Amendments to the UBC Development Handbook

Decision requested: approval of proposed resolution

IT IS HEREBY RESOLVED that the Land Use & Operational Sustainability Committee recommends to the Property Committee approval of amendments (set out in Attachment 1 to the report) to the UBC Development Handbook to be consistent with the Wesbrook Place Neighbourhood Plan (amended April 2020).

Robin Ciceri, Vice-President External Relations

Michael White, Associate Vice-President Campus + Community Planning
Grant Miller, Director of Planning: Development Services, Campus and Community Planning

Aubrey Kelly, President and CEO, UBC Properties Trust
Paul Young, Director of Planning and Design, UBC Properties Trust

The subject matter of this submission has been considered previously by the Board of Governors on the following occasion:

1. April 16, 2020 (OPEN SESSION)

Action/Follow up:

- April 2020 UBC Board of Governors meeting: Approval of amendments to the Wesbrook Place Neighbourhood Plan, “Plan of Land Uses (P10)”, affecting four (4) of nine (9) undeveloped sites in Wesbrook Place as follows:
  - redesignating sites for three-storey stand-alone townhouses and two towers as sites for four-storey and six-storey buildings;
  - increasing street massing from five-storey to six-storeys to support more efficient building design; and,
  - consolidating BCR5 and BCR6 into one parcel.

Upon approval, consequential amendments to the UBC Development Handbook are needed for consistency with these changes.
EXECUTIVE SUMMARY

In response to changes to the University Act in 2009, the Board of Governors approved Policy UP12 (previously “Policy 92”) establishing four Land Use Rules. The UBC Development Handbook is one of the Land Use Rules which provides development controls equivalent to municipal zoning regulations and consistent with Neighbourhood Plans.

In April 2020, the Board of Governors approved amendments to the Wesbrook Place Neighbourhood Plan to enable 6-storey wood frame buildings on 4 of the 9 remaining undeveloped sites. Implementation of the Plan requires the following consequential amendments to the UBC Development Handbook:

- **SC3C** – this development area schedule applies to three (3) of the four (4) sites and is amended to add “mid-rise apartments”
- **Wesbrook Place (South Campus) Neighbourhood Development Areas Map** – the designated development area schedule for the one (1) site is amended from “SC2B - Medium Density Residential - Highrise/Townhouses” to “SC2A - Medium Density Residential”

Benefits

The Development Handbook provides guidance to neighbourhood developers and sets the framework for site by site development permit approvals.

Financial, operational or reputational risks

The Land Use Rules provide the legal underpinning of the land use and permitting administration by Campus + Community Planning. Provincial legislation requires that the University maintain consistency in development controls and their relationship to the Land Use Plan. The updates to the Land Use Rules are in keeping with that requirement.

Consultation

The required consequential amendments follow the procedures for Policy UP12. The procedures require a 30-day public consultation period and a recommendation for approval from the Land Use and Operational Sustainability Committee (LUSC).

- The Development Handbook amendments were presented for the required 30-day public comment period and no comments or enquiries were received.

SUPPLEMENTAL MATERIALS

1. Development Handbook – proposed amended version
2. Plan of Land Uses (P10)
3. Development Handbook – red-lined with changes
UBC Development Handbook
Consequential Amendments

Land Use and Operational Sustainability Committee

May 28th 2020
Background

• **2012** - Housing Action Plan (HAP) target of 20% new housing for faculty-staff rental units

• **Nov 2019** - HAP Working Group direction to accelerate faculty-staff units in Wesbrook Place

• **April 2020** – Wesbrook Place Neighbourhood Plan amended to support more 6-storey wood-frame as most efficient building type for faculty-staff rental units
Wesbrook Place Neighbourhood Plan Amendments

• Maintained planned population, density, buildable floor space and open space
• Redesignated sites for 3-storey townhouses and 2 towers as sites for 6-storey buildings
• Enabled up to 500 faculty-staff rental units
Previous

Street Wall Massing
5 Storeys or less

Approved

Street Wall Massing
6 Storeys or less
Consequential Amendments
UBC Development Handbook

- Amend Development Area Schedule SC3C to include mid-rise apartments
- Amend the Development Areas Map to Change SC2B site to SC2A and Consolidate SC3C sites
Policy UP12

• Amendments were posted for the required 30-day public comment period (no comments or enquiries received)
• Provost’s Property and Planning Advisory Committee (PPAC) reviewed February 18, 2020
• LUSC review to confirmed that the process was in keeping with Policy UP12.
Next steps

**Jun 2020:** UBC Development Handbook amendment to be presented to Board of Governors for approval

**2023 – 2026:** Delivery of new residential units, including up to 500 units of below market faculty-staff rental
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<td>MC2: Medium Density Residential</td>
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<td>MC3: Medium Density Residential</td>
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**Chancellor Place Neighbourhood**

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**Wesbrook Place Neighbourhood**

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| SC4: Village Commercial | SC-9  |
| SC5: UNOS Areas | SC-10 |
| Wesbrook Place Neighbourhood Development Map | SC-12 |
1.0 Introduction

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 polices 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
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

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

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.
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).
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

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.
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.

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.
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 m² 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.

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.

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...
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.

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.
**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 shelterservices.

**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
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.

**institutional**: see use, institutional.

**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.

**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,
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
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**.

**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.

**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 m² in gross floor area, unless a variance is approved by the
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.

**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
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.

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.

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.
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.

**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.

**walkway**: a right-of-way intended to carry pedestrian and non-motorized traffic only, but may be designed for maintenance and emergency vehicle use.
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.
5.0 How the Building & Occupancy Permit Process Works

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 m² 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 m² 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 m²;
• **real estate signs** located outside of a right-of-way are permitted provided they must not exceed an area of 0.8 m\(^2\) 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\(^2\) 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.
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

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

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;
• 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**.
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.
Class B Development Permit Process
Standard applications without neighbourhood pre-notification

- Completed Application Received
- Review by UBC
- Review by Agencies (if applicable)
- Director’s Decision
- Approved Development Permit

June 2020
Class C Development Permit Process
Standard applications with neighbour pre-notification

Completed Application Received

Notify Neighbours / Public

Review by UBC

Review by Agencies (if applicable)

Review by AUDP*

Director’s Report

DPB** Consideration

Approved Development Permit

Refused Development Permit

*AUDP: Advisory Urban Design Panel
**DPB: Development Permit Board
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.
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.
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.
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.
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

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

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 m², 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.
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**

- **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 m² 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**

- **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.
• 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.
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:

**Type of spaces:** Class I bicycle parking is parking intended for the long-term use of residents or employees, and may consist of attended facilities, inside bicycle lockers, or restricted access parking. Class II bicycle parking is parking intended for the short-term use of patrons or visitors, and may consist of bicycle racks located with natural surveillance in an accessible outside location.

**Number of Spaces:** bicycle parking spaces are required as follows:

- **town housing, stacked town housing, apartment housing**
  - Class I: 1.5 bicycle parking spaces per dwelling but not required if individual parking garages are provided
  - Class II: 0.5 bicycle spaces per dwelling in a convenient outdoor location

- **convenience retail stores, personal service shops, restaurants, specialty food services**
  - Class II: 2 per 100 m² of gross floor area, but in no case fewer than 4 bicycle parking spaces per establishment (at a convenient location)

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

**Design and Standards:** Each required on-site bicycle parking space must conform to the following provisions:

- bicycle parking spaces must be a minimum of 0.6 m in width and a minimum of 1.8 m in length, must have a vertical clearance of at least 1.9 m, and must be situated on a hard surface;
- aisles between parked bicycles should be a minimum 1.2 m in width;
- 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; and
- bicycle racks must be Model UB100-USX in a hot-dipped galvanized finish or stainless steel finish; constructed of theft-resistant material; be securely anchored to the floor or ground; support the bicycle frame above the centre of gravity; and enable the bicycle frame and front wheel to be locked with a U-style lock that is CSA compliant.
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

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.
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 m² 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 m² 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 m² 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 m².
9.0 Additional Requirements

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 sprinkler 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.

June 2020
10.0 How the Handbook is Updated

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

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$^2$.

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 m².

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 m².

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 m².

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

a) The minimum site area per dwelling is 285 m².

TN1.5. Development Regulations

a) The minimum front yard is 7.5 m.
b) The minimum side yard is 1.8 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 11.9 m). The maximum height for an accessory structure is 1.5 storeys (not to exceed 7.6 m).
e) 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.
g) The maximum site coverage is 50%.

TN1.6. Other Regulations

a) Each pair of lots shall accommodate no more than two semi-detached dwellings. One secondary dwelling is permitted per lot.
b) 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.
c) Any dwellings in accessory structures must have a principal entrance directly relating to Chancellor Mews.
d) 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.
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 (*).
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 m².

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).
e) This development area accommodates a maximum FSR of 1.2, provided that the FSR of any site conforms to the provisions of the Theological Neighbourhood Plan.
f) 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 m².

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 m².

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 adjacent parcels.
c) 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.
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 (*).
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 m².

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 m² 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 m².

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 m².
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 m².

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 m².

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
a) The minimum site area is 1700 m².

SC2A.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 6 storeys (not to exceed 23 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 55%.

SC2A.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 (*).
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 m².

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 m².

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 m².

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 m².

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 m².

**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 m².

SC4.5. Development Regulations

a) All Buildings fronting onto West 16th 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 16th Ave.

c) The minimum side yard setback is 0 m, except for those flanking 16th Ave.

d) The minimum rear yard setback is 0 m, except for rear yards on 16th 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 m², of which a neighbourhood grocery is permitted at up to 3,000 m².

g) The maximum floor area for each retail unit other than the neighbourhood grocery store will be 350 m².

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
Plan of Land Uses

- **Maximum 3.5 FSR**
- High Rise with Low Rise/Townhouses
- **Maximum 2.8 FSR**
- High Rise with Townhouses
- **Maximum 3.5 FSR**
- **Maximum 2.8 FSR**
- **Maximum 2.0 FSR**
- **Maximum 1.2 FSR**

- **Maximum Number of Storeys**
- **Internal Site Height Transitions**
- **Street Wall Massing**
  - 6 Storeys or less
- **Mixed-Use Commercial Centre**
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1.0 Introduction

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
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 Manager of 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

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.
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).
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

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.
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.

**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.
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 m² 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.

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.

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.
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.

**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.
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 shelterservices.

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
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.

institutional: see use, institutional.

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.

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,
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
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**.

**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.

**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 m² in gross floor area, unless a variance is approved by the
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.

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
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.

**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.

**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.
**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.

**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.

**walkway:** a right-of-way intended to carry pedestrian and non-motorized traffic only, but may be designed for maintenance and emergency vehicle use.
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.
5.0 How the Building & Occupancy Permit Process Works

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 m² 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 m² 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 m²;
• real estate signs located outside of a right-of-way are permitted provided they must not exceed an area of 0.8 m$^2$ 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$^2$ 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**, 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.
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

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

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;
• 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 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.
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.
Class B Development Permit Process
Standard applications without neighbourhood pre-notification

Completed Application Received

Review by UBC

Review by Agencies (if applicable)

Director’s Decision

Approved Development Permit
Class C Development Permit Process
Standard applications with neighbour pre-notification

- Completed Application Received
  - Notify Neighbours / Public
  - Review by UBC
  - Review by Agencies (if applicable)
  - Review by AUDP*

- Director’s Report

- DPB** Consideration
  - Approved Development Permit
  - Refused Development Permit

*AUDP: Advisory Urban Design Panel
**DPB: Development Permit Board
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.
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.
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.
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.
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

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

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 m², 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. 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.
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**

- **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 m² 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**

- **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.
• 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.
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:

**Type of spaces:** Class I bicycle parking is parking intended for the long-term use of residents or employees, and may consist of attended facilities, inside bicycle lockers, or restricted access parking. Class II bicycle parking is parking intended for the short-term use of patrons or visitors, and may consist of bicycle racks located with natural surveillance in an accessible outside location.

**Number of Spaces:** bicycle parking spaces are required as follows:

- **town housing, stacked town housing, apartment housing**
  - Class I: 1.5 bicycle parking spaces per dwelling but not required if individual parking garages are provided
  - Class II: 0.5 bicycle spaces per dwelling in a convenient outdoor location

- **convenience retail stores, personal service shops, restaurants, specialty food services**
  - Class II: 2 per 100 m² of gross floor area, but in no case fewer than 4 bicycle parking spaces per establishment (at a convenient location)

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

**Design and Standards:** Each required on-site bicycle parking space must conform to the following provisions:

- bicycle parking spaces must be a minimum of 0.6 m in width and a minimum of 1.8 m in length, must have a vertical clearance of at least 1.9 m, and must be situated on a hard surface;
- aisles between parked bicycles should be a minimum 1.2 m in width;
- 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; and
- bicycle racks must be Model UB100-USX in a hot-dipped galvanized finish or stainless steel finish; constructed of theft-resistant material; be securely anchored to the floor or ground; support the bicycle frame above the centre of gravity; and enable the bicycle frame and front wheel to be locked with a U-style lock that is CSA compliant.
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

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.
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 m² 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 m² 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 m² 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 m².
9.0  Additional Requirements

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 sprinkler 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

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

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 m².

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 m².

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 m².

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 m².

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
a) The minimum site area per dwelling is 285 m².

TN1.5. Development Regulations
a) The minimum front yard is 7.5 m.
b) The minimum side yard is 1.8 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 11.9 m). The maximum height for an accessory structure is 1.5 storeys (not to exceed 7.6 m).
e) 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.
g) The maximum site coverage is 50%.

TN1.6. Other Regulations
a) Each pair of lots shall accommodate no more than two semi-detached dwellings. One secondary dwelling is permitted per lot.
b) 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.
c) Any dwellings in accessory structures must have a principal entrance directly relating to Chancellor Mews.
d) 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.
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 (*).
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 m².

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).
e) This development area accommodates a maximum FSR of 1.2, provided that the FSR of any site conforms to the provisions of the Theological Neighbourhood Plan.
f) 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 m².

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**

- The minimum site area is 1700 m².

**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 adjacent parcels.
c) 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.
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 (*).
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 m².

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 m² 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 m².

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 m².
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 m².

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 m².

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
a) The minimum site area is 1700 m².

SC2A.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 6 storeys (not to exceed 23 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 55%.

SC2A.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 (*).
**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 m².

**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 m².

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 m².

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 m².

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 m².

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 m².

SC4.5. Development Regulations

a) All Buildings fronting onto West 16th 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 16th Ave.

c) The minimum side yard setback is 0 m, except for those flanking 16th Ave.

d) The minimum rear yard setback is 0 m, except for rear yards on 16th 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 m², of which a neighbourhood grocery is permitted at up to 3,000 m².

g) The maximum floor area for each retail unit other than the neighbourhood grocery store will be 350 m².

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