



Regional District of
North Okanagan

Development

Application Procedures

Version 1 (June 2007)

A Guide to Silver Star Development Permits



What is a Development Permit?

A development permit (DP) is a permit approved by the Regional Board or Development Services staff (under certain circumstances) that sets forth conditions under which 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 and 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 Development Services staff to determine the OCP designation, zoning, etc. of the subject property.
2. A 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 Development Services 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. Development Services staff will review the application and refer it to various agencies (e.g. Ministry of Transportation, Interior Health Authority, etc.) for input.
 4. Once input is received from referral agencies, then Development Services staff prepare an Information Report (taking into consideration input received from referral agencies)
 5. If a Statutory Building Scheme (SBS) applies and there is no variance, the application is forwarded to the Silver Star Design Panel (SSDP) for review. If the SSDP APPROVES the form and character of the development, a letter enclosing the signed Development Permit issued by staff is sent to the applicant and a notice of the Development Permit is sent to Land Titles for registration; if it is NOT APPROVED, a letter will be sent to the applicant advising of the decision to reject the application.
 6. If a SBS applies and there is a variance required OR if no SBS applies, the application will be forwarded to the SSDP to make a recommendation to the Silver Star Services Advisory Committee (SSSAC), which in turn will make a recommendation to the Regional Board [FULL].
 7. If the application contains a variance, letters are sent to Adjacent Land Owners (ALO's) advising of the proposed variance and giving them an opportunity to speak or to

present written submissions at the Public Hearing.

8. The RB [FULL] will make a decision regarding the application:
 - If the application is APPROVED by both the SSSAC and the RB [FULL], 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 it is NOT APPROVED, a letter will be sent advising the applicant of the decision to reject the application.

Information, application forms and questions

Silver Star Development Permit application forms are available at the Regional District of North Okanagan office as well as on the website at www.nord.ca. Development Services staff are available to answer questions, and to provide clarification on development permit process as it applies to a specific property or application.

Silver Star Development Permit

Timing

The Silver Star development permit application process normally takes three to six 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 Silver Star Design Panel, Silver Star Services Advisory Committee, and Regional Board 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:

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