

How much will it cost?

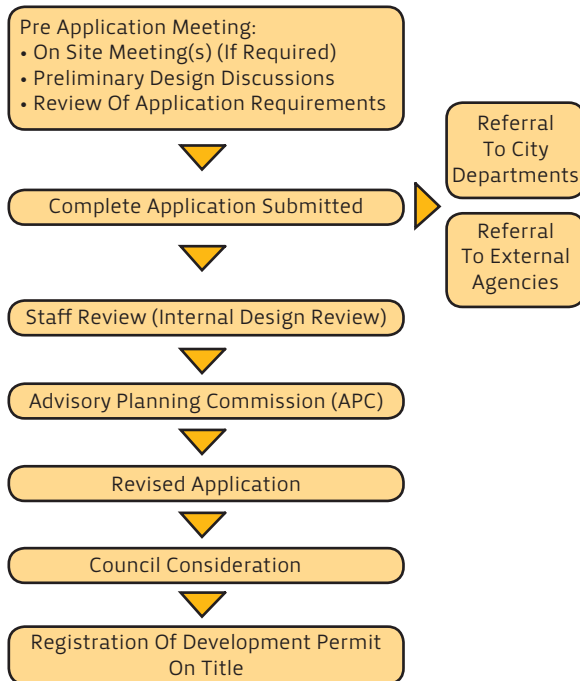
Applications can be submitted with payment (cheque) to the One Window Service Centre at City Hall.

Development Permits applications range from \$578 to \$1,129.25. 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).

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:



Resources:

Before submitting 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
 - Form & Character guidelines
 - Zoning Bylaw
 - Sign Bylaw
- ▶ kelowna.ca/council
 - Meetings
- ▶ kelowna.ca/apc
- ▶ Technical guidelines are available for:
 - Stormwater management
 - Geotechnical assessment
 - Lot grading
 - Visual impact assessment
- ▶ kelowna.ca > residents > parks > urban forestry

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**



City Hall, Second Floor
1435 Water Street
Kelowna, BC V1Y 1J4
TEL 250 469-8626
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Form and Character Development Permits

Guiding you through the process



What is a Form and Character Development Permit?

In the Official Community Plan (OCP), a set of development guidelines establish the City's development objectives. If your land is designated as a Development Permit area, you require a Development Permit before any land or building alteration may take place. Form and Character Development Permits (DP) control landscaping, the siting and the exterior appearance of development sites. They do not influence use or density (which are controlled by the zoning bylaw).

What is Form and Character?

Form and Character refers to the following specifics of a development: the exterior design, landscaping, siting, building finishes and sensitivity to existing buildings. These guidelines include but are not limited to the relationship to the street, neighbourhood context, privacy, building massing, parking, landscaping, building form and finish, and accessibility.

What is the purpose of a Form and Character DP?

The purpose of a Form and Character DP area is to:

- ▶ Provide clarity of the objectives and guidelines for form and character of developments (to be attractive and sensitive to the established urban built form).
- ▶ To revitalize commercial, industrial, and multiple residential areas and to ensure that they are vibrant and dynamic areas for the residents and visitors alike.

To successfully obtain a DP, the project must meet all guidelines and conditions as stated in the OCP. The conditions of the DP are binding on existing and future owners of the property. Once the Development Permit is issued, an application for a Building Permit may be made.



When is a Form and Character DP required for a project?

A Form and Character Development Permit is required:

- ▶ For new building construction on a property located within a designated Development Permit area; or
- ▶ Exterior changes or an addition to an existing development that is within a designated Development Permit area.

This primarily includes two dwelling housing/secondary suites, multi-family residential, as well as for most industrial and commercial developments. (DP areas are noted on maps available online and at City Hall.)

How are Form and Character DP's assessed?

Most industrial, commercial, institutional, and multi-family Development Permit applications are reviewed by APC prior to consideration by City Council.

Two dwelling housing/ secondary suite Development Permits and various other DP's that comply with the Procedures Bylaw regulations are issued by the Director of Land Use Management. These Direct DP's are considered non-APC.

Who are the APC?

The APC (Advisory Planning Commission) is a Council appointed committee who initially review a proposed development in a public forum prior to Council's consideration.

Are there any requirements to consider prior to making application?

It is strongly encouraged that consultation with neighbours and resident associations (if applicable) takes place prior to making application. Development Cost Charges (DCC's) will apply and be payable at time of Building Permit application.

For commercial, industrial and multiple unit residential developments, all buildings plans must be completed by a registered professional (architect or engineer). A landscape agreement and bonding will also be required. Applicants must provide a cost estimate from a registered professional landscape architect/company for all soft and hard landscaping costs. Bonding for 125% of that amount will be required prior to issuance of a DP.

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 (OCP):** 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.

A pre-application meeting is strongly encouraged. 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.

**Please note, only DP drawings are required because changes to the design are possible.*

