

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 Supporting Documents

Application requirements are dependent on what is being proposed. If you have questions regarding application requirements, please contact the City of Castlegar Planner for assistance prior to making submission at 000 000 0000 or by email at blank@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 and what changes to the current regulations are being requested. Applicants should include any anticipated benefits or impacts to the city and surrounding property owners.
Site Plan	Applicant will provide a detailed site plan for each property under application, including: <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
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 OFFICIAL COMMUNITY PLAN AND/OR ZONING BYLAW AMENDMENTS

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.

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3. Applicants will be required to post a Notice of Proposal sign as provided by the City at the time of notification.
4. Staff will prepare a referral package for notification of the applicant, advisory planning commission, applicable agencies and registered owners or occupiers of real property located within 60 meters of the subject property or properties. If appropriate, a Public Information Meeting will be requested, at the applicant's expense.
5. Following the notification period staff will prepare a report to Council for consideration of First and/or Second Reading and referral to Public Hearing.
6. If Council provides First and/or Second Reading and referral to Public Hearing, notification of Public Hearing shall be prepared and delivered accordingly to the requirements of the Local Government Act. The requirements of a Public Hearing may be waived in circumstances in which the proposed amendments are in alignment with the Official Community Plan.

ESTIMATED TIMELINES

An Official Community Plan or Zoning Amendment can take up to three to four months to process due to the requirements for public notification and a public hearing.

A Public Hearing is a vital part of City's review when applications are made to change the City's Official Community Plan or Zoning Bylaw. A Public Hearing is the primary means for the public to present their views to Council on a proposed change to the City's Official Community Plan or Zoning Bylaw. The Public Hearing is Council's opportunity to listen to members of the public.

When are Public Hearings Held?

Public Hearings are generally held between the scheduled Committee of the Whole meeting and Regular Council. Notice of the Public Hearing will provide the specific time and location and how to participate.

How will I Know When a Public Hearing is Being Held?

Staff and Council want to ensure that residents have adequate notice and access to information on Bylaw Amendments. There are a number of ways in which this takes place:

- Notice of Proposal Signage: where applicable, a notice of proposal sign will be posted in the property providing general information and updates as to any public meetings or public hearings.
- Mail Out and Delivery: where applicable, Public Hearing notices are mailed and/or hand delivered to property owners and tenants within a 60 metre radius of the subject property. The notices are sent 10 days prior to the Public Hearing date.
- City of Castlegar Website and City Hall will post Public Hearing notices within 10 days prior to the Public Hearing date.
- Public Hearings are advertised in local newspapers the week before the Public Hearing.

When are Public Hearings Held?

1. The Mayor (or chairperson) calls the meeting to order.
2. City staff describes the procedure for the meeting and proceeds with a presentation to provide details about the proposal under consideration. If applicable, the applicant may also be requested to provide presentation.
3. Following the presentations, the chairperson will ask the public if they have any questions and provide opportunity for staff and/or the applicant to provide response.
4. Once all questions have been asked, the chairperson will proceed with accepting formal submissions from those in attendance. Staff may present any written submissions received prior to the Public Hearing so that these submissions can be included in the public record.
5. There are no requirements to register for speaking in advance of the meeting nor is there a speakers list at the meeting. Everyone who wishes to speak will be given an opportunity to be heard. Once everyone has had a chance to speak, those who wish to speak again may do so. Please keep in mind that if you choose to speak again, you should be presenting new points, not repeating what you have already stated.
6. The chairperson calls three times, to ask if anyone else would like to speak, should no one appear at the podium to speak, the item is then closed.
7. Once all submissions have been received, and there are no further questions, the chairperson will adjourn the Public Hearing meeting.

What Happens After a Public Hearing?

Council members cannot accept any further information or submissions after the close of the Public Hearing; this is to allow a fair process as established by provincial case law. The Public Hearing is held as part of a Special Council Meeting, therefore following the close of the hearing, the Special Council Meeting will resume (that same evening) and bylaws may be considered for Third Reading.