



Regional District of  
North Okanagan

# Development

## Application Procedures

Version 1 (updated December 2009)

# A Guide to Development Permits



## What is a Development Permit?

A development permit (DP) is a permit approved by the Board of Directors or Planning staff (under certain circumstances) that sets forth conditions under which residential, multi-family residential, commercial, industrial or institutional developments may take place. Once approved, it becomes binding on the existing and future owners of the property.

A development permit may specify requirements for environmentally sensitive or hazardous (floodplain, geotechnical, etc.) areas of land, may include requirements respecting the form & character of development, including landscaping, and the siting, exterior design and finish of buildings and structures, and may impose conditions respecting the sequencing and timing of construction.

A development permit may amend or supplement land use or subdivision bylaws (if the variance is outlined in the DP guidelines); however, it may not amend the permitted uses or densities of land prescribed by existing regulations or vary floodplain regulations. A development permit is not a building permit. A building permit must be obtained prior to any construction.

## When Do I Need a Development Permit?

A development permit is required when the property to be developed is situated within a development permit area designated in the Official Community Plans within the RDNO.

Where such a designation exists, a development permit must be obtained before a building permit or subdivision approval. Please note that the development permit process can proceed only after any necessary rezoning approval is in place.

## What is a Development Permit Area?

Certain lands are designated as development permit areas within the Official Community Plan. Development permit areas require special regulation of development to respond to any one or a combination of electoral area objectives:

- Control of the form and character of development
- Protection from hazardous conditions
- Protection of the natural environment

The Official Community Plan defines and maps each development permit area. It describes the electoral area objectives which justify the designations, and specifies development guidelines for each area.

## Procedure for obtaining a Development Permit

1. Property Owner discusses details of the application with Planning staff to determine the OCP designation, zoning, etc. of the subject property.
2. Development Permit application and application fee is submitted to the Regional District office.

An application is made by submitting all required plans and documentation, as

described in detail on the development permit application form, to the Planning Department. These requirements may vary based on the development permit area guidelines, but generally include:

- Certificate of title of the subject property (dated no more than 30 days prior to the date of application submission to ensure ownership and accurate legal description)
  - Site survey
  - Site plan indicating building locations and setbacks from property lines and water courses, parking spaces and manoeuvring aisles, landscaped areas, including dimensions and species to be used, screening (fences, hedges, etc. – existing and proposed, including heights), and loading spaces (including dimensions)
  - Floor, roof, landscape, grading, elevations & sectional plans
  - Preliminary building code analysis
  - On-site and off-site servicing plans
  - Special requirements for major projects
3. Planning staff will review the application and refer it to various agencies (e.g. Ministry of Transportation and Infrastructure, Interior Health Authority, etc.) for input.
  4. Planning staff then prepare a Development Services Information Report (taking into consideration input received from referral agencies).
  5. The application (including a copy of the Development Services Information Report) is forwarded to the applicable Advisory Planning Commission (APC) and the Electoral Area Advisory Committee (EAAC) for their input.
  6. A letter (including a copy of the Development Services Information Report) is sent to the applicant advising when the application will be considered by the Board of Directors.
  7. If the application contains a variance, letters are sent to adjacent land owners (ALO's) advising of the proposed application and giving them an opportunity to speak or to present written submissions at the Board of Directors meeting.
  8. The Board of Directors will make a decision regarding the application:
    - If the application is APPROVED by the Board of Directors, a letter enclosing the signed development permit is sent to the applicant and a notice of the

development permit is sent to Land Titles for registration.

- If the application is NOT APPROVED by the Board of Directors, a letter is sent to the applicant advising of the decision to reject the application.

## Information, application forms and questions

Development permit application forms are available at the Regional District of North Okanagan office as well as on the website at [www.rdno.ca](http://www.rdno.ca). Planning staff are available to answer questions, and to provide clarification on the development permit process as it applies to a specific property or application.

### Development Permit

## Timing

The development permit application process normally takes three to four months to complete. The time frame, however, depends upon the complexity of the application, the current workload of both staff and the Directors, the timing of the Board of Directors meetings, the relation of the proposal to broader planning issues which may require resolution and the need for additional information from the applicant during the process.

### For More

## Information

Please direct any further inquiries to:

Regional District of North Okanagan  
**Planning Department**  
9848 Aberdeen Road  
Coldstream, BC V1B 2K9  
Phone: (250) 550-3700  
Fax: (250) 550-3701  
[planning@rdno.ca](mailto:planning@rdno.ca)

# DEVELOPMENT PERMIT PROCESS

Property Owner discusses details of the application with Development Services staff



A Development Permit application and application fee are submitted to the Regional District



Development Services staff review the application and refer it to various agencies (e.g. Ministry of Transportation & Infrastructure, Interior Health Authority, etc.) for input



Once input is received from referral agencies, then Development Services staff prepare an Information Report (taking into consideration input received from referral agencies)



The application (including a copy of the Development Services Information Report) is forwarded to the Advisory Planning Commission (APC) and the Electoral Area Advisory Committee (EAAC) for their input



A letter (including a copy of the Development Services Information Report) is sent to the applicant advising that their application will be forwarded to the next Board of Directors meeting and that should the applicant wish to appear as a delegation to speak to their application they may appear at the EAAC meeting



If the application contains a variance, letters are sent to Adjacent Land Owners (ALO's) advising of the proposed application and giving them an opportunity to speak at the Board of Directors meeting



The Board of Directors will make a decision regarding the application



If the application is **APPROVED** by the Board of Directors a letter enclosing the signed Development Permit is sent to the applicant.  
Notice of the Development Permit is sent to Land Titles for registration.

If the application is **NOT APPROVED** by the Board of Directors, a letter is sent to the applicant advising of the decision to reject the application