

# Bulletin: Development Permit Landscape Plans

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## What are the benefits of a Landscape Plan?

Good landscape plans improve how the site handles rain and snowmelt, avoiding flood damage or causing drainage problems for neighbours while watering landscaping and reducing irrigation costs. Plus, a good plan can provide environmental benefits like shade trees or pollinator habitat.

*This information is summarized for convenience. Please refer to the applicable bylaw for the complete regulation.*

Requirements for on-site landscape elements like bike parking, trees, or garbage enclosures vary by zone. [Site coverage calculations](#) are also required for Building Permits and to meet Zoning Bylaw requirements. Please refer to [Zoning Bylaw No. 12375](#) to determine what is needed to support your project.

Use the City of Kelowna [Landscape Water Conservation Report](#) to efficiently design your landscape. Selecting plants that thrive in our arid climate, using these resources, will help your plan meet inspection standards and look great:

*Bylaws can be viewed online at [kelowna.ca](http://kelowna.ca)*

- [Make Water Work Okanagan Plant Collection](#)
- [Kelowna Urban Tree List](#)

## On-site Landscape Plan Process

### Step 1 – Assess existing opportunities and constraints on your lot

- Are there mature trees that will help shade a structure, reducing energy costs? A pre-development tree inventory must be included with Development Permit applications.
- Are there easements/covenants that protect infrastructure or environmental features that cannot be planted or built on? Check your title.
- What are the zoning and site servicing requirements that will direct the location of driveways, sidewalks, fire hydrants, and other services?

### Step 2 – Develop your plan

- Planning the landscaping alongside the structures will help avoid frustration later when items like pools cannot be accommodated.
- Professionals, like arborists and landscape architects, should be engaged to help meet the bylaw requirements and ensure all variables/constraints are considered.
- Review [OCP design guidelines](#) (Urban, Hillside, Heritage, Environment), which should be considered in addition to the Zoning Bylaw requirements for projects in those areas.

*Properties must satisfy all applicable Bylaws/ Regulations of the City of Kelowna and conform to the B.C. Building Code.*

#### Development Planning

1435 Water Street  
Kelowna, BC V1Y 1J4  
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### Step 3 – Apply for Development Permit

- Follow the application checklist and [Development Application Procedures Bylaw No. 12310 Schedule 1\(j\)](#) to create a schematic design along with custom details or cross-sections if needed.

### Step 4 – Development Permit (DP) Approved in Principle

- Staff have indicated that the plan meets requirements. Now calculate the Performance Security – a deposit held by the City as insurance to cover the cost to install and maintain the landscape works for 2 years. See the Landscape Performance Securities Bulletin on the [Development process overview page](#) under 'Informational Bulletins' for more information.
- Work with staff to finalize the Landscape Agreement.

### Step 5 – DP issued, Finalize Building Permit

- A conceptual Landscape Plan approved with the DP must guide the detailed construction drawings for the Building Permit. If changes are needed the DP must be amended.
- Larger projects (landscape construction estimate over \$50,000) will need a plan managed by a Landscape Architect. They will submit a “**Schedule L**” on your behalf that you will include with the Building Permit application.

### Step 6 – On-site Landscape Construction/Installation

- Work with your landscape designer/Landscape Architect to have the works installed according to permit conditions. If the project's costs exceed \$50,000 the Landscape Architect is responsible for ensuring the project meets permit conditions and they will prepare a “**Schedule C-L**” to confirm.
- Email the City to confirm substantial completion once all elements installed: [planninginfo@kelowna.ca](mailto:planninginfo@kelowna.ca)
- Weed and irrigate to ensure plants become well established. Plants must survive 2 years following installation to get the full security returned.

### Step 7 – Performance Security Return

- Staff will inspect one (1) year after installation to confirm the landscape meets the conditions of the development permit.
- To receive the maximum Year 1 security return (90%) plants must be doing well, nothing should be dead or missing, and the landscape works should clearly meet the conditions of the Development Permit. The remaining security is returned once plants are confirmed established after Year 2.
- Review the Landscape Performance Securities Bulletin for details.

*Changes to a Landscape Plan may require a Development Permit Amendment.*

*Avoid delays and develop a Landscape Plan you can follow through to construction.*

*Avoiding having to replant/replace dead or missing landscape items – set up a good maintenance plan.*

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