

Also note that Development Cost Charges (DCC's) will apply and be payable at time of Building Permit application for projects involving multi-family, industrial, commercial and institutional projects.

How long will an application take?

As every project is unique, no definite timeline can be provided. Factors that influence the speed of application processing are: the type, size, and complexity of the project (if the project requires concurrent additional applications i.e. variances, rezoning, and/or OCP amendment application), the quality of the material submitted, and the number of applications in process.

The Process

Applicant discusses the proposal with Land Use Management Staff. This can include discussion of initial design concepts and drawings in order to evaluate the proposal and how it conforms to policies and Bylaw requirements. Staff can provide application forms and other relevant information.

Complete application is submitted. Inter-Departmental Staff review the application to ensure it is complete and addresses all relevant technical submission requirements. The applicant may be required to place a notification sign(s) on the property if the application is to be considered by Council.

The application is reviewed by staff, relevant agencies and advisory group(s) to provide comments on the proposal. Staff then prepare a report to either City Council or the Director of Land Use Management for consideration and approval.

If approved, the DP is officially granted. It will contain certain requirements that the development must meet. The applicant is notified and the City of Kelowna registers the DP on the title of the affected property.

Resources:

Before submitting an application, familiarize yourself with the relevant regulations. References and websites to review include:

- ▶ kelowna.ca/landuse
- ▶ kelowna.ca/maps
- ▶ kelowna.ca/bylaws
 - Official Community Plan
 - Zoning Bylaw
 - Sign Bylaw
- ▶ kelowna.ca/council
 - Meetings
- ▶ kelowna.ca/apc
- ▶ Rezoning & OCP Applications guide
- ▶ Form & Character Development Permit guide
- ▶ Environment Development Permit Guide

We're here to help you!

The Land Use Management Team is available to assist with pre-application questions.

To make an appointment with our Planner of the Day, please phone: **250 469-8626**



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A General Overview of Development Permits

Guiding you through the process



What is a Development Permit?

Within the Official Community Plan (OCP), there are sites that are designated as Development Permit (DP) Areas. In each of these areas, there are development guidelines that specify the City's development objectives. Notably, there are two types of Development Permits: Form & Character, and Environmental. If your property is within a designated DP area, you must make application for and obtain a DP from the City, before any land development or construction (including any exterior building alterations) take place. A Development Permit may be required when the OCP designates an area for one, or more, of the following purposes:

1. **Environmental** – Protection of the natural environment, its ecosystems and biological diversity (see Environment DP guide).
2. **Hazardous** – Protection of development in areas designated as hazardous conditions.
3. **Form and Character** – Establishment of objectives for the form and character of commercial, industrial or multifamily/intensive residential development (see Form and Character DP guide). Form and Character Development Permits are required for new construction and additions to multifamily, commercial, industrial, and institutional development, except where exempted by the OCP.

What is the purpose of a Development Permit?

The purpose of a **Form & Character DP** area designation is to:

- ▶ Clarify the objectives and design guidelines that will influence the form and character of developments (eg. to ensure that the development proposal meets the urban design objectives and is sensitive to the context of the existing buildings within the area);
- ▶ To revitalize commercial, industrial, and multiple residential areas and to ensure that they are vibrant and dynamic areas for the residents and visitors alike.

The purpose of an **Environmental Development Permit** area is to:

- ▶ Protect the natural environment, including environmentally-sensitive habitat, significant natural features, and to mitigate and restore areas that will be disturbed;
- ▶ Protect development from hazardous conditions.

Please note: Environmental Development Permits for development near protected water courses may require a Riparian Area Assessment, in compliance with the Provincial Riparian Area Regulations.

When is a Development Permit required?

A Development Permit application is required in the following circumstances:

- ▶ If your property is designated as a Form & Character Development Permit Area (multiple unit residential, commercial, or industrial land uses) and you want to make exterior changes to a site or add onto an existing building.
- ▶ If your property is designated as a Hazardous or Natural Environment Development Permit Area, and you wish to commence site clearing (including tree removal), site grading, site servicing, building construction, or subdivision.

Refer to the Form & Character Development Permits and Environmental Development Permit Information guides for detailed information on requirements and procedural processes for each type of DP.

How are Development Permits assessed?

Industrial, commercial, institutional, and multi-family Development Permit applications are reviewed by the Advisory Planning Commission (APC) and Staff prior to consideration by City Council.

Two Dwelling Housing/ Secondary Suites Development Permits and Environmental Development Permits are not referred to APC, but are evaluated directly by a Staff development review team.



How is an application made?

Working collaboratively to benefit our community is Staff's goal. We want to ensure your application is successful, and therefore are committed to working with you and your team of professionals prior to submitting an application. First, review the following resources prior to setting up a pre-application meeting:

- ▶ **Official Community Plan:** Determine whether your property is located in a DP area. This plan sets out objectives for land use, servicing and the form and character guidelines.
- ▶ **Zoning Bylaw:** Review the development regulations that apply to your proposal.

Following a pre-application meeting with a Planner, you can apply for a Development Permit by completing the application form and fulfilling all requirements on the submission checklist.

Retaining the services of an architect, landscape architect, planner, engineer, environmental consultant or other design professional is highly recommended. One person should be assigned as the coordinating professional. The submission of a high quality application package will assist in the successful and timely consideration of the Development Permit application.

How much will it cost?

Applications can be submitted with payment to the One Window Service Centre at City Hall.

Development Permits to be reviewed by the APC cost \$1,129.25. Those applications that are not reviewed by APC cost \$578. To confirm prices, fee schedules are available at the One Window Service Centre or on-line (refer to the Development Applications Fee Bylaw No. 8034).

