



Development Services  
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# A Guide to the Development Permit Process

This handout is for convenience purposes and provides general information on the Town's development process. Please refer to the *Development Procedures Bylaw* for specific application requirements and processing procedures.

## This Handout Answers

- What is a Development Permit?
- When do I apply?
- How are applications evaluated?
- What do I consider before applying?
- What makes a complete application?
- Application cost and timeline
- Other considerations
- What is the Process?

## What is a Development Permit?

▶ Development Permits are a tool to ensure that development in a particular area corresponds with specific development objectives in the Official Community Plan (OCP).

In the Official Community Plan there are designated Development Permit Areas where specific guidelines for development apply. Development Permit Areas include lands intended for multiple residential use, commercial or industrial use, heritage conservation, or environmentally sensitive or potentially hazardous lands.

Each area has development guidelines relating to at least one of the following objectives:

1. revitalizing specific commercial areas;
2. establishing objectives for the form and character of development;
3. preventing hazardous conditions and protecting the natural environment; and
4. establishing and achieving objectives to promote water and energy conservation and the reduction of greenhouse gases.

Development within a Development Permit Area must obtain a Development Permit prior to commencing. Development Permits are registered against the title of the property and outline the specific conditions to which development must conform to.

## When do I apply?

A Development Permit application is required when a change or alteration is proposed to the land use or buildings on a property located within a Development Permit Area. In some cases, smaller developments are exempt from Development Permits. These exemptions are noted within the Official Community Plan.

## How are applications evaluated?

Development Permit applications are reviewed by staff to evaluate its conformance with municipal bylaws and regulations.

External departments and organizations also review applications to determine how proposals affects their plans and interests.

## What do I consider before applying?

Prior to submitting a Development Permit application, the applicant should first review the Development Permit Area Guidelines in the Official Community Plan to understand the development desired for a particular area. The applicant should also review the Town's Zoning Bylaw, the Subdivision Servicing Bylaw, and the Floodplain Bylaw to determine whether the proposal meets Town requirements and standards. Applicants are required to arrange a pre-application meeting with staff to discuss the preliminary development proposal prior to submitting an application.

▶ **Retaining the services of an architect, engineer, planner, or other professional for your application is highly recommended. The submission of a high quality application package will assist in the successful and timely consideration of a Development Permit Application.**

## What makes a complete application?

Once a proposal has been prepared, a completed Development Permit application package including the applicable fees is submitted. The applicant may also choose to submit the development permit in conjunction with a rezoning or subdivision application where applicable.

An Development Permit application package consists of the following:

- A Development Application Form
- An Application Fee
- A State of Title Certificate
- A Site Profile
- Site Plans and Project Summary
- Landscape Plans
- Building/Elevation Plans
- Development Approval Information (i.e. traffic study, drainage plan, servicing plan)

Processing of the application begins when a complete application package has been submitted to the satisfaction of staff, and the applicant has received written acknowledgement of a complete application.

## Application cost & timeline

A Development Permit application generally takes two to four months to process. It should be recognized that application processing timelines depends on several factors including:

- size and complexity of the proposal,
- the number of applications in progress,
- the completeness and quality of required submission materials,
- variances requested,
- if a concurrent application is required, and
- the time it takes to revise plans to meet address any deficiencies in the plans.

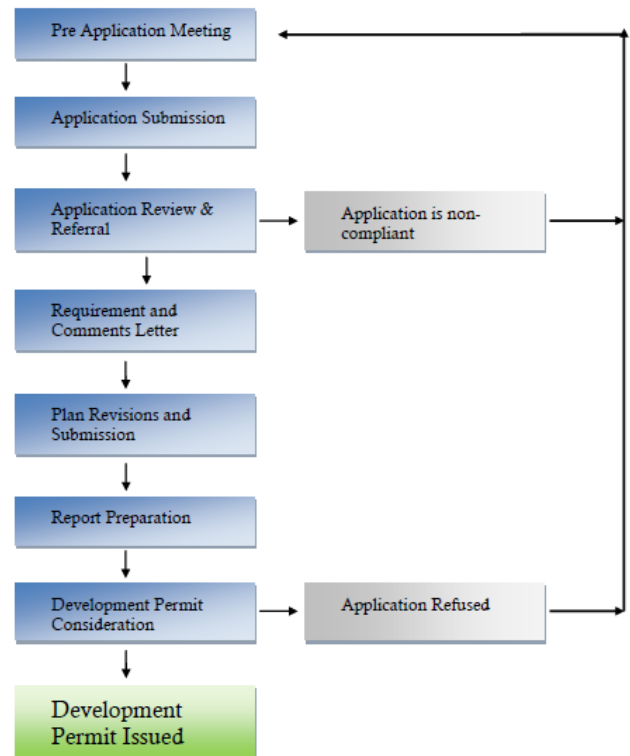
To assist with timely processing of the application an applicant should ensure all Development Permit application requirements are met.

**The Development Permit application fee is \$530.**

## Other considerations

- ✓ Expiries
- ✓ Security
- ✓ Review Fee
- ✓ Development Cost Charges
- ✓ Building Permit
- ✓ Legal Costs (registration of covenants, statutory rights-of-way)
- ✓ Signage

## What is the process?



## Questions

For further information contact the Planning and Development Services Department at:

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