

As the OCP will provide the foundation for Staff's evaluation of the application, the applicant should review all appropriate DP guidelines. It is also strongly recommended that applicants consult with staff through a pre-application meeting prior to submitting their application. A pre-application meeting allows staff to interpret the requirements for a particular proposal and identify whether an environmental DP or waiver is required. Staff may recommend alternatives which avoid impacts to the natural environment and/or expedite the DP process. Retaining the services of the appropriate consulting professionals will likely be required. One person should be assigned as the coordinating professional.

Staff will also identify whether a professional report is required as part of the Environmental DP application and if so, provide a terms of reference to guide the applicant and their qualified professionals. The professional reports provided to the City for review must consider the applicable DP guidelines and identify instances where monitoring by a professional is required. Retaining the services of the appropriate consulting professionals will likely be required. One person should be assigned as the coordinating professional.

### How long will an application take?

As every project is unique, no definitive timeline can be provided. The submission of a high quality application package will assist in the successful and timely consideration of the application. A DP could be processed in as little as two to three weeks. If the quality of the submission is poor or incomplete, applicants can expect six months or more. A Development Permit Waiver can typically be issued within one week assuming the application is complete.



### Resources:

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

- ▶ [kelowna.ca/landuse](http://kelowna.ca/landuse)
- ▶ [kelowna.ca/maps](http://kelowna.ca/maps)  
SHIM and WIM mapping layers
- ▶ [kelowna.ca/environment](http://kelowna.ca/environment)
- ▶ [kelowna.ca/bylaws](http://kelowna.ca/bylaws)  
Official Community Plan  
Zoning Bylaw
- ▶ Terms of Reference for Environmental Impact Assessment available from Land Use Management staff.
- ▶ Technical guidelines are available for:  
Stormwater management  
Geotechnical assessment  
Lot grading  
Visual impact assessment
- ▶ [frontcounterbc.gov.bc.ca](http://frontcounterbc.gov.bc.ca)

### We're here to help you!

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

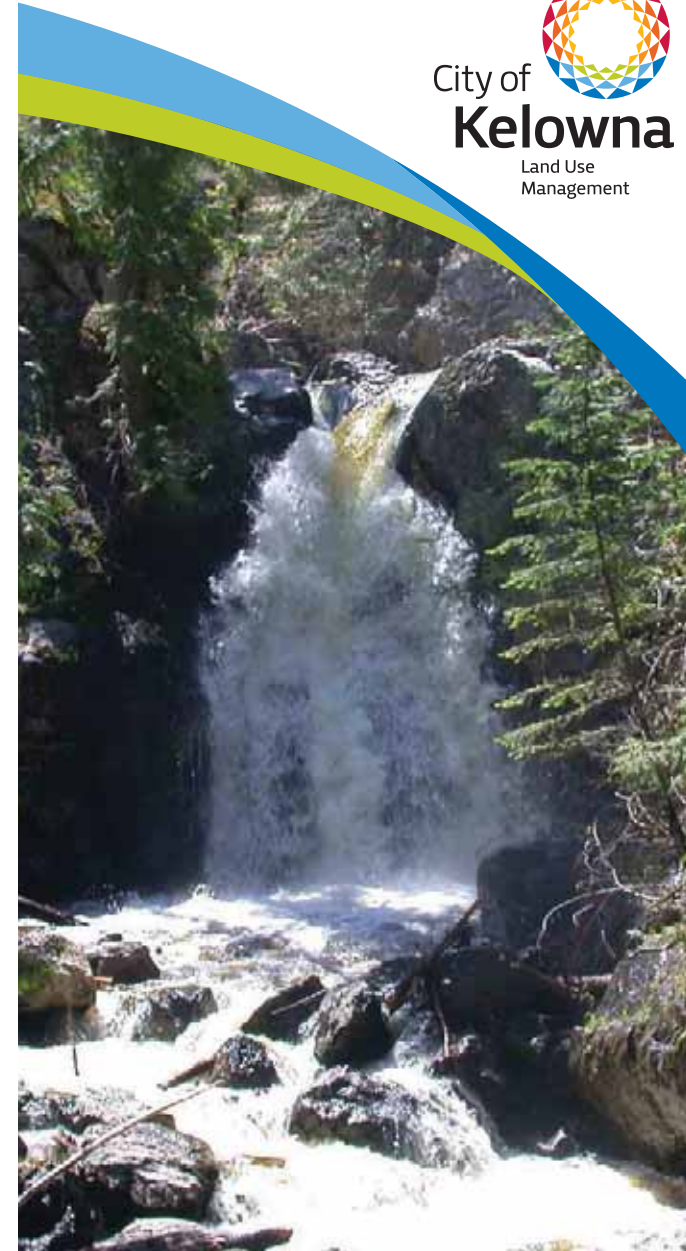
To make an appointment with our Planner of the Day, please phone: **250 469-8626**



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[kelowna.ca](http://kelowna.ca)

# Environment Development Permits

Guiding you through the process



## What is an Environmental Development Permit?

Environmental Development Permits (DPs) are used to ensure the protection of the natural environment (its ecosystems, biodiversity and habitat values), and to protect urban development from hazardous conditions. An Environmental DP assesses the existing conditions of the property and the impacts which can be expected due to site development.

To successfully obtain an Environmental DP, the project must meet the guidelines and conditions as stated in the City's Official Community Plan (OCP). The Environmental DP process has been designed and implemented to ensure that proposed development is considered in a fair and consistent manner. In most cases, Environmental DPs require reviews by one or more qualified professionals including, but not limited to, geotechnical engineers (P. Eng.) and registered professional biologists (R.P. Bio).

## Why is an Environmental DP required?

Environmental DP areas have been identified, mapped and adopted by the City. These areas are known to possess features and characteristics which are important to the City and its inhabitants, and therefore worthy of protection.

The Environmental DP ensures that the proposed development is consistent with guidelines and specific objectives defined through public processes and endorsed by City Council. The OCP identifies several environmental policies encouraging preservation of natural areas, sensitive hillside development, formulating protective strategies from hazardous conditions and protecting riparian management areas.



## Are there different types of Environmental DPs?

There are two Environmental DPs designated in Kelowna's Official Community Plan (OCP):

1. Natural Environment Development Permits; and,
2. Hazardous Condition Development Permits.

The **Natural Environment DP** focuses on the protection of environmentally significant water and land-based features such as the lakeshore, creeks, wetlands, and rare habitats. The **Hazardous Condition DP** ensures areas that could be at risk for dangerous conditions such as flooding, rock fall, erosion and land slip are adequately reviewed. The Hazardous Condition DP includes another well known hazard in the central Okanagan - wildfire.

## What properties require an Environmental DP?

Properties included as Environmental DP areas are referenced in the OCP and require a Development Permit. Refer to the following maps to determine if your property is in a DP area:

- ▶ Map 7.1a Natural Environment Development Permit Area,
- ▶ Map 7.1b Hazardous Condition Development Permit Area, and
- ▶ Map 7.2 Wildland Fire Hazard Development Permit Area.

These maps serve as a flagging tool for City staff and are based on a number of professional reports and mapping efforts that identify properties meeting the criteria for Natural Environment or Hazardous Condition Development Permits.

## How much will it cost?

A DP typically costs \$578. The charge for a DPW (waiver) is \$150. To confirm fees, please refer to the Development Applications Fee bylaw No. 8034 online.



## When is a DP not required?

Typically the Environmental DP designation applies to an entire property. The City does however recognize that:

- ▶ Some portion of a property may not be sensitive to the development being proposed;
- ▶ The proposed activity is well beyond the sensitive area contained within a property; or
- ▶ The proposed activity is minor in nature and is unlikely to generate negative impacts.

In these cases, the OCP allows for qualifying projects and properties to be issued a "Waiver", which exempts the project from the Development Permit process. Applicants may apply for a Development Permit Waiver that staff assess in terms of the exemptions provided by the OCP. Waivers are issued with conditions that must be followed during construction and upon project completion (e.g. restrictive covenants such as "Do Not Disturb"). Chapter 7 of the OCP lists conditions whereby properties may qualify for a Waiver.

## What additional requirements should be considered prior to making an application?

It is recommended that applicants determine all applicable approvals well in advance. This is important as the City requires that all Provincial and/or Federal approvals are obtained (e.g. Fisheries Act, Water Act) prior to the City issuing a Development Permit.

