

## Development Control Officer

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### **DEFINITION**

This is interpretative and evaluative work involving the application of the Provincial Planning Act, the City's Land Use Bylaw and related bylaws and development regulations.

Work of this class involves the examination of development plans for compliance to the Land Use Bylaw, including direct control district. Statutory Plan Overlays, related bylaws and policies and the inspection of lands pertaining to the development and use of land.

Typical responsibilities include: advising the public on the City's Land Use Bylaw requirements and regulatory features as well as meeting with developers and the public to resolve land use issues and variances from submitted plans.

Work is initially performed under supervision, however, as experience is gained, the incumbent performs independently within guidelines. Work is subject to periodic review for adherence to regulations, policies and planning standards.

### **TYPICAL DUTIES\***

Examines development applications and plans for residential and commercial development to ensure adherence to the *Provincial Planning Act*, the Land Use Bylaw and related regulations.

Approves or rejects applications conforming or not conforming to the Land Use Bylaw and related regulations.

Discusses applications and plans with applicants and suggests modifications in order that the plans comply with the regulations.

Conducts inspection of buildings and properties to determine compliance with the *Provincial Planning Act*, Land Use Bylaw and related regulations, determines any required corrective action and follows up for enforcement.

Reviews and responds to compliance certificate submissions. Provides advice to lawyers representing clients on compliance certificates.

Appears in court when necessary on violation investigations.

Reviews plans and provides information for the placement of legal restrictions on proposed developments.

Advises the public on interpretation of the Land Use Bylaw related to the development and use of land.

Makes recommendations to the supervisor regarding suggested modifications to the Land Use Bylaw and related regulations.

Provides information to the public concerning the existing land use districts within the City.

Performs related duties as required.

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**KNOWLEDGE, ABILITIES AND SKILLS**

Knowledge of the planning process as it relates to the *Provincial Planning Act*, the Land Use Bylaw and related regulations.

Knowledge of the principles and practices of economics, engineering, architecture and other disciplines applicable to development control functions.

Knowledge of drafting terminology and ability to read building construction plans.

Knowledge of mathematics and the ability to perform mathematical calculations.

Ability to express ideas effectively, both orally and in writing.

Ability to communicate effectively with the public and fellow staff members.

Ability to interpret and respond to requests from developers and the public as they apply to applicable Bylaws, policies and procedures.

Familiarity with computer systems, especially a database system.

**TRAINING AND EXPERIENCE REQUIREMENTS****Job Level**

University degree in Urban and Regional Planning or Architecture with a minimum of two (2) years' experience directly related to land use planning and control.

*\* This is a class specification and not an individualized job description. A class specification represents and defines the general character, scope of duties and responsibilities of all positions within a specific job classification. It is not intended to describe nor does it necessarily list the essential job functions for a specific position in a classification. Positions may perform some of the duties listed above but this does not necessarily qualify for placement into this classification.*

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Salary Plan	<u>21M</u>	<u>21A</u>	<u>21B</u>	<u>21C</u>
Job Code	0660	1382		
Last Updated:	1990-08 (updated and retitled)			
Previous Updates:	1989-03 (updated and retitled), 1981-12 (retitled)			
Originated:	1976-02			