

DEVELOPING IN
CASTLEGAR

A GUIDE TO PROCEDURE

Any person being the owner of land or having the written permission of the owner may apply for a Development Permit.®

Within areas designated as Development Permit Areas in the City of Castlegar's Official Community Plan a Development Permit is required before:

- (a) land within the area is subdivided, or
- (b) construction of, addition to or alteration of a building or structure is commenced.

The purpose of a Development Permit is to vary or supplement the provisions of a bylaw (eg. Zoning Bylaw) or to specify certain conditions and requirements with respect to the development.

All applications for a Development Permit are made to the Development Services Department, 460 Columbia Avenue on the prescribed forms. Applications are processed by this Department, with the involvement of other City Departments, Provincial ministries and outside agencies, as necessary.

Development Permits are granted by a resolution of City Council. The approval of the Ministry of Transportation and Highways also may be required in certain instances.

Development Permits are noted on the title of the subject property and are binding on all persons who acquire an interest in the land.

SCHEDULE OF FEES	
Application Fee for Development Permit	\$100.00
Application Fee for Development Permit relative to building requiring painting and/or facade improvement	\$20.00

For additional information please contact: THE CITY OF CASTLEGAR
460 Columbia Avenue
Castlegar, B.C. V1N 1G7
Phone: (250) 365-7227
Fax: (250) 365-5074
E-Mail: devserv@knet.kootenay.net

The following guide is intended to generally illustrate the procedure involved in a Development Permit application. It does not cover the numerous technical details often encountered during the Development Permit process.

PROCEDURE FOR DEVELOPMENT PERMITS

1. The applicant makes preliminary enquiries to the Development Services Department to determine if the proposed development is located in an area designated as a Development Permit Area in the Official Community Plan.

2. The applicant, being the owner of land or having the written permission of the owner, completes the form A Development Permit Application® and submits the necessary fee, Certificate of Infeasible Title, and development plans which may include a dimensioned sketch plan drawn to scale showing the parcel to be developed and the location of existing and proposed buildings, structures, uses, access roads, parking driveways and any screening, landscaping and fences.

3. The application is processed and reviewed by the Development Services Department and circulated for technical review to other City Departments and outside agencies, as necessary.

4. Contaminated Sites legislation which became effective April 1, 1997 requires that **in some cases** a Site Profile must be submitted to the Municipality, assessed by the Ministry of Environment and Ministry approval received before a Development Permit can be approved. City staff will advise whether or not a Site Profile is required. If required, submit the completed Site Profile form, along with a \$50 application fee to the Development Services Department.

5. If you are applying for a Development Permit for property located in the North Castlegar Downtown Development Permit Area your application will be submitted to a Design Review Committee for approval.

6. The application may be referred to the Advisory Planning Commission (APC) for their recommendation to Council regarding the proposed development. If an APC meeting is to be held you will be given the opportunity to attend and be heard.

7. The Development Services Department prepares a report for City Council providing background information on the application. The applicant may be required to submit additional information for technical review and presentation to City Council. The Development Permit is drafted.

8. City Council considers the report and either denies the application or authorizes the issuance of the Development Permit or amending agreement. If denied, the applicant shall be notified in writing within 15 days of the date of refusal. The applicant may, within 30 days, appear as a delegation before Council and request that the application be reconsidered.

9. If authorized by Council, the Development Permit is finalized and the applicant is notified. Any securities required are to be submitted. The Development Permit will then be issued by the Mayor and City Clerk on behalf of the City.

10. City staff forwards a Notice of Permit to the Land Title Office for registration on the title of the property.

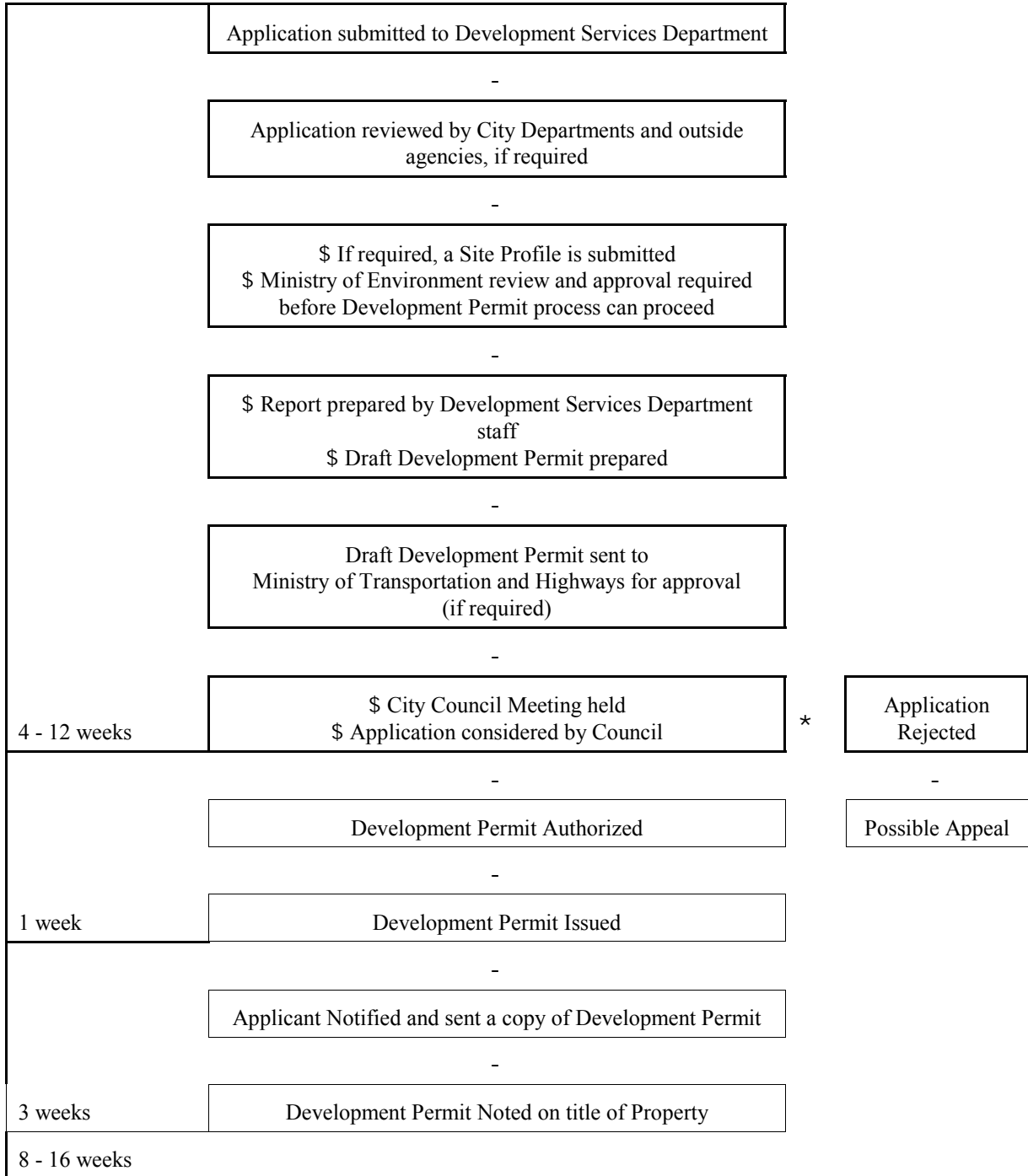
11. The proposed development then may proceed.

**A Development Permit is not a Building Permit.
After a Development Permit is approved, you need to
apply for a Building Permit before construction begins.**

DEVELOPMENT PERMITS

FLOW CHART

ESTIMATED TIME



NOTES:

NOTE: This pamphlet is prepared for information purposes only and the City of Castlegar disclaims any liability arising from reliance on information contained in this guide. This pamphlet is not a procedures manual pursuant to Section 895 of the Municipal Act.