; adherence to relevant environmental legislation or widely recognized performance standards; and the reliability and record of the proposed methods, equipment and techniques in controlling or mitigating adverse effects or **nuisances**.

The Development Permit Board should consider any known concerns and opinions of community residents, landowners, lessees, and relevant local governments.

The Development Permit Board may approve a **discretionary use** with or without conditions, with or without changes in the **development**, or with or without the imposition of regulations that are more restrictive than those in the **development area**, the general regulations, or the specific **use** regulations.

#### 4.11 How regulations may be varied

The Development Permit Board may grant a **variance** and approve, with or without conditions, a development permit for a **permitted** or **discretionary use** that does not otherwise comply with the regulations of this Handbook, provided that the Development Permit Board determines that:

- the proposed **development** is consistent with the **Land Use Plan**, this Handbook, any relevant **neighbourhood plan**, the **Development & Building Regulations**, and any other relevant policies, rules (including the **Land Use Rules**), and regulations adopted by UBC, and any relevant laws, regulations and governmental policies;

- 
- the proposed **development** would not unduly interfere with the amenities, **use**, and enjoyment of **adjacent lots**;
  - the proposed **development** would be consistent with the general purpose and character of the **development area**;
  - there are factors unique to the **development**, **use** and **site** (such as the location of existing **buildings**) and that compliance with the Handbook would result in unnecessary hardship or practical difficulties for the proposed **development**; and
  - there are mechanisms to mitigate any adverse effects on **adjacent lots**.

The Development Permit Board should consider any concerns and opinions raised by community residents, lessees, and relevant local governments in any related consultation process.

The Development Permit Board will not grant a **variance**:

- where the amount of the **variance** exceeds more than 10% of the maximum **height** regulation for the **site**;
- to alter the **FSR**; or
- that is in conflict with the **Building Code** or other applicable legislation

#### 4.12 Amendments to development permits

If an applicant wishes to amend an approved development permit, they must submit an application in accordance with Section 4.5 of this Handbook. However, if the amendment is viewed by the **Director** as technical, or of a minor nature such that a new application is not necessary, the **Director** may, at the **Director's** discretion, modify the development permit.

#### 4.13 Validity of permits

When a development permit has been issued, it will not be valid unless and until the conditions of the development permit, save those of a continuing nature, have been fulfilled including formal commitment to ongoing conditions.

Unless construction activity has, in the opinion of the Director, substantially commenced, a development permit expires 12 months from the date of issuance, unless an application has been received for a subsequent permit or an extension has been requested in writing and has been approved by the **Director**. The **Director**, taking into account the circumstances of the **development**, may grant one extension of the effective period of a development permit, provided that the extension period must not be longer than six months.

When a development permit expires, if the applicant wishes to proceed with the **development**, a new application is required. Such application will be dealt with as a first application and the Development Permit Board is not under any obligation to approve it on the basis that a previous permit had been issued.

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The **Director** may suspend or revoke a development permit when:

- the development permit was issued on the basis of incorrect information or misrepresentation by the applicant;
- the development permit was issued in error; or
- requested by an applicant.

#### **4.14 Appeals to the Decisions of the Director**

Subject to the procedure set out in this section 4.14, an applicant who is not satisfied with a decision of the Director of Planning is entitled to appeal the decision to the Associate Vice President, Campus and Community Planning.

The applicant's appeal submission must state in writing the:

- applicant's name;
- subject real property;
- decision being reconsidered; and
- grounds, rationale and desired outcome for the reconsideration.

An applicant must file the written appeal submission, if at all, within 30 calendar days of the date of the decision being appealed, by mailing or otherwise delivering the written submission to the Office of the Associate Vice President, Campus and Community Planning. A submission by email will not be accepted. The date the appeal submission is received is the date of delivery to or receipt by the Office.

The Associate Vice President, Campus and Community Planning, will:

- schedule a hearing within 30 calendar days of receiving the written appeal submission, and
- publish public notice of the hearing on Campus and Community Planning's website at least 10 calendar days prior to the date of the hearing, and the notice will contain the date, time and place of the hearing, a link to the written appeal submission and such other information as the Associate Vice President wishes to add to the notice.

At the hearing the applicant may make an oral submission or rely on the written submission or both. The applicant may be represented by legal counsel or an agent authorized in writing by the applicant. The Associate Vice President may ask questions of the applicant (and of their representative if applicable) and may request additional information. In addition to the applicant and/or their representative, any interested individual may attend the hearing and may speak for not more than five minutes on the subject matter of the reconsideration.

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The Associate Vice President may make a decision:

- orally at the close of the hearing, or within 10 calendar days of the hearing,

and in any event the Associate Vice President will deliver reasons to the applicant for the decision in writing and publish the written reasons on Campus and Community Planning's website within 10 calendar days of the hearing.

Without limiting the unfettered discretion of the Associate Vice President to make a decision on the merits of the appeal, the Associate Vice President may dismiss a reconsideration if:

- the written appeal submission is not received within 30 calendar days of the date of the decision that is proposed to be appealed;
- the applicant does not provide written grounds and rationale for the appeal;
- the appeal submission repeats identical grounds, rationale or principles upon which a previous appeal has already been decided in respect of the same real property; or
- the applicant or representative fails to respond to the Associate Vice President's questions or requests for additional information.

The Associate Vice President's decision is final and binding and is not subject to review or further reconsideration or appeals.

## 5.1 Building permit process

**Permit required:** UBC has adopted the **Building Code** as the basis for issuing permits for construction and demolition on UBC's Vancouver campus for the health, safety, and protection of people and property, in conjunction with the *Public Health Act* (British Columbia) and the *Fire Services Act* (British Columbia).

Pursuant to the *Development & Building Regulations*, a building permit is required for the commencement of all construction or demolition regulated under the **Building Code** and the **Development & Building Regulations**. Building permit processing at UBC is categorized into two separate streams: one for **major projects**, and one for **minor projects** (or "all other projects"). Unless otherwise assigned by UBC's Vice President Finance, Resources and Operations:

- on **minor projects**, the Permits and Inspection staff within Campus and Community Planning will provide building permit review and field reviews to ensure compliance with the **Building Code**; and
- on **major projects**, an independent **coordinating code consultant** engaged by UBC will conduct the building permit review and field reviews to ensure compliance with the **Building Code**, and make recommendations to the **Chief Building Official**, as the authority having jurisdiction, for issuing building and occupancy permits.

A building permit may be issued in phases.

Where a development permit is required, a building permit will only be issued in compliance with a development permit.

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Please refer to the **Development & Building Regulations** for further information in relation to building permits and UBC's building permit submission requirements.

Campus and Community Planning will review applications for building permits and may either (a) approve a building permit without conditions, (b) approve a building permit subject to conditions, or (c) refuse a building permit.

The **Director** may issue stop work orders and fines (as set out in the *Development and Building Regulations* and this Handbook) and may seek injunctions or such other means as are available at law for any failure to comply with the building permit, and for greater certainty, the **Building Code**.

## 5.2 Occupancy permit process

**Permit required:** An occupancy permit is required prior to the commencement of occupancy of any **building** after construction, renovation or **alteration**, or a change in class of occupancy of a **building** or part of a **building**.

There are two classes of occupancy permit processes: one for **major projects** and one for **minor projects**. On **minor projects**, Permits and Inspections staff within Campus and Community Planning will provide occupancy permit review. On **major projects**, an independent **coordinating code consultant** engaged by UBC will provide the occupancy permit review and field reviews to ensure compliance with the **Building Code**, and will make recommendations to the **Chief Building Official**.

Where a development or building permit is required, an occupancy permit will only be issued in compliance with the applicable permit.

Applicants are required to submit the documentation and fees required under the *Development & Building Regulations*.

Based on the application and on the advice of the Permits and Inspection staff for **minor projects**, or the **coordinating code consultant** for **major projects**, the **Chief Building Official** may issue an occupancy permit.

## 5.3 Appeals to the Decisions of the Chief Building Official

Any person that is dissatisfied with a decision of the **Chief Building Official** with respect to the interpretation of the **Building Code** may appeal such decision to the Building Code Appeal Board, Office of Housing and Construction Standards, PO Box 9844 Stn Prov Govt, Victoria BC V8W 9T2.

Any person that is dissatisfied with a decision of the **Chief Building Official** with respect to the interpretation of the *British Columbia Fire Code* may appeal such decision to the Fire Commissioner, Office of the Fire Commissioner, PO Box 9201 Stn Prov Govt, Victoria BC V8W 9J1

## 6.0 Compliance With the Handbook

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### 6.1 UBC Leases require compliance

All **UBC Leases** require that the lessees comply with all the provisions of this Handbook. Accordingly, persons must not: (a) contravene or permit a contravention of this Handbook; (b) commence or undertake a **development** or **use** that is not permitted by this Handbook; (c) contravene the terms of a permit, including any specified prescribed time period, issued under this Handbook; (d) authorize or undertake any **development** that is in conflict with the description, specifications, plans, and conditions that were the basis for the issuance of a permit; or (e) modify any description, specifications, plans, or conditions that were the basis for the issuance of any permit.

For greater certainty, as set out in Section 3.1 of this Handbook, if a provision of this Handbook is found to be in conflict with any site specific development controls contained in a **UBC Lease**, those provisions of the **UBC Lease** prevail with respect to the development that is the subject of that **UBC Lease**.

### 6.2 Right of entry

After reasonable notice (generally 48 hours but less in exigent circumstances) to the lessee, owner or occupant, a designated UBC official may enter property at reasonable times (generally between 7:30 AM and 10:00 PM) to ascertain if Handbook requirements are being met. A person must not prevent or obstruct a designated UBC official from ascertaining if Handbook requirements are being met. Any person refusing or interfering with authorized entry breaches this Handbook. If consent is not given, UBC may apply for an authorizing order from the Court.

### 6.3 Enforcement

Every person who breaches a provision of this Handbook, or who consents, allows or permits an act or thing to be done in breach of a provision of this Handbook, or who neglects or refrains from doing anything required by a provision of this Handbook, is liable to UBC in an amount not exceeding \$10,000 and not less than \$2,000 as determined by the Director. Each day that a breach continues or exists is a separate violation. If a party wishes to appeal the determination of the Director, the party may appeal the Director's determination to the Associate Vice President, Campus and Community Planning, who will issue a final decision on the matter.

# 7.0 General Regulations That Apply Throughout

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## 7.1 Introduction

The regulations of this section apply in all **development areas**. Where there appears to be a conflict between regulations of this section with:

- the **Land Use Plan**, the **Land Use Plan** shall govern; and
- any other regulations (as described in Section 3.1 of this Handbook), the regulations of this section govern, unless specifically excluded or modified by those other regulations.

## 7.2 Accessory development

**Accessory structures** are permitted when **accessory** to a **permitted use** or a **discretionary use**. An **accessory structure** or **use** is not permitted without a **principal building** or **use**. They must comply with the following:

- **Height**: the maximum **height** of **accessory structures** is 4.5 m, unless otherwise specifically permitted in a development area for a **secondary dwelling**;
- **Front yard**: **accessory structures** are not permitted in a **front yard**;
- **Side yard**: **accessory structures** greater than 2.0 m in **height** must be located no closer than 1.0 m from the side **lot** line unless it is a mutual **garage** erected on the common property line. The **setback** for an **accessory structure** must not be less than the **side yard** required for the **principal building** on the side **lot** line **abutting** a **flanking road**;
- **Rear yard**: **accessory structures** greater than 2.0 m in **height** must be located no closer than 0.6 m from the **rear lot** line; and
- **Area**: **accessory structures** must not exceed **site coverage** of 18%, a **building area** of 140 m<sup>2</sup>, or be wider than 80% of the **lot width**.

## 7.3 Projections into yards

Architectural features such as unenclosed steps, chimneys, awnings, eaves, cornices, leaders, gutters, pilasters, belt courses, sills, **bay windows**, **balconies**, **porches**, or satellite dishes may project into a required yard provided they meet the provisions of the **Building Code** and do not project more than 0.5 m for required yards less than 1.2 m, or do not project more than 0.6 m for required yards 1.2 m up to 2.1 m, or do not project more than 0.8 m for required yards more than 2.1 m.

Cantilevered projections with or without windows, may project up to 0.6 m into a **side yard** greater than 1.2 m, but in all cases at least 1.2 m must be maintained between the wall of the projection and the property line. Where the cantilevered projection is in a required **side yard** that is not on a **flanking road**, the horizontal length of any one projection must not exceed 3 m. In the case of more than one projection, the aggregate must not exceed one-third of the length of the **building** wall exclusive of **FSR** walls.

Balconies and decks with a top of floor less than 2.0 m above **finished grade**, may project up to 2.0 m into a required yard greater than 6.0 m and up to 1.0 m for a required yard less than 6.0 m.

Underground utilities, underground parking, and similar **structures** constructed entirely below **finished grade** may encroach into required yards provided such underground encroachments do not result in a **finished grade** inconsistent with **abutting** properties and the encroachments are covered by sufficient soil depth or surface treatment to foster **landscape**.

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## 7.4 Landscape

Where this Handbook requires **landscape**, **developments** must not be commenced unless the **Director** or Development Permit Board has approved a **landscape** plan as part of a development permit.

**Landscape** must conform to the design guidelines section of the relevant **neighbourhood plan** and in all cases, the **Land Use Plan**.

## 7.5 Parking requirements for vehicles

Where any **development** is proposed, including new **development**, change of **use** of existing **development** or enlargement of existing **development**, on-site **vehicle parking spaces** must be provided and maintained in accordance with the requirements of this Handbook and the *Strategic Transportation Plan*.

The number of on-site **vehicle parking spaces** for residents permitted for each **use** is specified as follows for the **development areas**, and reflects the different likely travel habits between market and non-market housing at UBC:

### Market-Housing

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- **town housing, stacked town housing and semi-detached housing:**  
a maximum of 2.0 spaces per **principal dwelling unit**.
- **apartment housing:**  
a maximum of the lesser of 1.0 space for every 70 m<sup>2</sup> of **building area** or 1.8 spaces per
- **principal dwelling unit**.

For all **buildings** where resident parking is provided in a common parking **garage** or area: one space per unit only may be included within the base purchase or rental price for a **dwelling unit**; and a second **parking space** may be made available to **building** residents for an additional payment or fee.

### Non-market Housing

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- **faculty & staff rental:**  
a maximum of 1.0 space per **principal dwelling unit**, a portion of which may be on the road.
- **student family rental:**  
a maximum of 1.0 space per dwelling unit
- **single student rental:**  
a maximum of 0.25 spaces per bed

The number of on-site **vehicle parking spaces** required for specialized parking is as follows (visitor and handicap parking to be provided in addition to resident parking):

- **parking for visitors:**  
a minimum of 0.1 spaces per **principal dwelling unit**  
Applicants who wish to provide visitor stalls in excess of the minimum requirement must demonstrate to the satisfaction of the **Director** that such stalls will be protected for the use of visitors to that **building** only.

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- **parking for the disabled:**  
a minimum of 0.1 spaces per **principal dwelling unit**, relaxed for disabled friendly dwellings  
In cases where long-term protection for effective allocation and administration of handicap stalls is demonstrated to the satisfaction of the **Director**, handicap stalls may be allocated within resident and/or visitor parking, rather than in addition to it.

Where calculation of the number of **parking spaces** yields a fractional number, the number of **parking spaces** shall be the next higher whole number.

**Commercial parking for retail stores, convenience:** the number of on-site **parking spaces** must be 2.0 for each **business** for **commercial retail stores, personal service shops, restaurants, and specialty food services**.

In the Wesbrook Place Village Commercial area at least two-thirds (2/3) of the required parking shall be located underground.

Consistent with the *Land Use Plan*, **parking spaces** will be primarily underground, although surface **garages** will be allowed for lower density housing. All visitor parking is to be easily accessible to the **access** points of the corresponding **development**.

**Parking spaces** may be **tandem parking** for **semi-detached housing**. For **apartment housing, town housing, and stacked town housing, parking spaces** may be **tandem parking** for a number equivalent to the total parking provided minus the total number of **dwellings** and minus visitor parking. Visitor **parking spaces** must not be **tandem parking**.

At the discretion of the **Director**, some or all on-site **parking spaces** on property may be located on **road** or off-site, but no further than 75 m from the boundaries of the **site** of the **development**, the off-site lands shall be secured by a legally binding agreement for this **use**, and priority for a corresponding number of on-site **parking spaces** must be secured by a legally binding agreement for use by visitors to that **building** and the disabled.

Where **non-accessory parking** is provided for the benefit of an **adjacent development**, the total maximum **parking spaces** for both **sites** must not be exceeded.

**Size:** On-site **parking spaces** shall conform to the following provisions:

- a minimum of 2.5 m wide and a minimum of 5.5 m long, exclusive of driveways, aisles, ramps, or columns;
- parallel **parking spaces** must be a minimum of 7.0 m in length, except those having open
- **access** at the end of a row may be a minimum of 5.5 m in length;
- a minimum of 2.3 m wide and a minimum of 4.6 m long, if they are not parallel **parking spaces** or disabled **parking spaces**; are clearly designated with **signs** reading "Small Car Only". "Small Car Only" spaces must not exceed a total of 25% of the required number of **parking spaces**;
- **parking spaces** for the disabled must be a minimum of 3.9 m in width and must be signed for exclusive use by the disabled; and
- a vertical clearance of at least 2.0 m and 2.3 m for disabled spaces.

Where spaces for the disabled are provided in underground parking, a vertical clearance of at least 2.3m is required at the parkade entry.

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Aisles serving on-site **parking spaces** must be a minimum of 6.6 m wide for 90 degree parking, 5.5 m wide for 60 degree parking, and 3.6 m wide for 45 degree and parallel parking.

A column may encroach a maximum of 0.15 m into a parking stall, taken from the parking stall dividing line.

**USE:** **Parking spaces** are to be used for the parking of **vehicles** only.

No boat, camper, mobile home, motor home, travel trailer, tent or storage material shall be parked, placed, located, stored or kept in any **parking spaces** or on any other part of a **lot** in a **development area**.

## 7.6 Parking requirements for bicycles

For any **development**, including new **development**, change of **use** of existing **development** or enlargement of existing **development**, on-site **bicycle parking spaces** must be provided and maintained in accordance with the following:

### Types of spaces:

Class I bicycle parking, or long term bicycle parking, is parking intended for residents and is typically located inside buildings and may consist of inside bicycle lockers, or restricted **access** bicycle storage rooms. Class II bicycle parking, or short term parking, is parking intended for residents or visitors for shorter durations, and consists of bicycle racks located with natural surveillance in an accessible outside location.

### Number of Spaces:

For **town housing, stacked town housing, apartment housing**

Class I: 1.5 **bicycle parking spaces** per studio or one bedroom unit, 2.5 spaces per 2 bedroom unit, and 3 spaces per 3 or 4 bedroom.

Class II: 0.5 **bicycle parking spaces** per dwelling

AND provide a 2m x 3m concrete pad outside the building, close to the building entrance, with a standard outlet or conduit for electrified back share.

For **convenience retail stores, offices, personal service shops, restaurants, specialty food: services:**

Class I: Minimum 1 space for every 340 m<sup>2</sup>

Class II: 2 per 100 m<sup>2</sup> of gross floor area, but in no case fewer than 4 **bicycle parking spaces** per establishment

Where calculation of the total number of spaces yields a fractional number, the required number of spaces must be the next highest whole number.

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### **Class I Space Design:**

Each required on-site Class I bicycle parking space must conform to the following provisions:

- Floor mounted racks must be Model UB100-USX in a hot-dipped galvanized finish or stainless steel finish; constructed of theft-resistant material;
- For floor mounted Model UB100-USX bicycle racks, bicycle racks are to be installed at a minimum of 815 mm on centers and a maximum of 915 mm on centers (to fit the space). For all other bicycle racks, floor mounted racks must be installed to provide at least a 0.6 m wide and 1.8 m long space for bikes and vertical racks must be installed to provide at least 0.6m wide, 1m long and 1.9m high space for bicycles;
- Installed on a hard surface;
- Spaces may allow vertical bicycle storage racks that enable u-locking to bicycle frame at two points of contact;
- Spaces may include vertically stacked spaces (two-tier racks) with pneumatic workings that enable u-locking to bicycle frame at two points of contact;
- 10% of spaces must be oversized with a minimum of 0.9 m in width and a minimum of 2.5 m in length and must be floor mounted (neither vertical nor stacked);
- 40% of spaces must be floor mounted (neither vertical nor stacked), plus the 10% requirement for oversized spaces (i.e. 50% of spaces to be floor mounted);
- Provide one electrical outlet for every two spaces, adjacent to the spaces;
- Class I bicycle storage space must be in addition to each unit's storage locker space;
- All racks must be securely anchored with at least one anti-theft nut per leg of the rack; support the bicycle frame above the centre of gravity; and enable the bicycle frame and front wheel to be locked with a U-lock that is CSA compliant.

### **Class II Space Design:**

- Each required on-site Class II bicycle parking space must conform to the following provisions:
- Bicycle racks must be Model UB100-USX in a hot-dipped galvanized or stainless steel finish, constructed of theft-resistant material;
- Install bicycle racks a min. of 815 mm and max of 915 mm apart on centres, with a vertical clearance of at least 1.9 m, and mounted on a hard surface (concrete) with one anti-theft nut per leg of the rack;
- Aisles between bicycle racks should be a minimum 1.2 m in width; and
- Bicycle racks must be located in a convenient, well-lit location that is easily located by visitors and subject to visual surveillance by occupants of the building served by the rack.

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### **Class I Bicycle Storage Design and Security**

The following provisions are required for secure bicycle storage in the form of a room. If bicycle lockers are the preferred option to provide Class I bicycle parking, the lockers must exhibit comparable security measures as those identified below.

Bicycle storage rooms on site must conform to the following provisions:

- Doors must be hinged on the inside unless hinges are tamper-proof;
- Both door and door frame must be made of steel;
- Door to the bicycle room shall have a security window constructed of a laminate of tempered glass and polycarbonate in a steel frame for permanent visual access;
- The entry door shall have a lock and key or programmed entry system, and the locks shall be high-security in nature;
- Bicycle room(s) and the access route must have tamper-proof motion-activated security lights;
- Bicycle room(s) may be industrial (min 7 gauge) chain-link enclosures if they are reinforced with metal bars minimum 13 mm in diameter and 150 mm apart;
- Aisles between parked bicycles should be a minimum 1.2 m in width except in front of oversized spots, where they should be a minimum 1.5 m wide; and
- Rooms must have a minimum vertical clearance of 1.9 m.

### **Class I Bicycle Storage Amenities**

Bicycle storage required on site must conform to the following provisions:

- Each building to have a bicycle repair station including tools for repairs, a bicycle stand secured to the ground or a wall, and a tire pump secured to the ground that is compatible with Presta and Schrader valves with at least 2 m by 2 m of clear space around the stand.

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## 7.7 Loading requirements

**Loading spaces** must be provided on each **site** in adequate size and adequate number, to the satisfaction of the **Director**, for the loading and unloading of passengers, trucks, moving vans, garbage trucks, motor **vehicles**, and other similar **vehicles**.

Garbage and recycling depositories must be provided on each **site** in an adequate size and number for the storage of all waste and recycling. All depositories must be confined to the interior of the **building** or screened from view.

## 7.8 Access to sites

No **use** or **development** will be permitted without provision for physical **access** to public **roads** or walks necessary to serve the **development**.

All **access** must be to the satisfaction of the Traffic Engineer, Campus and Community Planning with respect to location, design, and construction standards. The Traffic Engineer, Campus and Community Planning will take into account safety and the physical capability of **roads** that are proposed to serve the **development**.

## 7.9 Design guidelines

The Development Permit Board or **Director** will only approve a **development** that meets the design intent of the guidelines set out in the *Land Use Plan*, the *Strategic Transportation Plan*, the applicable **neighbourhood plan** and the Site Specific Development Controls attached to the **UBC Lease**.

## 7.10 Maintenance of Premises

The following applies to all residential properties within **development areas** for the maintenance of an attractive community:

- a) No ground cover, plants, shrubbery, trees or other form of **landscape** that is incompatible with the approved **landscape** plan for the lot and no such **landscape** shall be neglected; and
- b) No evaporation, air conditioning or air heating units or towers, clotheslines, fixtures, radio or transmission towers, satellite dishes, or storage piles shall be located on the roof of any **building** or shall be maintained on any **lot** unless approved by the **Director**, subject to appropriate screening.

## 8.0 Regulations That Apply To Specific Uses

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### 8.1 Introduction

The regulations of this section apply in all **development areas**. Where there appears to be a conflict between regulations of this section with:

- the **Land Use Plan**, the **Land Use Plan** shall govern; and
- any other regulations (as described in Section 3.1 of this Handbook), the regulations of this section govern, unless specifically excluded or modified by those other regulations.

### 8.2 Bed and breakfasts

The Development Permit Board may permit a **bed and breakfast** as a **discretionary use** if, in the opinion of the Development Permit Board, it complies with the following:

- **Temporary**: it is considered a temporary **use** with a specified fixed expiry date that does not exceed three years. When the permit for the temporary **use** expires, a new application is required. Such application will be dealt with as a first application and there will be no obligation to approve it on the basis that a previous permit had been issued.
- **Other Uses**: it is an **accessory use** only within the **principal building**. **Bed and breakfasts** are not permitted where there are other home-based **uses** such as **care centres** or **boarders** and lodging houses.
- **Nuisance**: the privacy and enjoyment of **adjacent** residences must be preserved and the amenities of the neighborhood maintained at all times.
- **Alterations**: interior or exterior **alterations**, additions or renovations to accommodate a **bed and breakfast** may be allowed provided they maintain the essential residential appearance and character.
- **Owner/Employees**: it must be operated by a permanent resident of the **principal dwelling unit** and no more than one **non-resident on-site employee**.
- **Parking**: it must have one assigned parking stall per **sleeping room**.
- **Signage**: **signs** are permitted only as a **discretionary use** – see Section 8.4.

### 8.3 Home businesses

Where it is a **permitted use**, a **home business** does not require a development permit provided it does not require additions, **alterations**, or exterior renovations. It must comply with all other requirements of this Handbook and the following:

- **Other Uses**: it is an **accessory use** only within the **principal building** and is not permitted where there are other home-based **uses** in the **dwelling** such as **care centres** or **boarders** and lodging houses.
- **Nuisance**: the privacy and enjoyment of **adjacent** residences must be preserved and the amenities of the neighborhood maintained at all times.
- **Owner/Employees**: a permanent resident of the **principal dwelling unit** operates it. **Non-resident on-site employees** are not allowed.
- **Clients**: it must not generate more than an average of one client visit or delivery to the **site** per day.

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## 8.4 Signs

**Sign design guidelines:** **signs** must be designed and made of materials to be fully compatible with the quality and design of **buildings** on which they are to be placed; must be suitable for the area in which they are located; must not contain movement, flashing or moving lights, or changeable copy. Where there are **abutting businesses**, the **signs** must be designed in a compatible manner.

**Prohibited signs:** **signs** are prohibited for minor **group homes**, or **boarding or lodging houses**. **Signs** are prohibited where a **sign** is not permitted by the bylaws of the strata corporation.

**Accessory signs:** in the case of multiple housing or community recreation, one fascia identification **sign** with a **sign area** not greater than 0.6 m<sup>2</sup> as an **accessory** sign does not require a permit. A larger **sign** for these **uses** is a **discretionary use**.

**Discretionary signs:** a **home business** that has an individual entry to a **road, walkway**, or sidewalk, a **bed and breakfast**, or **care centre**, one non-illuminated fascia **sign** to a maximum **sign area** of 0.3 m<sup>2</sup> is a **discretionary use**. The message must be restricted to the name, and nature of the **business**.

**Commercial signs:** **convenience retail stores, personal service shops, restaurants, and specialty food services**, or other **business** signs may have 0.3 m<sup>2</sup> of **fascia sign** for each lineal metre of **business** frontage, but in all cases, the **sign** for an individual **business** must not be larger than 2 m<sup>2</sup>.

## 9.0 Additional Requirements

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This section sets out requirements established by UBC in addition to the requirements of the **Building Code**.

### 9.1 Traffic Management Plans

Prior to excavation and/or construction on any **site**, the contractor must prepare, to the satisfaction of the Transportation Engineer, Campus and Community Planning, a Traffic Management Plan that must consist of:

- A Traffic Control Plan for all forms of traffic control required for the duration of the project, which must include **site** information, hours of work, custom traffic control, detail hauling and truck routes throughout UBC and Vancouver, and contain a plan for construction parking control.
- A Public Information Meeting for the attention of the major groups affected by the project.
- An Incident Management Plan, which would facilitate incident response and specify how emergencies would be handled.
- An Implementation Plan, which outlines procedures to ensure that the traffic control, public information and incident management plans are developed and implemented efficiently and appropriately.

### 9.2 Sprinklering

All **storeys** containing residential occupants and all **storeys** below must be sprinklered by an automatic sprinkler system and the provisions of the **Building Code** apply to such sprinklering as though the **Building Code** required such sprinklering (for example, all **storeys** of **townhouse buildings** must be serviced by an automatic sprinklering system). Sprinkler permits are required for all projects on the UBC Vancouver campus. Please refer to the **Development & Building Regulations** for further information regarding sprinkler permits.

# 10.0 How the *Handbook* is Updated

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## 10.1 Amendments

The **Land Use Committee** will periodically review the Handbook to ensure it works effectively and efficiently and reflects the policies of the **Land Use Plan**, the **neighbourhood plans**, the **Land Use Rules** such as the **Development & Building Regulations** and the Residential Environmental Assessment Program (REAP), and other approved policies such as the *Strategic Transportation Plan*. The **Land Use Committee** may consult with the **Director**, the Development Permit Board, the Advisory Urban Design Panel, the **University Neighbourhoods Association**, UBC Properties Trust, other UBC departments, and others in determining appropriate amendments to the Handbook.

In accordance with **Policy #92 (Land Use and Permitting)**, following an appropriate consultation process (which may include a public hearing) the **Land Use Committee** will recommend amendments to the Handbook to the UBC Board of Governors. Amendments will have force and effect on the date that the proposed amendment is approved by the Board of Governors or on such other date as the Board of Governors may specify.

All amended versions of the Handbook will be dated. Refer to Section 1.4 for viewing the most up-to-date version of the Handbook.

# 11.0 Development Areas

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## 11.1 What are the development areas?

For convenient reference, a **development area** is an area of UBC's Vancouver campus that is (a) designated as a Neighbourhood Housing Area or Special Plan Area in Schedule C of the **Land Use Plan** and (b) the subject of a **neighbourhood plan**.

The **Development Area Maps** attached to this Handbook show the **development areas**, for convenient reference. See section 11.3 of this Handbook for the key map to **development areas**.

The Neighbourhood Housing Areas with approved neighbourhood plans are:

- TN** – Chancellor Place Neighbourhood Plan
- MC** – Mid-Campus Neighbourhood Plan for Hawthorn Place
- EC** – East Campus Neighbourhood Plan
- SC** – Wesbrook Place Neighbourhood Plan

The Special Plan Area with an approved neighbourhood plan is:

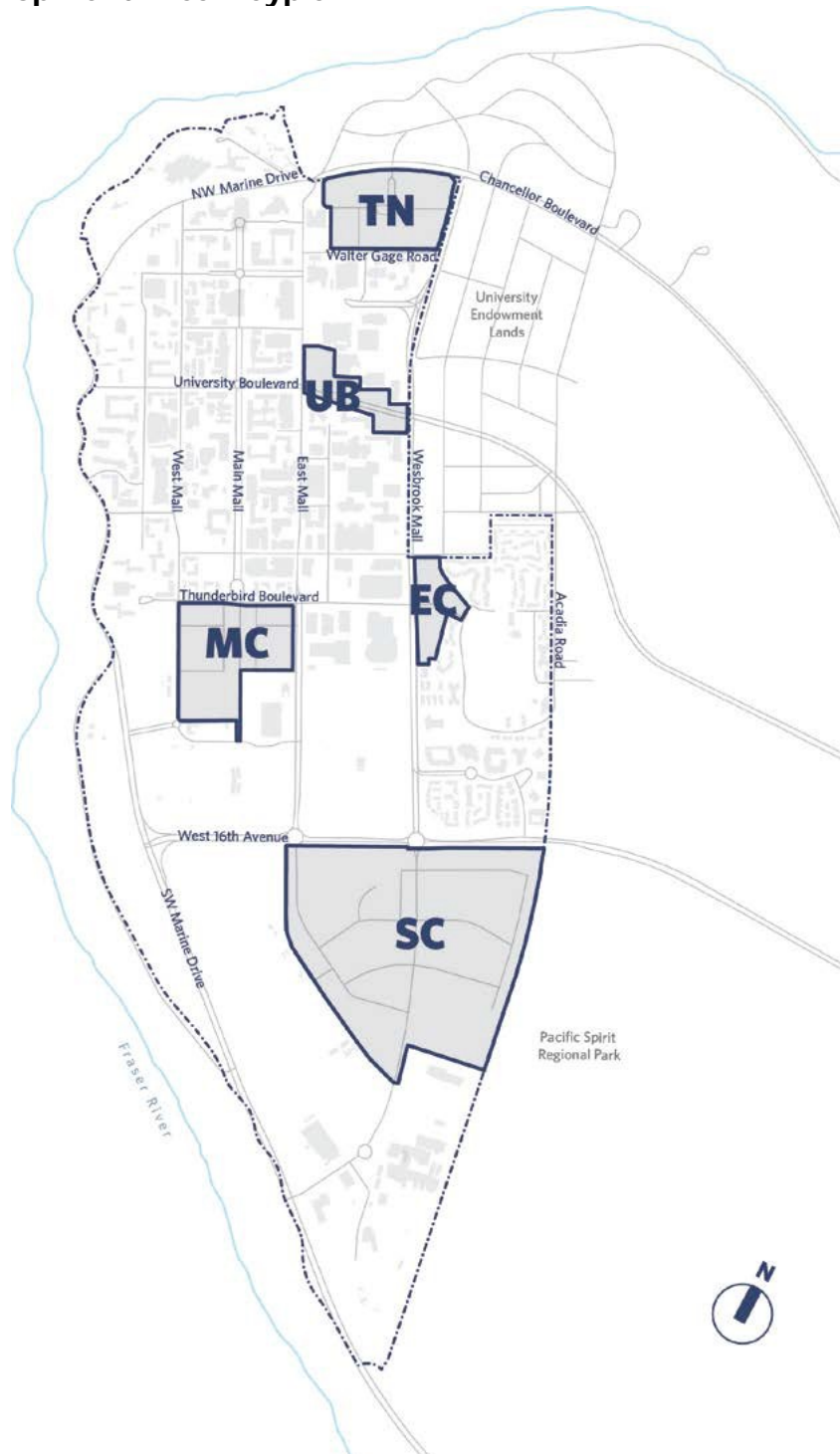
- UB** – University Boulevard Neighbourhood Plan for the Village Centre Academic

## 11.2 What specific rules apply to each development area?

Each of the following sections describes additional land use regulations that apply to the identified **development area**. Each section consists of the following components:

- **Purpose**: describes the general intent area and the type of **development** that may be expected.
- **Permitted Uses**: lists the **uses** that are permitted without further need for approval from the Development Permit Board as long as the regulations are complied with.
- **Discretionary Uses**: lists the **uses** that the Development Permit Board may allow under appropriate circumstances at the Development Permit Board's discretion.
- **Subdivision Regulations**: describes the regulations that apply to the creation of new **lots** for **UBC Leases**.
- **Development Regulations**: lists the standard regulations for yards, **height**, **FSR**, and **site coverage**.
- **Other Regulations**: lists the other special regulations that apply in this area. It cross- references to other site-specific regulations that may be in the relevant **neighbourhood plan** or **UBC Lease**. As such, it is important to be aware of these and regulations that may appear elsewhere in the Handbook.

### 11.3 Development Area Keyplan



## MC1 Low Density Residential

### MC1.1. Purpose

This **development area** allows primarily **semi-detached housing** and **town housing** consistent with the design requirements of the **UBC Lease** and the Mid Campus Neighbourhood Plan.

### MC1.2. Permitted Uses

- **home business\***
- **semi-detached housing**
- **town housing**

### MC1.3. Discretionary Uses

- **signs\***

### MC1.4. Subdivision Regulations

- a) The minimum **site** area is 1750 m<sup>2</sup>.

### MC1.5. Development Regulations

- a) The minimum **front yard** is 3.0 m, except where a greater yard is shown on Plan P7 of the Mid Campus Neighbourhood Plan.
- b) The minimum **side yard** is 3.0 m, except where a greater yard is shown on Plan P7 of the Mid Campus Neighbourhood Plan.
- c) The minimum **rear yard** is 3.0 m, except where a greater yard is shown on Plan P7 of the Mid Campus Neighbourhood Plan.
- d) The maximum **height** is 3 **storeys** (not to exceed 11.5 m).
- e) This **development area** accommodates a maximum **FSR** ranging from 0.6 to 1.2, provided that the **FSR** of any **site** conforms to the provisions of the Mid Campus Neighbourhood Plan.
- f) The maximum **site coverage** is 50%.

### MC1.6. Other Regulations

- a) **Building** and **site** design must comply with Section 3.4 of the Mid Campus Neighbourhood Plan as well as all site-specific design and development guidelines stipulated by the **UBC Lease**.
- b) In addition to the regulations listed above, other regulations apply:
  - The general development regulations of Section 7.0 of the Handbook (**accessory development, landscape**, parking and loading, projections, **signs**, etc.) and
  - The specific use regulations of Section 8.0 of the Handbook for those uses noted with an asterisk (\*).

## MC2 Medium Density Residential

### MC2.1. Purpose

This **development area** allows primarily **stacked town housing** and low-rise **apartment housing** consistent with the design requirements of the **UBC Lease** and the Mid Campus Neighbourhood Plan.

### MC2.2. Permitted Uses

- **apartment housing**
- **home business\***
- **town housing**
- **town housing, stacked**

### MC2.3. Discretionary Uses

- **signs\***

### MC2.4. Subdivision Regulations

- a) The minimum **site area** is 1700 m<sup>2</sup>.

### MC2.5. Development Regulations

- a) The minimum **front yard** is 3.0 m, except where a greater yard is shown on Plan P7 of the Mid Campus Neighbourhood Plan.
- b) The minimum **side yard** is 3.0 m, except where a greater yard is shown on Plan P7 of the Mid Campus Neighbourhood Plan.
- c) The minimum **rear yard** is 3.0 m, except where a greater yard is shown on Plan P7 of the Mid Campus Neighbourhood Plan.
- d) The maximum **height** is 4 **storeys** (not to exceed 14.0 m).
- e) This **development area** accommodates a maximum **FSR** ranging from 1.2 to 2.0, provided that the **FSR** of any **site** conforms to the provisions of the Mid Campus Neighbourhood Plan.
- f) The maximum **site coverage** is 50%.

### MC2.6. Other Regulations

- a) **Building** and **site** design must comply with Section 3.4 of the Mid Campus Neighbourhood Plan as well as all site-specific design and development guidelines stipulated by the **UBC Lease**.
- b) In addition to the regulations listed above, other regulations apply:
  - The general development regulations of Section 7.0 of the Handbook (**accessory development, landscape**, parking and loading, projections, **signs**, etc.) and
  - The specific use regulations of Section 8.0 of the Handbook for those uses noted with an asterisk (\*).

## MC3 Medium Density Residential

### MC3.1. Purpose

This **development area** allows primarily **stacked town housing** and low-rise **apartment housing** consistent with the design requirements of the **UBC Lease** and the Mid Campus Neighbourhood Plan.

### MC3.2. Permitted Uses

- **apartment housing**
- **home business\***
- **town housing**
- **town housing, stacked**

### MC3.3. Discretionary Uses

- **signs\***

### MC3.4. Subdivision Regulations

- a) The minimum **site area** is 1700 m<sup>2</sup>.

### MC3.5. Development Regulations

- a) The minimum **front yard** is 4.5 m.
- b) The minimum **side yard** is 3.0 m, except where a greater yard is shown on Plan P7 of the Mid Campus Neighbourhood Plan.
- c) The minimum **rear yard** is 4.5 m.
- d) The maximum **height** is 5 **storeys** (not to exceed 17.0 m).
- e) This **development area** accommodates a maximum **FSR** ranging from 1.2 to 2.0, provided that the **FSR** of any **site** conforms to the provisions of the Mid Campus Neighbourhood Plan.
- f) The maximum **site coverage** is 50%.

### MC3.6. Other Regulations

- a) **Building** and **site** design must comply with Section 3.4 of the Mid Campus Neighbourhood Plan as well as all site-specific design and development guidelines stipulated by the **UBC Lease**.
- b) In addition to the regulations listed above, other regulations apply:
  - The general development regulations of Section 7.0 of the Handbook (**accessory development, landscape**, parking and loading, projections, **signs**, etc.) and
  - The specific use regulations of Section 8.0 of the Handbook for those uses noted with an asterisk (\*).

## MC4 High Density Residential

### MC4.1. Purpose

This **development area** allows primarily high-rise **apartment housing** consistent with the design requirements of the **UBC Lease** and the Mid Campus Neighbourhood Plan.

### MC4.2. Permitted Uses

- **apartment housing**
- **home business\***

### MC4.3. Discretionary Uses

- **signs\***

### MC4.4. Subdivision Regulations

- a) The minimum **site area** is 4000 m<sup>2</sup>.

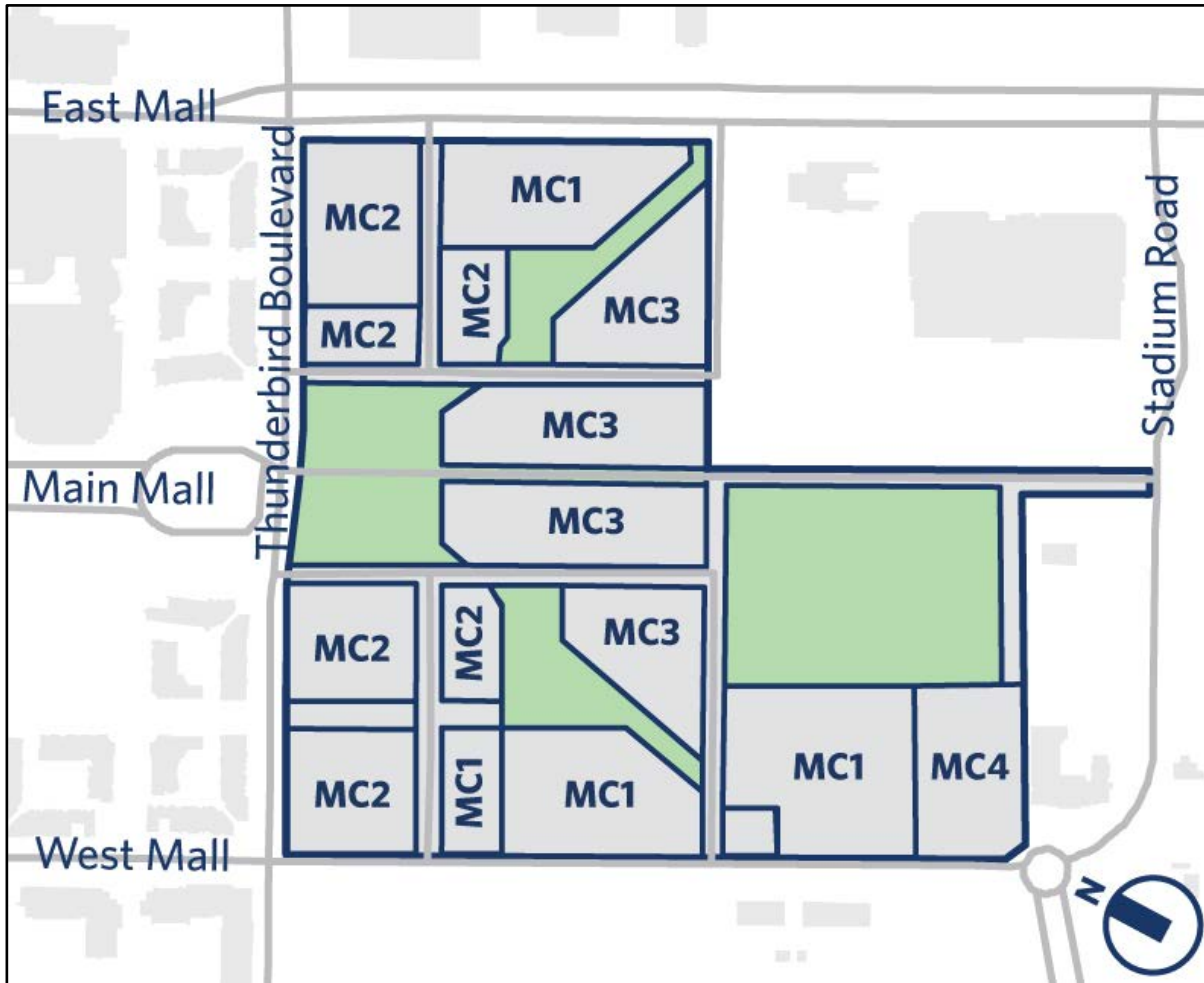
### MC4.5. Development Regulations

- a) The minimum **front yard** is 24.0 m.
- b) The minimum **side yard** is 9.0 m.
- c) The minimum **rear yard** is 9.0 m.
- d) The maximum **height** is 18 **storeys** (not to exceed 53.0 m).
- e) This **development area** accommodates a maximum **FSR** ranging from 2.0 to 2.8, provided that the **FSR** of any **site** conforms to the provisions of the Mid Campus Neighbourhood Plan.
- f) The maximum **site coverage** is 30%.

### MC4.6. Other Regulations

- a) **Building** and **site** design must comply with Section 3.4 of the Mid Campus Neighbourhood Plan as well as all site-specific design and development guidelines stipulated by the **UBC Lease**.
- b) In addition to the regulations listed above, other regulations apply:
  - The general development regulations of Section 7.0 of the Handbook (**accessory development, landscape, parking and loading, projections, signs, etc.**) and
  - The specific use regulations of Section 8.0 of the Handbook for those uses noted with an asterisk (\*).

## Mid Campus (Hawthorn Place) Neighbourhood Development Area Map



## TN1 Low Density Residential

### TN1.1. Purpose

This **development area** allows primarily **semi-detached housing** consistent with the design requirements of the **UBC Lease** and the Chancellor Place Neighbourhood Plan.

### TN1.2. Permitted Uses

- **home business\***
- **semi-detached housing**

### TN1.3. Discretionary Uses

- **bed and breakfast\***
- **signs\***

### TN1.4. Subdivision Regulations

- The minimum **site area** per **dwelling** is 285 m<sup>2</sup>.

### TN1.5. Development Regulations

- The minimum **front yard** is 7.5 m.
- The minimum **side yard** is 1.8 m, except where a greater yard is required by the Chancellor Place Neighbourhood Plan.
- The minimum **rear yard** is 7.5 m.
- The maximum **height** for a **principal building** is 2.5 **storeys** (not to exceed 11.9 m). The maximum **height** for an **accessory structure** is 1.5 **storeys** (not to exceed 7.6 m).
- This **development area** accommodates a maximum **FSR** of 0.9, provided that the **FSR** of any **site** conforms to the provisions of Chancellor Place Neighbourhood Plan.
- The maximum **site coverage** is 50%.

### TN1.6. Other Regulations

- Each pair of **lots** shall accommodate no more than two **semi-detached dwellings**. One **secondary dwelling** is permitted per lot.
- Building** and **site** design must comply with Section 3.5 of the Chancellor Place Neighbourhood Plan as well as all site-specific design and development guidelines stipulated by the **UBC Lease**, including that no **development** may exceed the **building envelope**.
- Any **dwellings** in **accessory structures** must have a principal entrance directly relating to Chancellor Mews.
- A **rear yard** open space with a minimum width and length of 4.2 m is required between the **principal building** and an **accessory structure**.
- In addition to the regulations listed above, other regulations apply:
  - The general development regulations of Section 7.0 of the Handbook (**accessory development, landscape, parking and loading, projections, signs, etc.**) and
  - The specific use regulations of Section 8.0 of the Handbook for those uses noted with an asterisk (\*).

## TN2 Low Density Residential

### TN2.1. Purpose

This **development area** allows primarily **town housing** consistent with the design requirements of the **UBC Lease** and the Chancellor Place Neighbourhood Plan.

### TN2.2. Permitted Uses

- **town housing**
- **home business\***
- **town housing, stacked**

### TN2.3. Discretionary Uses

- **bed and breakfast\***
- **signs\***

### TN2.4. Subdivision Regulations

- a) The minimum **site area** is 2300 m<sup>2</sup>.

### TN2.5. Development Regulations

- a) The minimum **front yard** is 6.1 m.
- b) The minimum **side yard** is 2.1 m, except where a greater yard is required by the Chancellor Place Neighbourhood Plan.
- c) The minimum **rear yard** is 7.5 m.
- d) The maximum **height** for a **principal building** is 2.5 **storeys** (not to exceed 10.6 m). The maximum **height** for an **accessory structure** is 1.5 **storeys** (not to exceed 7.6 m).
- f) This **development area** accommodates a maximum **FSR** of 1.2, provided that the
- g) **FSR** of any **site** conforms to the provisions of the Theological Neighbourhood Plan.
- h) The maximum **site coverage** is 45%.

### TN2.6. Other Regulations

- a) **Bed and breakfasts** shall only be located in **ground oriented housing**.
- b) **Building** and **site** design must comply with Section 3.5 of the Theological Neighbourhood Plan as well as all site-specific design and development guidelines stipulated by the **UBC Lease**, including that no development may exceed the building envelope.
- c) All **parking spaces** shall be below **finished grade**.
- d) In addition to the regulations listed above, other regulations apply:
  - The general development regulations of Section 7.0 of the Handbook (**accessory development, landscape**, parking and loading, projections, **signs**, etc.) and
  - The specific use regulations of Section 8.0 of the Handbook for those uses noted with an asterisk (\*).

## TN3 Medium Density Residential

### TN3.1. Purpose

This **development area** allows primarily **stacked town housing** and **apartment housing** consistent with the design requirements of the **UBC Lease** and the Chancellor Place Neighbourhood Plan.

### TN3.2. Permitted Uses

- **apartment housing**
- **home business\***
- **semi-detached housing**
- **town housing**
- **town housing, stacked**

### TN3.3. Discretionary Uses

- **bed and breakfast\***
- **congregate housing**
- **recreation, community**
- **signs\***

### TN3.4. Subdivision Regulations

- a) The minimum **site area** is 2800 m<sup>2</sup>.

### TN3.5. Development Regulations

- a) The minimum **front yard** is 4.5 m.
- b) The minimum **side yard** is 2.0 m, except where a greater yard is required by the Chancellor Place Neighbourhood Plan.
- c) The minimum rear yard is 9.0 m
- d) The maximum **height** for **town housing** and **stacked town housing** is 3 **storeys** (not to exceed 10.6 m in height). The maximum **height** for **apartment housing** is 4 **storeys** (not to exceed 15.2 m in **height**) except **portions of buildings** on some of **lots** 11, 12, 20, 37, 38 or 39 may have a fifth **storey component**, provided that the fifth **storey** does not cover more than 50% of the area within the perimeter of the roof outline, is generally contained within the southern portion of the **building**, does not exceed 15.2 m in **height**, and respects the views from approved or existing **buildings**.
- e) This **development area** accommodates a maximum **FSR** ranging from 1.2 to 1.5, provided that the **FSR** of any **site** conforms to the provisions of the Chancellor Place Neighbourhood Plan.
- f) The maximum **site coverage** is 50%.

### TN3.6. Other Regulations

- a) **Apartment housing** shall not be located closer than 9 m to the north **lot** line.
- b) **Bed and breakfasts** shall only be located in **ground oriented housing**.
- c) All **parking spaces** shall be below **finished grade**.
- d) **Building** and **site** design must comply with Section 3.5 of the Chancellor Place Neighbourhood Plan as well as all site-specific design and development guidelines stipulated by the **UBC Lease**, including that no **development** may exceed the **building envelope**.
- e) In addition to the regulations listed above, other regulations apply:
  - The general development regulations of Section 7.0 of the Handbook (**accessory development, landscape, parking and loading, projections, signs, etc.**) and
  - The specific use regulations of Section 8.0 of the Handbook for those uses noted with an asterisk (\*).

## TN4 High Density Residential

### TN4.1. Purpose

This **development area** allows primarily **town houses** and mid-rise **apartment housing** consistent with the design requirements of the **UBC Lease** and the Chancellor Place Neighbourhood Plan.

### TN4.2. Permitted Uses

- **apartment housing**
- **home business\***
- **town housing**
- **town housing, stacked**

### TN4.3. Discretionary Uses

- **parking, non-accessory**
- **recreation, community**
- **signs\***

### TN4.4. Subdivision Regulations

- a) The minimum **site area** is 1700 m<sup>2</sup>.

### TN4.5. Development Regulations

- a) The minimum **front yard** is 4.5 m.
- b) The minimum **side yard** is 2.1 m, except where a greater yard is required by the Theological Neighbourhood Plan.
- c) The minimum **rear yard** is 3.0 m, except where a greater yard is required by the Theological Neighbourhood Plan.
- d) The maximum **height** is 6½ **storeys** (not to exceed 21.3 m).
- e) This **development area** accommodates a maximum **FSR** ranging from 2.0 to 2.8, provided that the **FSR** of any **site** conforms to the provisions of the Theological Neighbourhood Plan.
- f) The maximum **site coverage** is 55%.

### TN4.6. Other Regulations

- a) All **parking spaces** shall be below **finished grade**.
- b) **Non-accessory parking** is restricted to providing parking for **development** on
- c) **adjacent** parcels.
- d) **Building** and **site** design must comply with Section 3.5 of the Theological Neighbourhood Plan as well as all site-specific design and development guidelines stipulated by the **UBC Lease**, including that no **development** may exceed the **building envelope**.
- e) In addition to the regulations listed above, other regulations apply:
  - The general development regulations of Section 7.0 of the Handbook (**accessory development, landscape, parking and loading, projections, signs, etc.**) and
  - The specific use regulations of Section 8.0 of the Handbook for those uses noted with an asterisk (\*).

## TN5 High Density Residential/Commercial

### TN5.1. Purpose

This **development area** allows primarily **town houses** and mid-rise **apartment housing** consistent with the design requirements of the **UBC Lease** and the Chancellor Place Neighbourhood Plan. It also allows a minor component of small scale commercial to serve area residents and employees.

### TN5.2. Permitted Uses

- **apartment housing**
- **convenience retail stores**
- **group home, minor**
- **home business\***
- **personal service shops**
- **restaurants**
- **specialty food services**
- **townhousing**
- **townhousing, stacked**

### TN5.3. Discretionary Uses

- **boarding or lodging house**
- **care centre, minor**
- **group home, major**
- **parking, non-accessory**
- **recreation, community**
- **signs\***

### TN5.4. Subdivision Regulations

- a) The minimum **site area** is 1700 m<sup>2</sup>.

### TN5.5. Development Regulations

- a) The minimum **front yard** is 4.5 m.
- b) The minimum **side yard** is 2.1 m, except where a greater yard is required by the Chancellor Place Neighbourhood Plan.
- c) The minimum **rear yard** is 3.0 m, except where a greater yard is required by the Chancellor Place Neighbourhood Plan.
- d) The maximum **height** is 6½ **storeys** (not to exceed 21.3 m).
- e) This **development area** accommodates a maximum **FSR** ranging from 2.0 to 2.8, provided that the **FSR** of any **site** conforms to the provisions of the Chancellor Place Neighbourhood Plan.
- f) The maximum **site coverage** is 55%.

### TN5.6. Other Regulations

- a) No commercial **business** may exceed 235 m<sup>2</sup> in **commercial floor area**.
- b) All **parking spaces** shall be below **finished grade**.
- c) **Non-accessory parking** is restricted to providing parking for development on **adjacent** parcels.
- d) **Building** and **site** design must comply with Section 3.5 of the Chancellor Place Neighbourhood Plan as well as all site-specific design and development guideline stipulated by the **UBC Lease**, including that no **development** may exceed the **building envelope**.
- e) In addition to the regulations listed above, other regulations apply:
  - The general development regulations of Section 7.0 of the Handbook (**accessory development, landscape**, parking and loading, projections, **signs**, etc.) and
  - The specific use regulations of Section 8.0 of the Handbook for those uses noted with an asterisk (\*).

## TN6 High Density Residential

### TN6.1. Purpose

This **development area** allows primarily high-rise **apartment housing** consistent with the design requirements of the **UBC Lease** and the Chancellor Place Neighbourhood Plan.

### TN6.2. Permitted Uses

- **apartment housing**
- **home business**
- **town housing**
- **town housing, stacked**

### TN6.3. Discretionary Uses

- **parking, non-accessory**
- **recreation, community**
- **signs\***

### TN6.4. Subdivision Regulations

- a) The minimum **site area** is 2600 m<sup>2</sup>.

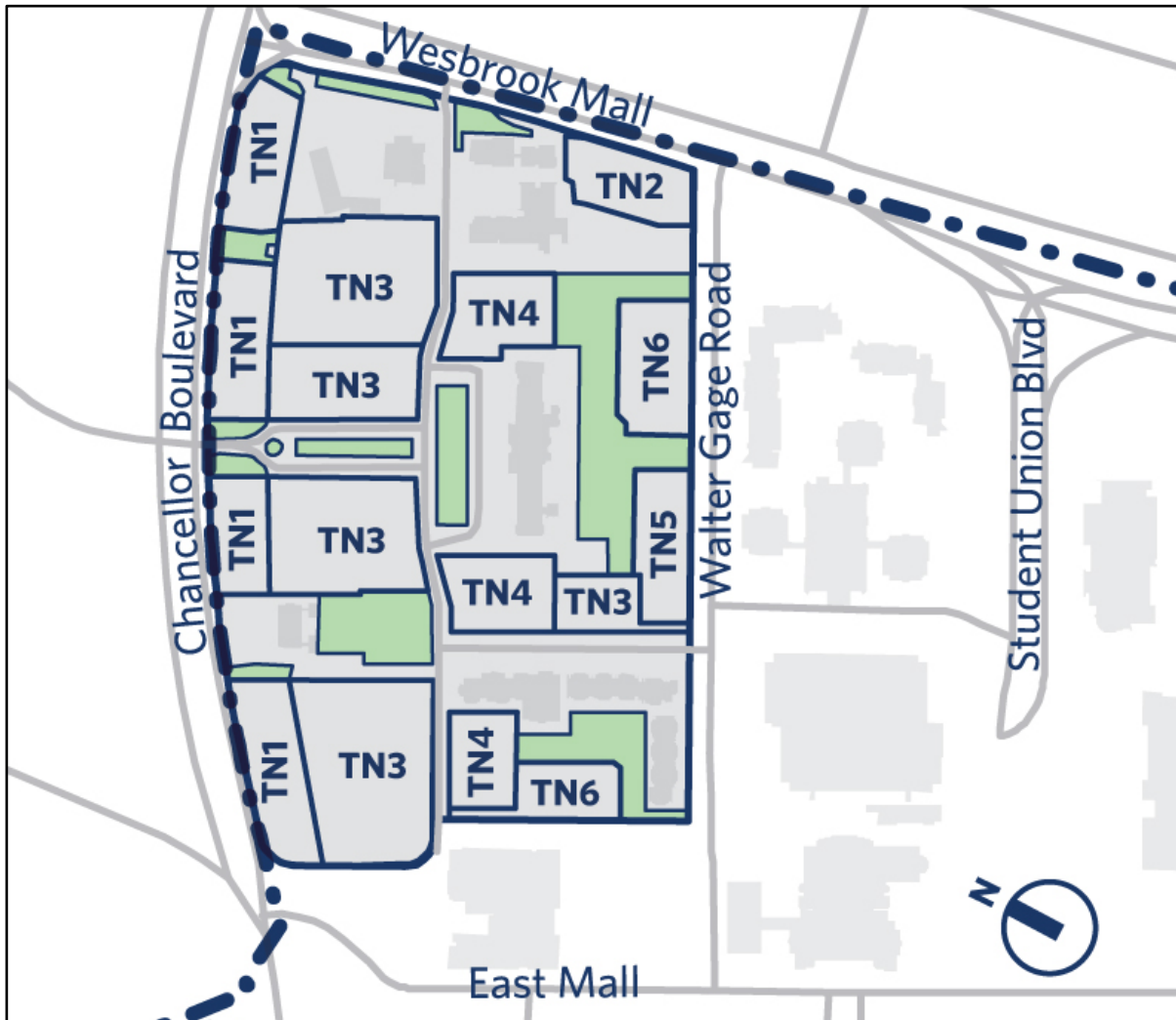
### TN6.5. Development Regulations

- a) The minimum **front yard** is 4.5 m.
- b) The minimum **side yard** is 10.6 m.
- c) The minimum **rear yard** is 7.5 m.
- d) The maximum **height** is 15 **storeys** (not to exceed 41 m).
- e) This **development area** accommodates a maximum **FSR** ranging from 2.0 to 2.8, provided that the **FSR** of any **site** conforms to the provisions of the Chancellor Place Neighbourhood Plan.
- f) The maximum **site coverage** is 35%.

### TN6.6. Other Regulations

- a) All **parking spaces** must be below **finished grade**.
- b) The maximum floor area for any **storey** more than 7.6 m above **building grade** is 650 m<sup>2</sup>.
- c) **Building** and **site** design must comply with *Section 3.5* of the Chancellor Place Neighbourhood Plan as well as all site-specific design and development guidelines stipulated by the **UBC Lease**, including that no **development** may exceed the **building envelope**.
- d) In addition to the regulations listed above, other regulations apply:
  - The general development regulations of Section 7.0 of the Handbook (**accessory development, landscape**, parking and loading, projections, **signs**, etc.) and
  - The specific use regulations of Section 8.0 of the Handbook for those uses noted with an asterisk (\*).

## Chancellor Place (Theological) Neighbourhood Development Area Map



## SC1 Low Density Residential

### SC1.1. Purpose

This **development area** allows primarily **semi-detached housing and town housing** consistent with the design requirements of the Wesbrook Place Neighbourhood Plan.

### SC1.2. Permitted Uses

- **semi-detached housing**
- **town housing**
- **home business\***

### SC1.3 Discretionary Uses

- **signs\***

### SC1.4. Subdivision Regulations

- a) The minimum **site area** is 1700 m<sup>2</sup>.

### SC1.5. Development Regulations

- a) The minimum **front yard** setback is 2.5 m.
- b) The minimum **side yard** setback is 2.5 m.
- c) The minimum **rear yard** setback is 2.5 m.
- d) The maximum building **height** is 3 **storeys** (not to exceed 11.5 m).
- e) This **development area** accommodates a **FSR** range from 0.6 to 1.4 maximum, provided that the **FSR** of any **site** conforms to the provisions of the Wesbrook Place Neighbourhood Plan.
- f) The maximum **site coverage** is 50%.

### SC1.6. Other Regulations

- a) **Building** and **site** design must comply with Section 3.5 of the Wesbrook Place Neighbourhood Plan.
- b) In addition to the regulations listed above, other regulations apply:
  - The general development regulations of Section 7.0 of the Handbook (**accessory development, landscape**, parking and loading, projections, **signs**, etc.) and
  - The specific use regulations of Section 8.0 of the Handbook for those uses noted with an asterisk (\*).

## SC2 Medium Density Residential

### SC2.1. Purpose

This **development area** allows primarily **stacked town housing** and low-rise **apartment housing** consistent with the design requirements of the Wesbrook Place Neighbourhood Plan.

### SC2.2. Permitted Uses

- **town housing**
- **town housing, stacked**
- **apartment housing**
- **home business\***

### SC2.3. Discretionary Uses

- **signs\***

### SC2.4. Subdivision Regulations

- a) The minimum **site area** is 1700 m<sup>2</sup>.

### SC2.5. Development Regulations

- a) The minimum **front yard** setback is 2.5 m.
- b) The minimum **side yard** setback is 2.5 m.
- c) The minimum **rear yard** setback is 2.5 m.
- d) The maximum building **height** is 4 **storeys** (not to exceed 14 m).
- e) This **development area** accommodates a **FSR** range from 1.2 to 2.0 maximum, provided that the **FSR** of any **site** conforms to the provisions of the Wesbrook Place Neighbourhood Plan.
- f) The maximum **site coverage** is 50%.

### SC2.6. Other Regulations

- a) **Building** and **site** design must comply with *Section 3.5* of the Wesbrook Place Neighbourhood Plan.
- b) In addition to the regulations listed above, other regulations apply:
  - The general development regulations of Section 7.0 of the Handbook (**accessory development, landscape**, parking and loading, projections, **signs**, etc.) and
  - The specific use regulations of Section 8.0 of the Handbook for those uses noted with an asterisk (\*).

## SC2A Medium Density Residential

### SC2A.1 Purpose

This **development area** allows primarily mid-rise **apartment housing** consistent with the design requirements of the Wesbrook Place Neighbourhood Plan.

### SC2A.2 Permitted Uses

- **apartment housing**
- **home business\***

### SC2A.3 Discretionary Uses

- **signs\***

### SC2A.4 Subdivision Regulations

- The minimum **site area** is 1700 m<sup>2</sup>.

### SC2A.5 Development Regulations

- The minimum **front yard** setback is 2.5 m.
- The minimum **side yard** setback is 2.5 m.
- The minimum **rear yard** setback is 2.5 m.
- The maximum building **height** is 6 **storeys** (not to exceed 23 m).
- This **development area** accommodates a **FSR** of 2.8 maximum, provided that the **FSR** of any **site** conforms to the provisions of the Wesbrook Place Neighbourhood Plan.
- The maximum **site coverage** is 55%.

### SC2A.6 Other Regulations

- Building** and **site** design must comply with Section 3.5 of the Wesbrook Place Neighbourhood Plan.
- In addition to the regulations listed above, other regulations apply:
  - The general development regulations of Section 7.0 of the Handbook (**accessory development, landscape**, parking and loading, projections, **signs**, etc.) and
  - The specific use regulations of Section 8.0 of the Handbook for those uses noted with an asterisk (\*).

## SC2B Medium Density Residential - Highrise/Townhouses

### SC2B.1 Purpose

This **development area** allows high-rise **apartment housing**, 14 **storeys**, with accessory townhouses consistent with the design requirements of the Wesbrook Place Neighbourhood Plan.

### SC2B.2 Permitted Uses

- **town housing**
- **town housing, stacked**
- **apartment housing**
- **home business\***

### SC2B.3 Discretionary Uses

- **signs\***

### SC2B.3 Subdivision Regulations

- a) The minimum **site area** is 4000 m<sup>2</sup>.

### SC2B.4 Development Regulations

- a) The minimum **front yard** setback is 2.5 m.
- b) The minimum **side yard** setback is 2.5 m, except where otherwise shown on Plan P-10 of the Wesbrook Place Neighbourhood Plan.
- c) The minimum **rear yard** setback is 2.5 m.
- d) The maximum building **height** is 14 **storeys** (not to exceed 43.0 m).
- e) This **development area** accommodates a **FSR** of 2.8 maximum, provided that the **FSR** of any **site** conforms to the provisions of the Wesbrook Place Neighbourhood Plan.
- f) The maximum **site coverage** is 50%.

### SC2B.5 Other Regulations

- a) **Building** and **site** design must comply with Section 3.5 of the Wesbrook Place Neighbourhood Plan.
- b) In addition to the regulations listed above, other regulations apply:
  - The general development regulations of Section 7.0 of the Handbook (**accessory development, landscape**, parking and loading, projections, **signs**, etc.) and
  - The specific use regulations of Section 8.0 of the Handbook for those uses noted with an asterisk (\*).

## SC3 High Density Residential - Highrise/Townhouses

### SC3.1. Purpose

This **development area** allows primarily high-rise **apartment housing** with accessory townhouses consistent with the design requirements of the Wesbrook Place Neighbourhood Plan

### SC3.2. Permitted Uses

- town housing
- town housing, stacked
- apartment housing
- home business\*

### SC3.3 Discretionary Uses

- signs\*

### SC3.3. Subdivision Regulations

- a) The minimum **site area** is 4000 m<sup>2</sup>.

### SC3.4. Development Regulations

- a) The minimum **front yard** setback is 2.5 m.
- b) The minimum **side yard** setback is 2.5 m, except where otherwise shown on Plan P-10 of the Wesbrook Place Neighbourhood Plan.
- c) The minimum **rear yard** setback is 2.5 m.
- d) The maximum building **height** is 18 **storeys** (not to exceed 53.0 m).
- e) This **development area** accommodates a **FSR** of 2.8 maximum, provided that the **FSR** of any **site** conforms to the provisions of the Wesbrook Place Neighbourhood Plan.
- f) The maximum **site coverage** is 45%.

### SC3.5. Other Regulations

- a) **Building** and **site** design must comply with Section 3.5 of the Wesbrook Place Neighbourhood Plan.
- b) In addition to the regulations listed above, other regulations apply:
  - The general development regulations of Section 7.0 of the Handbook (**accessory development, landscape**, parking and loading, projections, **signs**, etc.) and
  - The specific use regulations of Section 8.0 of the Handbook for those uses noted with an asterisk (\*).

## SC3A High Density Residential - Highrise/Midrise/Townhouses

### SC3A.1 Purpose

This **development area** allows primarily high-rise **apartment housing**, 20 **storeys**, with accessory mid-rise apartments or townhouses consistent with the design requirements of the Wesbrook Place Neighbourhood Plan.

### SC3A.2 Permitted Uses

- town housing
- town housing, stacked
- apartment housing
- home business\*

### SC3A.3 Discretionary Uses

- signs\*

### SC3A.3 Subdivision Regulations

- a) The minimum **site area** is 4000 m<sup>2</sup>.

### SC3A.4 Development Regulations

- a) The minimum **front yard** setback is 2.5 m.
- b) The minimum **side yard** setback is 2.5 m, except where otherwise shown on Plan P-10 of the Wesbrook Place Neighbourhood Plan.
- c) The minimum **rear yard** setback is 2.5 m.
- d) The maximum building **height** is 20 **storeys** (not to exceed 59.0 m).
- e) This **development area** accommodates a **FSR** of 3.5 maximum, provided that the **FSR** of any **site** conforms to the provisions of the Wesbrook Place Neighbourhood Plan.
- f) The maximum **site coverage** is 45%.

### SC3A.5 Other Regulations

- a) **Building** and **site** design must comply with Section 3.5 of the Wesbrook Place Neighbourhood Plan.
- b) In addition to the regulations listed above, other regulations apply:
  - The general development regulations of Section 7.0 of the Handbook (**accessory development, landscape**, parking and loading, projections, **signs**, etc.) and
  - The specific use regulations of Section 8.0 of the Handbook for those uses noted with an asterisk (\*).

## SC3B High Density Residential – Highrise/Midrise/Townhouses

### SC3B.1 Purpose

This **development area** allows primarily high-rise **apartment housing**, 22 **storeys**, with accessory mid-rise apartments or townhouses consistent with the design requirements of the Wesbrook Place Neighbourhood Plan.

### SC3B.2 Permitted Uses

- town housing
- town housing, stacked
- apartment housing
- home business\*

### SC3B.3 Discretionary Uses

- signs\*

### SC3B.4 Subdivision Regulations

- a) The minimum **site area** is 4000 m<sup>2</sup>.

### SC3B.5 Development Regulations

- a) The minimum **front yard** setback is 2.5 m.
- b) The minimum **side yard** setback is 2.5 m, except where otherwise shown on Plan P-10 of the Wesbrook Place Neighbourhood Plan.
- c) The minimum **rear yard** setback is 2.5 m.
- d) The maximum building **height** is 22 **storeys** (not to exceed 65m), except where the Neighbourhood Plan allows for only 21 **storeys** (not to exceed 62m)
- e) This **development area** accommodates a **FSR** of 3.5 maximum, provided that the **FSR** of any **site** conforms to the provisions of the Wesbrook Place Neighbourhood Plan.
- f) The maximum **site coverage** is 50%.

### SC3B.6 Other Regulations

- a) **Building** and **site** design must comply with Section 3.5 of the Wesbrook Place Neighbourhood Plan.
- b) In addition to the regulations listed above, other regulations apply:
  - The general development regulations of Section 7.0 of the Handbook (**accessory development, landscape**, parking and loading, projections, **signs**, etc.) and
  - The specific use regulations of Section 8.0 of the Handbook for those uses noted with an asterisk (\*).

## SC3C High Density Residential – Highrise/Townhouses

### SC3C.1 Purpose

This **development area** allows primarily high-rise **apartment housing**, ranging 14-18 **storeys**, with accessory mid-rise apartments or townhouses consistent with the design requirements of the Wesbrook Place Neighbourhood Plan.

### SC3C.2 Permitted Uses

- townhousing
- townhousing, stacked
- apartment housing
- home business\*

### SC3C. 3 Discretionary Uses

- signs\*

### SC3C.4 Subdivision Regulations

- a) The minimum **site area** is 4000 m<sup>2</sup>.

### SC3C.5 Development Regulations

- a) The minimum **front yard** setback is 2.5 m.
- b) The minimum **side yard** setback is 2.5 m, except where otherwise shown on Plan P-10 of the Wesbrook Place Neighbourhood Plan.
- c) The minimum **rear yard** setback is 2.5 m.
- d) The maximum building **height** is 18 **storeys** (not to exceed 53 m) except where the Neighbourhood Plan allows for only 16 **storeys** (not to exceed 48 m) or 14 **storeys** (not to exceed 43.0 m).
- e) This **development area** accommodates a **FSR** of 3.5 maximum, provided that the **FSR** of any **site** conforms to the provisions of the Wesbrook Place Neighbourhood Plan.
- f) The maximum **site coverage** is 50%.

### SC3C.6 Other Regulations

- a) **Building** and **site** design must comply with Section 3.5 of the Wesbrook Place Neighbourhood Plan.
- b) In addition to the regulations listed above, other regulations apply:
  - The general development regulations of Section 7.0 of the Handbook (**accessory development, landscape**, parking and loading, projections, **signs**, etc.) and
  - The specific use regulations of Section 8.0 of the Handbook for those uses noted with an asterisk (\*).

## SC4 Village Commercial

### SC4.1. Purpose

This **development area** allows commercial, medium-density **apartment housing** and a seniors' housing building consistent with the design requirements of the Wesbrook Place Neighbourhood Plan

### SC4.2. Permitted Uses

- **apartment housing**
- **business**
- **care centre, minor**
- **congregate housing**
- **home business\***
- **institutional**
- **personal service shops**
- **retail store, convenience**
- **restaurant**
- **sign**
- **specialty food services**

### SC4.3. Discretionary Uses

- **community buildings**
- **children's day care**

### SC4.4. Subdivision Regulations

- a) The minimum **site area** is 1700 m<sup>2</sup>.

### SC4.5. Development Regulations

- a) All Buildings fronting onto West 16<sup>th</sup> Avenue must be sited a minimum of 20m from the lot line.
- b) The minimum **front yard** setback is 0 m, except for those fronting onto 16<sup>th</sup> Ave.
- c) The minimum **side yard** setback is 0 m, except for those flanking 16<sup>th</sup> Ave.
- d) The minimum **rear yard** setback is 0 m, except for rear yards on 16<sup>th</sup> Ave.
- e) Commercial use is limited to the first two **storeys**.
- f) Total ground floor retail space in the neighbourhood is permitted to a maximum of 6000 m<sup>2</sup>, of which a neighbourhood grocery is permitted at up to 3,000 m<sup>2</sup>.
- g) The maximum floor area for each retail unit other than the neighbourhood grocery store will be 350 m<sup>2</sup>.
- h) The maximum building **height** is 6 **storeys** (not to exceed 23 m).
- i) In aggregate, sites in this **development area** must accommodate a minimum **FSR** of 1.0.

### SC4.6. Other Regulations

- a) **Building** and **site** design must comply with Section 3.5 of the Wesbrook Place Neighbourhood Plan as well as all site-specific design and development guidelines stipulated by the **UBC Lease**.
- b) In addition to the regulations listed above, other regulations apply:
  - The general development regulations of Section 7.0 of the Handbook (**accessory development, landscape, parking and loading, projections, signs, etc.**).

## SC5 UNOS Areas

### SC5.1. Purpose

This development area provides a variety of park and open space uses to encourage community interaction and to be integrated with the following neighbourhood characteristics and infrastructure:

- existing natural elements of the landscape including rocks, tree stumps, and wind- firm trees;
- bicycle and pedestrian circulation systems, including nodes in the system of greenways and pathways and green edges;
- storm water management system incorporating natural drainage techniques;
- shared school playing fields and outdoor recreation facilities

The parks and open spaces are to accommodate a continuum of active, passive, formal, informal and natural recreational experiences. Wherever possible, parks and open space designs should be flexible to accommodate multiple uses.

### SC5.2. Required Uses for the System of South Campus UNOS

The following uses will be incorporated in the overall system of UNOS:

- passive open space, including trees, shrubs, ornamental gardens, and seating
- lawns and informal playing fields
- formal playgrounds for multi-generational use, including tot-lots and play areas
- water features, including ponds, swales, streams, and open drainage channels
- community centre
- space allocation for community garden plots managed by the University Neighbourhoods' Association
- gathering places, including mini-plazas, seating and deck structures
- features incorporating weather protection providing shelter from rain and sun
- pathways with adequate lighting for non-daylight hours

### SC5.3. Permitted Uses

The following uses may be incorporated in UNOS areas where feasible:

- circuit training courses, including structures for recreational equipment
- bike racks
- playground equipment
- public art and sculpture
- gazebos, bandstands, daises, and other elements associated with performance in gathering spaces
- picnic tables and shelters
- reflecting ponds and pedestrian bridges
- tennis courts
- softball diamond

#### **SC5.4. Design Guidelines**

Park and open space designs should incorporate sustainable building practices wherever possible. Designs should encourage social interaction and community engagement.

Parks will be designed to a high standard for recreational amenities. Where feasible, existing natural landscape features, such as mature trees, boulders, tree stumps, grade contours should be retained in park designs.

The materials used in park and open space development should be durable and of high quality to minimize the future costs of park maintenance.

The circulation system should provide barrier free accessibility for wheelchairs and other mobility devices. Paving patterns for pathways and open spaces should incorporate tactile surfacing to aid accessibility.

Paving materials will provide a sense of order and contribute to way-finding. Paving materials should have effective drainage characteristics to augment the management of the natural storm water infrastructure and avoid puddles.

Structures, such as benches, shelters, pathway bridges, decks, gazebos, and daises should be designed to be long lasting and use robust materials. Wooden timber elements should use the timber harvested within the neighbourhood. Sun orientation should be maximized to enhance the utility of structures and recreational equipment.

CPTED (Crime Prevention Through Environmental Design) principles should be employed in the location of pathways, trails, playing fields, trees, shrubs and structures to maximize visibility from nearby residences. Nighttime lighting levels should ensure safety and security for pedestrians of all ages with measures to prevent the impact of light trespass on adjacent residences.

Water features should be designed to minimize risks for park users through the use of shallow gradients, while guards for deeper areas should incorporate other design objectives, such as seating.

## Wesbrook Place (South Campus) Neighbourhood Development Areas Map

