

Planning & Development Approvals

Land Use Regulation

Land use in the City is guided by the City's Official Community Plan (OCP), Zoning Bylaw and Subdivision and Development Services Bylaw.

Planning and Procedures Bylaw 1336 establishes the procedures for amendments to the Official Community Plan and Zoning Bylaw and applications for a Development Permit, Development Variance and Temporary Use Permits.

There may be instances in which you may require a Development Approval before you can proceed with a proposed development or obtain a Building Permit. These may include:

Official Community Plan or Zoning Amendment if the proposed use of your property does not align with the permitted uses or intent of your property you may be required to pursue a land use amendment to the City's Official Community Plan or Zoning Bylaw.

Development Permits are required when you are proposing a multi-family, commercial or industrial development or are developing property in a designated Development Permit Area as identified by the City's Official Community Plan.

Development Variance or Board of Variance may be required if you are unable to meet building setbacks, siting, height, sign or parking requirements or servicing requirements of the City's Zoning Bylaw, Sign Bylaw or Subdivision and Development Services Bylaw. Board of Variance may also be used if the variance is minor in nature or where there is undue hardship.

Temporary Use Permits are used in instances where you may wish to use a property for a short duration for purposes that do not align with the City's Zoning Bylaw. A Temporary Use Permit is valid for a period of three (3) years and is subject to renewal.

Where Can I Find Out More

Copies of the City's Bylaws can be obtained from City Hall or online at castlegar.ca. Additional information guides and applications for these Development Approvals are available at castlegar.ca/devapp.

Application Timelines

The City is committed to processing Development Approvals in a timely manner as resources permit. Each application is subject to specific procedures and timelines that are determined by Council, Planning and Development Procedures Bylaw 1336 and the Local Government Act. Processing time is dependent on application volume and staff capacity. Common delays include incomplete applications, missing information, and poor quality plans or drawings.

What does a Development Approval Cost?

Development Approvals fees are calculated based on the fee schedule of Planning and Development Procedures and Fees Bylaw 1336. Fees are payable at the time of application. Applications that are withdrawn or unable to proceed will be refunded accordingly. Additional fees associated with servicing and utilities, development cost charges, and security deposit fees may also apply.

How do I Submit an Application?

Applications and fees can be submitted in person or electronically to Development Services at devserv@castlegar.ca.

REQUIRED DOCUMENTATION	NOTES
Completed Application Form	Applicant will provide a Completed Application Form as provided by the City of Castlegar, including agent authorization, if not the property owner.
Project Proposal	Applicant will provide detail as to their development proposal. Applicants should include any anticipated benefits or impacts to the city and surrounding property owners.
Site Plan	<p>Applicant will provide a detailed site plan for each property under application, including:</p> <ul style="list-style-type: none"> ▪ Location and siting of proposed development (including dimensions and measurements from property lines) ▪ Location and detail of existing right of ways, easements, restrictive covenants ▪ Location and siting of any proposed screening, landscaping or other improvements ▪ Location and siting of any existing and/or proposed infrastructure such as water, sewer and drainage ▪ Additional requirements may include: standard building elevation drawings, landscape and streetscape drawings
Site Profile	A completed site profile is required for any property where it is reasonably known to have been used or is currently being used for commercial and/or industrial activity.
Title	A Certificate of Title as issued within the last thirty (30) days of making application.
Additional Requirements	Professional reports or other supportive material may be requested. Supportive material may include traffic impact assessments, geotechnical assessments, infrastructure impact analysis, environmental assessments or other supportive documentation applicable to the proposed development.

PROCESS FOR DEVELOPMENT PERMITS

1. Applicant makes arrangements to have a pre-application meeting where staff can advise on application requirements and timelines.
2. Completed Application Form and Required Documentation is submitted and reviewed by staff. This includes notification and review by other applicable City of Castlegar departments. Staff will notify the applicant of any deficiencies. Incomplete Applications will not be processed until such a time as required documentation is received.
3. Staff will review the completed Application and may impose conditions including a request for security to provide assurance of performance.

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4. Minor Development Permits shall be reviewed by the Manager of Planning, Development and Sustainability or their delegate, and issued or refused accordingly. If refused, the applicant may request reconsideration by Council within thirty (30) days of the refusal. Requests must be made in writing.
5. Major Development Permits shall be presented for Council consideration. Council may consider to issue the Development Permit, issue the Development Permit with conditions, or refuse the Development Permit based on the applicable Development Permit Guidelines. Specific Development Permits may require Provincial approval prior to Issuance. These include proposals within 800 metres of a controlled access highway or proposals involving commercial or industrial buildings exceeding 4,500 square metres in gross floor area.
6. Any Development Permit that requires variances to the specifications of a Zoning Bylaw or Subdivision and Development Servicing Bylaw will be required to make separate application for a Development Variance Permit.

ESTIMATED TIMELINES

A Minor Development Permit may only take two to three weeks to process, while Major Development Permits may take up to two months or longer depending on the complexity of the application and the requirements for Council consideration.

The following list provides a brief description of the Development Permit Areas designated in Schedule B of the City's Official Community Plan. Further details and the guidelines for each can be found in the Official Community Plan. Each Development Permit Area will require submission of specific documents to meet the intended guideline if each. Please refer to the City Planner for specifications.

Permit Area 1: Regional Commercial/Light Industrial Development

Development in the Regional Commercial and Light Industrial areas create a strong impression on residents and visitors to the community. It is important that any development within these areas present an attractive appearance as significant and visible areas of the community are designated Regional Commercial and Light Industrial.

The objective of this designation is to ensure that all new development meets a consistently high standard of visual quality in order to improve the appearance of commercial and industrial properties in the City, and to ensure that safe and efficient access is provided (see page XX of OCP Bylaw).

Permit Area 2: Airport Development

The airport area is located on an aquifer that provides domestic water to the Ootischenia Improvement District. Care must be taken in the storage, handling, manufacture, and use of products on sites within the Airport and Regional Commercial Airport areas to avoid contamination of the groundwater system which is the source of domestic water. Development in the Airport area also creates a strong impression on residents and visitors of the surrounding community. It is important that any development within these areas present an attractive appearance particularly to visitors arriving at the airport or along Highway 3.

The objective of this designation is to ensure the protection of the groundwater aquifer supplying water to the Ootischenia Improvement District. Another objective is to ensure that all new development meets a consistently high standard of visual quality in order to improve the appearance of development in the area and address the impact on the neighbouring community, and to ensure that safe and efficient access is provided.

Permit Area 3: Columbia Avenue Commercial Development

Development in the Columbia Avenue Commercial areas creates a strong impression on residents and visitors travelling between 17th Street / Woodland Drive and the Downtown. It is important that any development along the Columbia Avenue Corridor presents an attractive appearance as a gateway to the Downtown.

The objective of this designation is to ensure that all new development meets a consistently high standard of visual quality and to ensure that safe and efficient access is provided.

Permit Area 4: Transition Development

Development in the Transition areas creates a strong impression on residents and visitors to the community. It is important that any development within these areas present an attractive appearance as significant areas of the community.

The objective of this designation is to enhance the appearance of developments having public view, to ensure that all new development meets a consistently high standard of visual quality, to improve the appearance of highway and service commercial properties in the City, and to ensure that safe and efficient access is provided. The objective is also to ensure that the area is visually appealing and functions well as it changes through the transition process. The area should look good and work well both during and after the years-long transition process.

Permit Area 5: Downtown Development

The Downtown area is the historical, commercial and cultural heart of Castlegar and the surrounding market area. The visual impression of this Downtown area forms a strong part of the community's identity. Council would like to ensure that the visual character of the Downtown area improves as development occurs over time.

The objective of this Permit Area is to ensure that new development enhances the appearance of the Downtown and meets a consistently high standard of visual quality.

Permit Area 6: Multiple Family Development

Multiple family developments can have a significant impact on the character of an area. Many Multiple Family developments are located in areas next to major roadways, areas next to low density residential use, and areas going through a transition from low density residential to multiple family residential use. Because of their prominent size and location, multiple family developments can have a significant visual impact on the surrounding area.

Good design guidelines can help ensure that the development enhances the area rather than create issues between existing residents and the new development.

The objective of this designation is to ensure that multiple family developments are attractive and compatible with the surrounding area.

Permit Area 7: Energy, Water and GHG Reduction Development

The City is committed to addressing sustainability and climate change. Government, civic, commercial, multiple family, institutional, and industrial areas can significantly influence the amount of greenhouse gases emitted, and water and energy consumed in Castlegar. By implementing a variety of guidelines, these forms of development can reduce water and energy consumption and thereby the amount of greenhouse gasses emitted.

The objective of this designation is to ensure that new development conserves energy and water, thereby reducing the amounts of GHG emissions, and contributing in a positive way to making Castlegar a resilient and sustainable community.

The Energy, Water and GHG Reduction Development Permit Area apply to the areas designated in Schedule B of the City's Official Community Plan designated as: Medium Density Residential, Airport, Downtown, Columbia Avenue Commercial, Regional Commercial, Regional Commercial Airport, Light Industrial, Heavy Industrial; and Transition.

Permit Area 8: 21st Street Steep Slope Development

Properties within the 21st Street Steep Slope Development Permit Area are located on slopes with grades steeper than 30 percent. These steep sloped areas could affect visual quality, the environment, and safety related to development. These lands present special challenges in terms of slope instability, soil erosion, storm water drainage, groundwater management, and other environmental and visual impacts.

Protecting surrounding areas from the creation of hazardous conditions is the objective of this Development Permit Area.