



Non-farm Use or Subdivision in the Agricultural Land Reserve (ALR) Application Process

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Purpose:

This Bulletin outlines the process and requirements for Non-Farm Use applications in the Agricultural Land Reserve (ALR). Property owners who wish to pursue uses that are not generally permitted in the ALR, or to subdivide their property must make two rounds of applications. In Round One, owners make an application under the *Agricultural Land Commission Act* (the “ALC Act”) and secure approval from the Agricultural Land Commission (ALC). If the application is approved by the ALC, applicants may proceed to seek approval for City processes in Round Two.

Also, refer to Bulletin [COMMBYLAWS-02 Soil Deposit & Removal Bylaw 10200 – Application Process](#) for information related to ALC ‘Placement of Fill’ applications (i.e. Non-Farm Use) for soil and other material deposit and soil removal in the ALR.

Application Process

Pre-submission

Prior to submitting an ALC application, you may wish to prepare a preliminary plan and written description of your proposal, and have them reviewed by City staff at a pre-application meeting. Staff can advise you of the required process(es) and additional information you should consider before you submit your proposal through the ALC Application Portal.

ROUND ONE

Agricultural Land Commission Submission

The ALC Application Portal is an online system that enables applicants to initiate and complete the application process through a web-based platform. ALC Applications must be submitted directly to the ALC through the ALC Application Portal system www.alc.gov.bc.ca.

City of Richmond Submission

Once the application is submitted to the ALC, the applicant must complete and provide a separate application form and supporting documents along with the required application fee to the Zoning Counter in City Hall. Please note that the City does not accept online applications.

The City’s submission application requirements are as follows:

- ALC application ID.
- ALC application fee of \$1,500.
- A completed application form (Please use form “*Development Application DA-4*” from the City’s website).
- A letter of authorization signed by the property owner, if the applicant is applying on behalf of the property owner(s), with the applicant’s contact information.
- A completed site profile.
- Two copies of title certificate.
- Two copies of a survey plan (including the location / type of all buildings and utilities entering / adjacent to the site).
- Two copies of an agrologist report prepared by a certified professional registered with the BC Institute of Agrologists (P.Ag).
- Two copies of other supporting documents (e.g. architectural drawings).

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Depending on the nature of the application, more information such as an arborist report, an Environmentally Sensitive Area (ESA) report, a Riparian Management (RMA) Plan, and/or a traffic report, may also be required. Upon receipt of the application, Staff will review the submitted materials and advise of any further requirements/information.

Application Review

Once a complete application is received, City staff will review the application and provide detailed comments. The application will also be reviewed by the City of Richmond's Food Security and Agricultural Advisory Committee (FSAAC), an independent body appointed by Richmond City Council. All outstanding issues identified by staff or through the FSAAC review must be resolved before preparing a report to the Planning Committee. The staff report and Planning Committee recommendations are forwarded to the City Council for its consideration.

If the application is authorized by a Council resolution, the application is forwarded to the ALC for a decision. Once the application is forwarded to the ALC, the ALC has the sole decision making authority on the application. If the application is approved by the ALC, applicants may proceed to seek approval for City processes in Round Two. If City Council or the ALC denies the application, the process ends.

ROUND TWO

Depending on the nature of the non-farm use application, City processes may include rezoning, subdivision, development variance permit, and building permit approvals. Information about City of Richmond application processes and fees can be found on the City of Richmond website under Application Forms and Information.

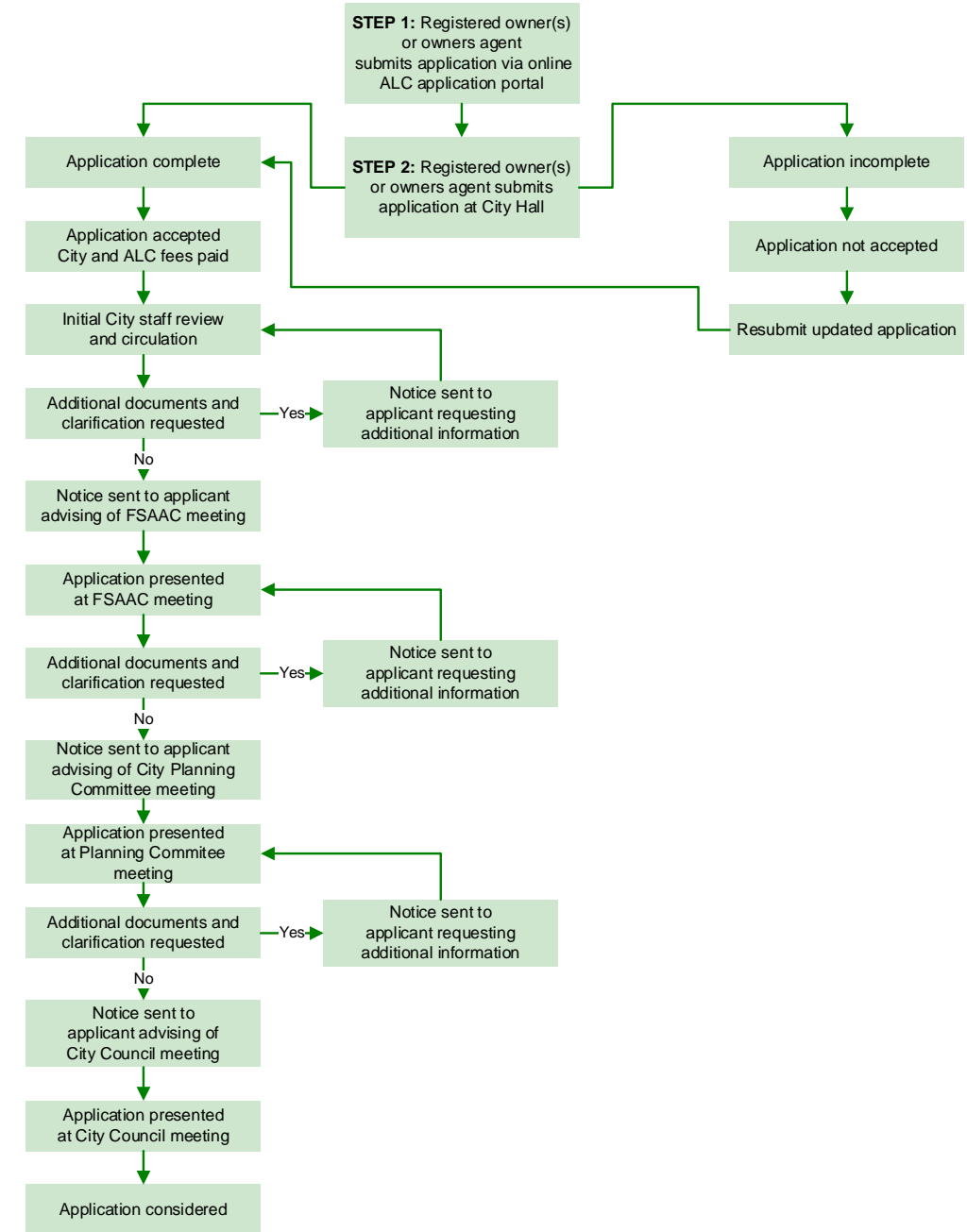
This bulletin is intended to be used in conjunction with the information available on the ALC's website. It is not a legal document. You should always refer to the official copies of formal documents, including the Agricultural Land Reserve, Use, Subdivision and Procedure Regulations and the Agricultural Land Commission Act, if you are unsure of any procedure or requirements.

For inquiries on non-farm use or subdivision applications in the ALR, please contact the Policy Planning Department at 604-276-4207.

See attached

Application Process Flow Chart

ROUND ONE



ROUND TWO

