

A GUIDE TO DEVELOPMENT PERMITS

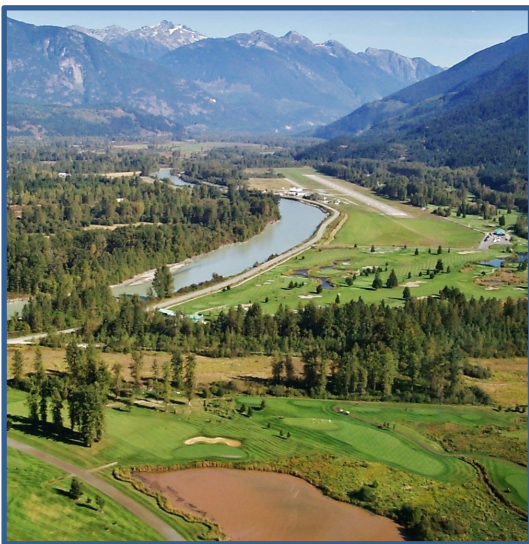
What is a Development Permit?

A Development Permit is a permit approved by the SLRD Board (or delegated authority) that specifies how development is to occur on a given parcel of land. Once approved, the Development Permit is registered against the title of the land and becomes binding on future land owners.

Within designated Development Permit Areas land must not be subdivided or altered and buildings or structures cannot be constructed or altered, unless the owner has first obtained a Development Permit.

A Development Permit may specify requirements respecting the character of development, including landscaping, and the siting, form, exterior design and finish of buildings and structures; environmental protection; protection from hazardous conditions and protection of farming.

Development Permits may also impose conditions respecting the sequencing and timing of construction.



When Do I Need a Development Permit ?

A Development Permit is **not** a building permit. A building permit must be obtained prior to any construction.

A Development Permit is required when the property to be developed is situated within a Development Permit Area designated in an Official Community Plan.

When such a designation exists, a Development Permit must be obtained before a building permit or subdivision approval.

Please note that a development permit can only be issued after rezoning approval is in place.

What is a Development Permit Area?

Certain lands are designated as Development Permit Areas within an Official Community Plan require special regulation of development to respond to any one or a combination of SLRD objectives:

- Control of the form and character of development
- Protection from hazardous conditions (eg. Wildfires)
- Protection of the natural environment (eg. Riparian areas, energy, water conservation, greenhouse gases)
- Protection of farming

Official Community Plans define and map each development permit area. They describe the SLRD's objectives and specify development guidelines for each area.

Procedure for Obtaining Development Permit

Pre-Application Stage

Applicants should be well informed about SLRD policies and procedures before preparing a development permit application for submission.

SLRD staff should be consulted regarding SLRD objectives and development permit area guidelines, the application review process, and the time frame involved.

Before an application is made, the following should be reviewed:

- Development permit area guidelines contained in the Official Community Plan
- Zoning regulations pertaining to the subject property
- Subdivision guidelines and bylaw regulations
- Access and engineering servicing standards
- Environmental requirements
- Design guidelines respecting the subject property
- Development covenants registered on title in favour of the SLRD or others
- Applicable building code requirements
- Any other applicable SLRD policies

Application Requirements

An application is made by submitting all required and documentation, as described in detail on the "Development Permit Application Requirements" form, to the SLRD. These requirements may vary based on the development permit area guidelines, but generally include:

- Completed development permit application form signed by all owners of the property
- Application processing fee

For Form and Character Development Permits:

In addition to these requirements, the following items are required:

Boundaries and dimensions of the parcel(s) involved;

- Size and location of all existing and proposed buildings, structures, and uses on the site including measurements from all proposed and existing structures to the nearest parcel line;
- Location and name of roads(s) adjacent to the parcel;
- Existing and proposed parking and driveways;
- Topographic features, water bodies and waterways including measurements from all proposed and existing structures to the natural boundary, stream centre line or top of bank, whichever is applicable;
- Location and identification of any easements, rights of way, or covenants registered against title to the parcel;
- Proposed subdivision layout, showing the number and approximate location of lots and/ or consolidation of the parcel(s);
- North arrow and scale;
- Site plan;
- Floor plans;
- Gross floor area;
- Site survey;
- Development program;
- Elevations and sections;
- Roof plan;
- Signage scheme;
- Landscape, parking and grading plans;

- Parking provisions and details;
- Details of bicycle parking provisions;
- Colour and materials package;
- Preliminary building code analysis;
- On-site and off-site servicing plans;
- Snow management plan (as requested);
- Site Profile under *Waste Management Act*
- (as requested)

Building appearance and landscape treatment are important elements of a form and character development permit, therefore, the applicant is encouraged to hire the services of a land use planner, an architect, a landscape architect, an engineer, or other professional consultants to prepare the development plans. One individual of this team (or the applicant) should be responsible for coordinating the application process. The complexity and scale of the proposed development will affect the level of detail required.

For Wildfire Development Permits:

- Site plan
- Floor plans
- Type of roofing material
- Plan indicating the location of trees
- Landscape materials and types of vegetation
- Proposed landscaping locations

For Riparian Area and other Environmental Development Permits:

- Site plan
- Building footprints
- Setbacks from riparian areas
- Location of riparian areas

Submission of complete and accurate information will accelerate the development permit process. Please note, these application submission requirements are for development permit applications only. Separate applications must be made for other permits and licenses. For example, development permits for riparian areas will require a report from a Qualified Environmental Professional (QEP).



Review of the Application

SLRD planning staff coordinates the review of the development permit application, involving other SLRD departments and in some cases, provincial agencies. The review may result in a request for additional information or modification of the proposal. Staff workshops and meetings with the applicant may be held throughout the process.

Approval Stage

Some Form and Character Development Permits and all Riparian and Wildfire Permits have delegated authority for approval and issuance by the Director of Planning and Development.

For Form and Character Development Permits that require SLRD Board approval, the SLRD Board may resolve to:

- approve the application;
- approve the application subject to the satisfaction of specified conditions;
- request further information and/or modification of the application prior to further review; or
- reject the proposal outright.

If Development Permit approval has been delegated to the Director of Planning and Development for approval, the permit is presented to the Director of Planning and Development upon resolution of all staff concerns.

Issuance of Development Permit

Prior to the issuance of the permit, all conditions set out by the SLRD Board resolution or requested by the Director of Planning and Development must be resolved and all required letters of credit (for landscape and paving works, etc) must be secured. In addition, all outstanding development permit processing fees must be paid in full.

Once issued, the SLRD will file the development permit with the Land Title Office. As a result, the development permit is binding upon the applicant and subsequent owners. The SLRD Board must authorize any amendments to a development permit.

Cost

The cost of development permit is regulated by Schedule B of Bylaw 1301, as amended.

Refund

Where an application does not proceed or has been withdrawn, a refund *may* be provided to the applicant as per the regulations of s.6.4 of Bylaw 1301.

Re-application

Where an application has been denied, no reapplication for a substantially similar amendment shall be considered within 6 months of the date of rejection of the previous application. Relevant fees are applicable to any new application.

Information, Application Forms and Questions

Development permit application forms and information requirements are available at the SLRD office and on the SLRD website. SLRD planning staff are available to answer questions and to provide clarification of the development permit process as it applies to a specific property or application. Contact the Planning Department at: planning@sIRD.bc.ca.

This information is intended to provide general guidance and should not be regarded as a right to development approval if the steps indicated are followed.