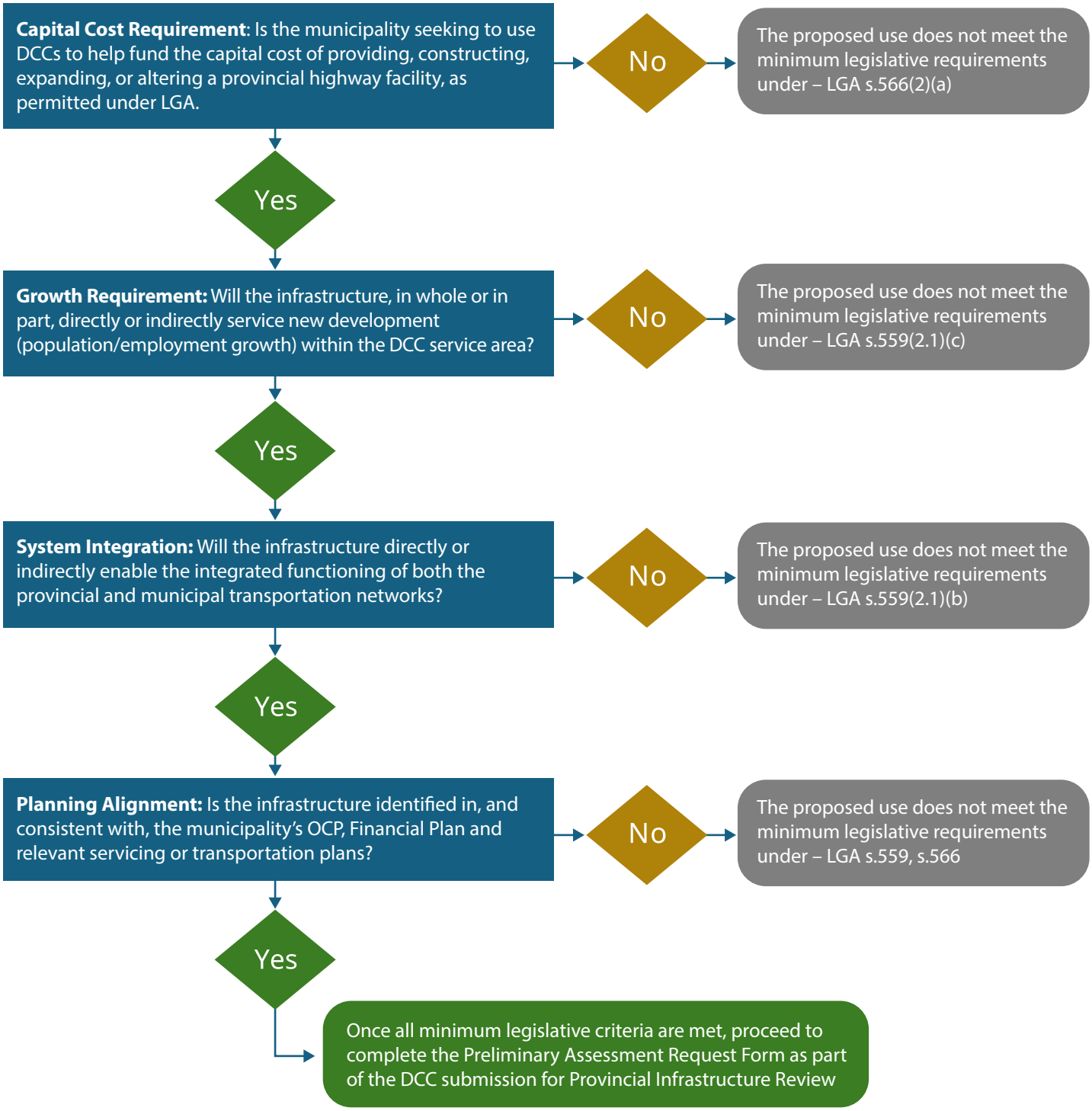
BRITISH COLUMBIA | Ministry of Transportation and Transit

Development Cost Charge

Minimum Legislative Requirements for Provincial Infrastructure

This screening tool helps local governments determine whether the potential use of DCCs for provincial infrastructure meets the minimum legislative requirements under the Local Government Act (LGA).

It serves as an initial check before submitting the Preliminary Request Form and prior to advancing discussions on a potential cost-sharing arrangement with the Ministry.



BRITISH COLUMBIA | Ministry of Transportation and Transit

LOCAL GOVERNMENT PRELIMINARY REQUST FORM
Development Cost Charges for Provincial Transportation Infrastructure

The purpose of this submission is to provide the Ministry of Transportation and Transit (the Ministry) with key information to help complete a preliminary assessment of a local government request for potential DCC consideration for provincial highway infrastructure.

This form is intended to support information sharing and early-stage assessment only. Submission of this form does not constitute approval, a funding commitment, or an agreement to proceed with project delivery.

SUBMISSION INSTRUCTIONS:

- Submit your completed request form and supporting documents by email to your **Ministry representative** and the **Integrated Planning Branch** at: integratedplanning@gov.bc.ca

To support an efficient review, ensure that:

- All required sections of the form are completed.
- Relevant supporting documents are included with the submission.

PART A: Preliminary Screening Questions

LEGISLATIVE SCREENING	QUESTION		DESCRIPTION
Capital Cost Requirement LGA s.566(2)(a)	Is the municipality seeking to use DCCs to help fund the capital cost of providing, constructing, expanding, or altering a provincial highway facility, as permitted under LGA s.566(2)(a)?	☐ **Yes** ☐ **No**	
Growth Requirement LGA s.559(2.1)(c)	Will the infrastructure, in whole or in part, directly or indirectly service new development (population/ employment growth) within the DCC service area?	☐ **Yes** ☐ **No**	
System Integration LGA s.559(2.1)(b)	Will the infrastructure directly or indirectly enable the integrated functioning of both the provincial and municipal transportation networks?	☐ **Yes** ☐ **No**	
Planning Alignment LGA s.559, s.566	Does the municipality's OCP identify the planned growth that is informing this request?	☐ **Yes** ☐ **No**	

PART B: Contact Details and Municipal Background

Municipality/Local Government:	
Municipal Staff Representative:	Name: Title:
Email Address:	
Phone Number:	
Mailing Address:	
Has Council been informed that staff are engaging with the Ministry regarding this request?	☐ Yes ☐ No

PART C: Request Details		
BACKGROUND CONTEXT	**RESPONSE**	
Prior Engagement with the Ministry **(Two Part Question)**		
PART ONE: Provide information that clarifies the provincial infrastructure improvement for which DCC funding is being proposed, including its role in supporting new growth.		
PART TWO: What prior engagements has your local government had with the Ministry regarding either this request or any other prior engagements: *(e.g., OCP updates, Transportation Master Plan discussions, other staff-level meetings)*.	☐ **Yes** ☐ **No**	*If Yes: Ministry staff contact(s), date(s) of engagement, and brief reference of what was discussed.*
Are there any capital planning timelines associated with this infrastructure request? *(e.g., 5-year, 10-year, 15-year, 20-year plan etc.)*	☐ **Yes** ☐ **No**	*If known, please specify.*
When was the municipality's OCP last updated, and how does this request align with it?		
What projected growth *(e.g., population, housing units, employment, or land use changes)* is informing this request? Please include the time span over which this growth is expected to occur. *Reference the municipal planning document(s) (e.g., OCP, Housing Needs Reports, or other long-range plans) that inform these assumptions.*		
How is your local road network expected to perform under planned growth?		
What measures are being established to support local network performance related to planned growth?		
What is the geographical relationship between the development(s) area and this request?		
Describe the anticipated scale, location, and potential timing of growth plans driving this request. *Reference municipal planning document sections, if possible.*		
What impact analysis or assessment has been conducted to inform the basis of this request?		
Are there any additional planned land-use changes or growth activities that could directly or indirectly relate to this request? *(e.g., zoning bylaw amendments, OCP designations, rezoning applications, development permits, etc.)*		
Does the municipality currently have an adopted DCC bylaw?	☐ **Yes** ☐ **No**	*If yes, date last adopted or amended.*
Beyond DCC revenues, what other municipal funding sources are being considered toward this proposed improvement? *If known, please specify the anticipated funding source(s), contribution amount(s), and any relevant budget references.*		

PART D: Supporting Documentation (attach as available)
Please include any of the following documents that are available: • Map or documents *(showing planned development areas and linkages to this request)* • Excerpts from OCP, servicing plan, or transportation master plan etc., showcasing growth projections • Other supporting materials

Application Representative	
Name:	**Title:**
Signature:	**Date:**

NEXT STEPS:

Upon receipt, Ministry staff will:

1. Review the submission and supporting documentation to confirm completeness and legislative screening requirements.
2. Contact the applicant to schedule a follow-up meeting for further discussion.