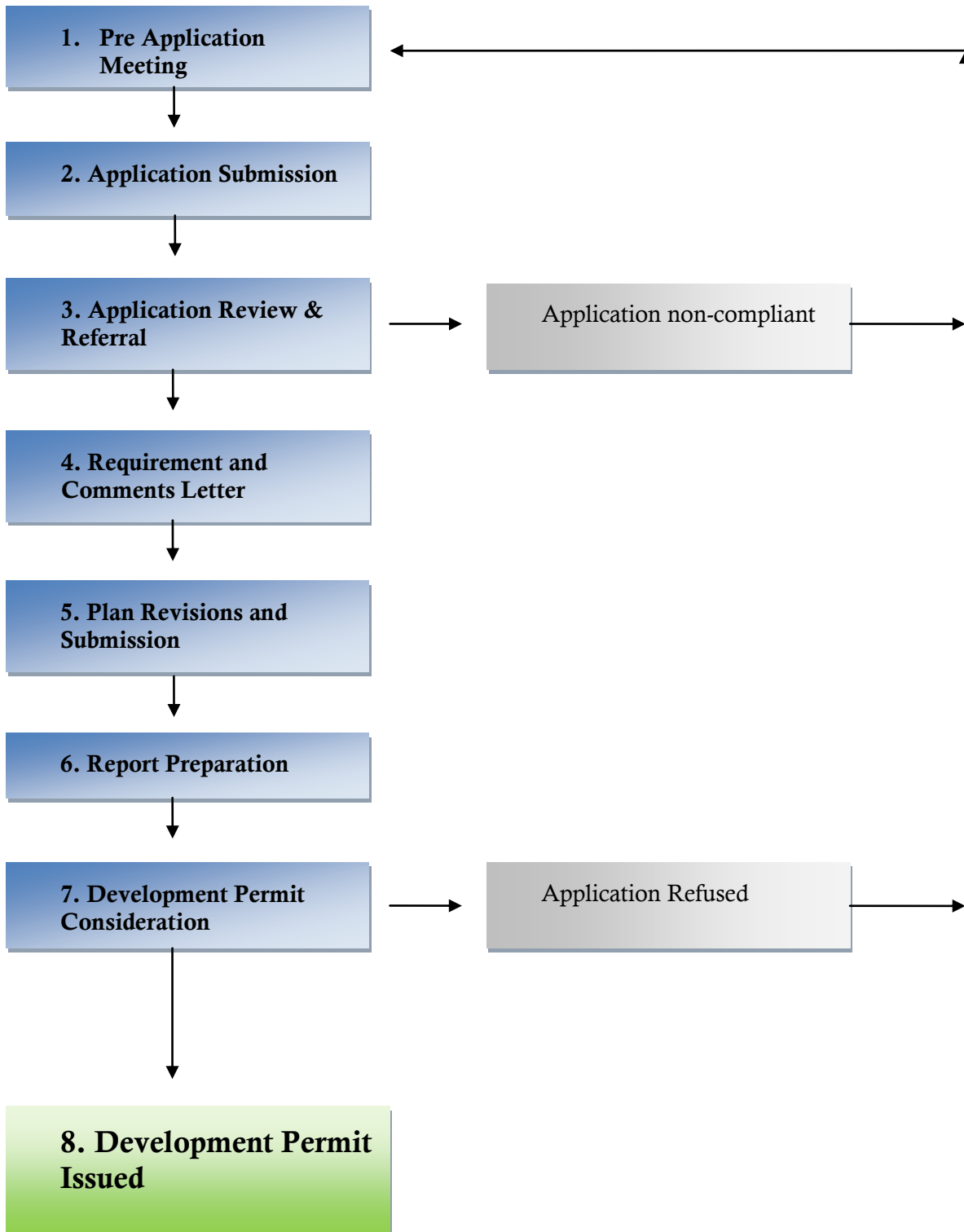


Development Permit Process Simplified



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Development Permit Process Summary

This handout is a general summary of Golden's Development Permit process and is for convenience purposes only. Specific requirements and processing procedures for Development Permit applications are contained in the Development Procedures Bylaw.

1. Pre Application Meeting

Prior to submitting a Development Permit application, the applicant should first review the *Official Community Plan's Development Permit Area Guidelines* to understand the development desired for a particular area. The applicant should also review the Town's *Zoning Bylaw, Subdivision and Development Servicing Bylaw, and Floodplain Bylaw* to determine whether the proposal meets municipal requirements and standards. The applicant is urged to prepare a preliminary development proposal prior to meeting with staff to discuss the proposal.

2. Application Submission

Once a proposal has been prepared, a completed Development Permit application package including the applicable fees is submitted. Application requirements are outlined in Schedule "B" of the *Development Procedures Bylaw*. Staff will write a letter to the applicant acknowledging receipt of a complete application. The applicant may also choose to submit the Development Permit in conjunction with a variance, rezoning or subdivision application where applicable.

3. Application Review and Referral

The application is circulated to internal departments and external agencies as necessary and evaluated for compliance with bylaws, plans and policies. The applicant may be requested to submit additional information or revise the proposal as a result of the review.

4. Requirements and Comment Letter

A letter is forwarded to the applicant outlining comments received from the review and circulation of the application. The letter also identifies the preliminary list of technical requirements for the development to proceed. The technical requirements identified in this letter may form the basis for the Servicing Agreement, and issuance of the Development Permit.

5. Plan Revisions and Submission

If necessary, the applicant submits revised plans to address the Requirements and Comments letter. Based on the submission, the applicant provides estimates for civil and landscape works, and security amounts for these works are determined.

6. Report Preparation

Staff prepares a draft Development Permit, securing the applicant's commitment to finalize the plan submission to the satisfaction of the Town and pay the appropriate fees and securities prior to issuance of a building permit. Once all necessary technical requirements are addressed, and, if required, external agency approvals received, staff prepare a report on the proposed development permit for Council's or the designated authority's consideration.

7. Development Permit Consideration

Council or the designated authority considers the Development Permit application and either authorizes issuance of the permit, defers the application with or without instructions to staff, or refuses authorization.

8. Development Permit Issued

Where a Development Permit is authorized, Staff will register the Permit on title of the property at the Land Titles Office.