



# Development Permit

## Information Package



**Planning Department**  
Regional District of Central Kootenay  
Box 590, 202 Lakeside Drive , Nelson, BC V1L 5R4  
**Phone:** 250.352.1536 | **Toll Free:** 1.800.268.7325 (BC)  
**Email:** [plandept@rdck.bc.ca](mailto:plandept@rdck.bc.ca)  
[rdck.ca/DP](http://rdck.ca/DP)

## What is a Development Permit (DP)?

A DP is a permit required for development within a Development Permit Area (DPA). It specifies how development must occur on a parcel of land

## What is a Development Permit Area (DPA)?

A DPA is an area designated in an Official Community Plan (OCP). DPAs help the Regional District of Central Kootenay (RDCK)

- Protect the natural environment
- Protect development from hazardous conditions
- Protect farmland
- Guide the form and character of development



## When do I need a DP?

All development or subdivision of land within a DPA requires a DP unless the activity is specifically exempted.

Conditions for exemption are listed in your electoral area's OCP. If your property is in a DPA, you must get your DP before your Building Permit or Subdivision can be approved

## Is my property in a DPA?

The location, objectives and guidelines of DPAs are outlined within each Electoral Area's OCP

## Who can apply for a DP?

Property owners or their authorized agent

## How long does it take?

We do our best to ensure applications are dealt with promptly. Approvals typically take two to three months

## How much does it cost?

DP application fees range from \$500 to \$2600.

- DP \$500
- DP Amendment \$500
- DP with Variance \$600
- DP arising from Bylaw Contravention \$2500
- DP with Variance arising from Bylaw Contravention \$2600

Additional costs will be required for any documents or plans needed to complete the application, such as:

- legal surveys
- site, building or landscape plans
- reports by registered professionals

## What documents do I need to apply?

- Application
- Certificate of title
- Non-financial charges registered on title
- Application Fee
- Site Disclosure Statement
- Proposal Summary
- Site Plan
- Landscape Plan
- Environmental Report (if applicable)
- Design Plan (if applicable)

*This information package reflects the background and process when this document was created. It may be subject to changes at any time. For details of all regulations, and to determine whether the process has changed, please consult the relevant Bylaws, the Local Government Act and the Planning Department.*





## How do I get a DP?

### 1. Pre-Application Check in

We encourage you to check in with us before you apply. We can discuss your proposal's feasibility and review application requirements. At this time you can check if your application requires a report from a qualified registered professional

### 2. Submit Application

Complete and submit the DP application. Include required documents, plans and fees. Drop off your application in person or email it to [plandept@rdck.bc.ca](mailto:plandept@rdck.bc.ca)

### 3. Review and Referrals

We review the application and ensure all documents are included. Then we refer it to other groups for their feedback such as:

- Your area's Advisory Planning and Heritage Commission (APHC)
- Other RDCK departments
- Other agencies and parties like Interior Health, Provincial Ministries, adjacent Municipalities and First Nations

### 4. Notice of Development Sign

Staff will direct you to put a sign on your property that meets certain specifications to notify the community of the proposed DP

### 5. Issuance

A staff report will be presented to the General Manager of Development and Community Sustainability Services. If it is in accordance with the guidelines, they will issue it upon the condition of receiving securities

### 6. Security Deposit

The RDCK will take a security deposit for the approved works to be returned once the DP is satisfied

### 7. Registration

Once a permit is issued, a Notice of Permit gets registered on the property's land title, and is binding for current and future landowners

Please note that once a DP is issued, any development on the property must conform to the conditions stated in the DP

## Helpful Links

[www.rdck.ca/landusebylaws](http://www.rdck.ca/landusebylaws)

[www.rdck.ca/webmap](http://www.rdck.ca/webmap)

[www.rdck.ca/planningproceduresbylaw](http://www.rdck.ca/planningproceduresbylaw)

[www.rdck.ca/developmentapplication](http://www.rdck.ca/developmentapplication)

## Contact Information

**Phone:** (250)352-1536

**Toll Free:** 1-800-268-7325 (BC)

**Email:** [plandept@rdck.bc.ca](mailto:plandept@rdck.bc.ca)

**Website:** [rdck.ca](http://rdck.ca)

**Address:** Planning Department

Regional District of Central Kootenay

Box 590, 202 Lakeside Drive

Nelson, BC, V1L 5R4



# Development Permit Application

It is recommended that the applicant consult Planning Services staff before submitting an application. A pre-application meeting may be scheduled by providing the Planning Department with a detailed proposal summary and a concept plan of the proposed development.

OWNER(S) INFORMATION	
Name:	Name:
Mailing Address:	Mailing Address:
Phone:	Phone:
Email:	Email:

*\*If there are additional owners registered on title, please attach their information on a separate sheet*

AGENT INFORMATION (IF APPLICABLE)
Name:
Mailing Address:
Phone:
Email:

NOTICE OF COLLECTION OF PERSONAL INFORMATION
The personal information on this form is being collected in accordance with Section 26 of the <i>Freedom of Information and Protection of Privacy Act (FIPPA)</i> and will be collected, used or disclosed only in a manner consistent with the administration of the management of development of the Regional District of Central Kootenay. If you have any questions about the collection, use or disclosure of this information, please contact the Regional District of Central Kootenay Privacy Officer at 250-352-6665 (toll free 1-800-268-7325), <a href="mailto:foi@rdck.bc.ca">foi@rdck.bc.ca</a> , or RDCK Privacy Officer, Box 590, 202 Lakeside Drive, Nelson, BC V1L 5R4

**APPLICATION INFORMATION**

Civic Address:		Electoral Area:
Legal Description:		Parcel Identifier (PID):
Zoning:	Official Community Plan Designation:	
Existing Land Use and Structures:		
Are there any restrictive covenants registered on the subject property:		No      Yes
<ul style="list-style-type: none"> <li><i>If yes, please ensure copies are submitted with application package</i></li> </ul>		
Are there any registered easements or right-of-ways over the subject property:		No      Yes
<ul style="list-style-type: none"> <li><i>If yes, please ensure copies are submitted with application package</i></li> </ul>		
Is the property in the Agricultural Land Reserve:	No      Yes	
Is there a watercourse on/adjacent to the property:	No      Yes	
If yes, Watercourse name:		

**TYPE OF DEVELOPMENT PERMIT**

<input type="checkbox"/> Watercourse	<input type="checkbox"/> Industrial	<input type="checkbox"/> High Density	<input type="checkbox"/> Comprehensive Development
<input type="checkbox"/> Environmentally Sensitive	<input type="checkbox"/> Commercial	<input type="checkbox"/> Residential Cluster	<input type="checkbox"/> Gravel/Quarry
<input type="checkbox"/> Resort Commercial	<input type="checkbox"/> Farm		

**AGENT AUTHORIZATION**

As owner(s) of the land described in this application, I/we hereby authorize: \_\_\_\_\_ to act as agent in regard to this land development application.

Owner Signature:	Date:
Print Owner Name:	
Owner Signature:	Date:
Print Owner Name:	

*\*If there are additional owners registered on title, please attach their authorization on a separate sheet*

REQUIRED DOCUMENTATION	
Certificate of Title	A copy of the property(s) Title, issued not more than 30 days prior to the application date. Copies of titles can be obtained by our Office, the Land Title Office, a notary, lawyer, or search company. If a title is not submitted, the RDCK will obtain a copy for a fee of \$17.
Copy of Non-Financial Charges on Title (if applicable)	A copy of all non-financial charges (covenants, easements, right-of-ways, etc.) registered on the subject property(s) title. Copies of these documents can be obtained by our Office, the Land Title Office, a notary, lawyer, or search company. If the documents are not submitted, the RDCK will obtain a copy for an additional fee of the cost of the documents.
Application Fee	An application fee as set out in Schedule 'A' of the <i>RDCK Planning Procedures and Fees Bylaw</i> . The fees are as follows: <ul style="list-style-type: none"> <li>• \$500 for a Development Permit</li> <li>• \$600 for a Development Permit with a Variance</li> <li>• Applications that arise from Bylaw Enforcement action are subject to an additional \$2,000 fee</li> </ul>
Site Disclosure Statement or Site Disclosure Form	Review <u>Schedule 2</u> of the <i>Environmental Management Act</i> to determine whether a Site Disclosure Statement is required, or if the Site Disclosure Form is sufficient.
Site Plan	Drawn to scale and shall include the following (if applicable): <ul style="list-style-type: none"> <li>• North arrow and scale</li> <li>• Address, Legal Description and PID</li> <li>• Dimensions and boundaries of property lines, right of way, covenant areas and easements</li> <li>• Location and dimensions of existing and proposed structures and setbacks to parcel lines, right of ways, covenants and easements</li> <li>• Location of existing access roads, driveways, parking spaces, pathways, screening and fencing</li> <li>• Natural and finished grades of site, at buildings and retaining walls</li> <li>• Location of any physical or topographic constraints (ie: watercourses, slopes, hazard areas, etc) on or adjacent to the property</li> <li>• Location of all existing and proposed water lines, wells, septic fields, sanitary sewer and storm drainage on or adjacent to the property</li> </ul>
Proposal Summary	The summary must include the type of development permit being applied for, the reason for which the permit is being requested, and what works will be conducted for the project to conform to the relevant guidelines.

Qualified Environmental Professional's Report	Required for all Development Permit Areas designated for protection of the natural environment, its ecosystems and biological diversity. Required contents of the report are outlined in the RDCKs prescribed terms of reference.
Design Plans	Development permit applications for the form and character of development should include design plans, drawn to scale including the following (if applicable): <ul style="list-style-type: none"> <li>• Elevation drawings</li> <li>• Building sections</li> <li>• Floor plans</li> <li>• Coloured rendering of the building elevation facing all public roads abutting the site noting all exterior elements (e.g. cladding, roofing, trim, etc.)</li> <li>• Signage plans for free standing and fascia, canopy or projecting signs, including the location, dimensions, height, materials and total sign area for each sign</li> </ul>
Landscape Plans	Drawn to scale and shall include the existing and proposed landscaping, screening and fencing.
Landscape/Restoration Plan Cost Estimate	Timeline and cost estimate for the associated landscaping prepared by a Landscape Architect or other persons approved by RDCK staff. This estimate will be used to determine the amount of any security required. For additional information regarding the procedure for calculating security deposit, please refer to Schedule 'Q' of <a href="#">RDCK Planning Procedures and Fees Bylaw</a> .
Subdivision Plan	Development permit applications submitted to facilitate the subdivision of land should include the proposed subdivision plan, including dimensions, lot areas and any proposed easements, covenant and right of ways.

*\*Additional material or more detailed information may be requested by the Regional District upon review of an application.*

DECLARATION	
I, the undersigned, hereby certify that the information provided with respect to this application is full and complete and is, to the best of my knowledge, a true statement of the facts related to this application.	
<hr/> Signature of Owner or Authorized Agent	<hr/> Date
<hr/> Print Name of Owner or Authorized Agent	