

In an effort to minimize the risk of damage to property by wildfire and to create a natural environment with a reduced fire risk, some properties in the rural area have been identified as having potential for requiring wildfire hazard management. To confirm if your area is within a designated area, please check the applicable Official Community Plan (OCP). The RDEK OCPs and their associated map schedules are available on the RDEK website at www.rdek.bc.ca.

A Development Permit may be required for:

- Subdivision of land where at least one new vacant developable parcel is being created;
- Construction or placement of new single family dwellings or other habitable structures; or
- Addition to a dwelling unit which increases the floor area by an amount greater than 25%.

Prior to submitting an application for a building permit for a new dwelling or habitable structure or submitting a subdivision application to the Ministry of Transportation and Transit (MOTT), it is advisable to first discuss your proposal with the Regional District of East Kootenay (RDEK) Development Services staff.

How and where to apply:

Complete a development permit application. These are available from the RDEK offices at:

- **19 – 24 Avenue South, Cranbrook BC**
- **1164 Windermere Loop Road, Invermere BC**

The application form is also available online at www.rdek.bc.ca.

Application Requirements:

All Development Permit (DP) applications require the following:

1. Non-refundable fee payable to the RDEK, the applicable fee is based on whether or not staff time is required to review a Registered Professional Forester report (RPF).

DP Applications (Not Requiring a Professional Report)

- Application Fee – \$125

DP Applications (Requiring a Professional Report)

- Application Fee – \$400

2. A Title Search Print dated no more than 30 days before you submit your application. These are available from the Land Title Office at www.ltsa.ca. If requested, a Title Search can be obtained by the RDEK for a document fee of \$17.50.
3. In some cases, a completed Site Disclosure Statement is required. See Section 3 of the Application Form for more information.
4. A detailed explanation of your proposal.
5. All required supporting information as identified on the application form. Required information may include a report by a Registered Professional Forester (RPF).

What supporting information will I need to submit?

In order to expedite the processing of the application, please ensure that all the additional information identified below is included with the application. All expenses related to a report prepared by a Registered Professional Forester, if required, are the responsibility of the applicant.

Construction or Placement of Habitable Structures

Option A

Application for a **building permit** and registration of a Development Permit:

- The building permit application must be completed with all standard information requirements as identified by the Development Services Department. In addition, the owner/owners must provide written agreement that their development will comply with the Wildfire Hazard Development Permit building and landscaping guidelines from the applicable OCP.
- A Development Permit relating to Wildfire Hazard must be registered on the title of the property prior to RDEK issuance of an occupancy permit.

An Occupancy Permit will not be issued by the RDEK until an inspection has been completed and it has been confirmed that the conditions under the Wildfire Hazard Development Permit Section of the applicable OCP have been met.

Option B

If you do not wish to comply with the conditions under the Wildfire Hazard Development Permit section of the applicable OCP, the property can be managed as recommended in a Wildfire Hazard Assessment Report, in consideration of FireSmart Principles, prepared by an RPF who is a member of the Association of BC Forest Professionals.

An Occupancy Permit will not be issued by the RDEK until an inspection has been completed and it has been confirmed that the conditions within the report have been met.

Subdivision of land

- Following receipt of a subdivision referral from the Ministry of Transportation and Transit the RDEK will advise you of any bylaw requirements that must be met in order for your subdivision to be approved by the RDEK. If any part of the parcel proposed to be subdivided is rated as HIGH for risk of wildfire and, if the subdivision creates a vacant developable parcel, a Wildfire Hazard **Development Permit is required**.
- Prior to the RDEK's issuance of final subdivision comments to the Ministry of Transportation and Transit, a Development Permit will be registered on the property that states all future dwelling units on the property shall be in conformance with the Wildfire Hazard Development Permit **Guidelines** section of the applicable OCP.

What happens to my application?

Your application will be reviewed:

Development Permit Applications

RDEK staff will review your application and supporting information to make sure it meets requirements of Regional District plans, policies, OCP guidelines, and bylaws. The applicant may be requested to submit additional information in support of your application to ensure that all requirements are met.

Building Permit Applications

If a building permit application has been submitted, the application will be reviewed by RDEK staff. The applicant may be requested to provide additional information by the Development Services Department.

A permit will be prepared:

Development Permit Applications

Once the review of the Development Permit application has been completed, RDEK staff will prepare a draft Development Permit.

The Planning Supervisor will examine your application, the draft permit, and the comments and recommendation made by staff. The Development Permit may be referred to the Regional District Board for authorization of approval.

Your permit will be issued as originally presented, as changed by the Planning Supervisor or Board, or denied. When the permit is issued, it may include conditions of approval that must be met by the applicant. If a restrictive covenant is required the issuance, the permit will be withheld until the applicant provides confirmation of registration of the covenant on the title(s) of the property.

The applicant may ask the Board of the Regional District to reconsider the Permit if they are dissatisfied with the decision of the Planning Supervisor.

Building Permit Applications

A building permit will be issued once review and approval of the building permit application is completed and the applicable building permit fees paid. An occupancy permit will be issued once an inspection has been completed and it has been confirmed that the conditions of OCP have been met. The Development Permit must also be registered on the title of the parcel prior to issuance of the occupancy permit



Wildfire Hazard Development Permit Application

SECTION 1 – APPLICANT INFORMATION

Registered Owner(s): _____	Agent: _____
Address: _____	Address: _____ _____
Phone: _____ Email: _____	Phone: _____ Email: _____

SECTION 2 – DECLARATION AND AUTHORIZATION

I / we declare that the information in this application is, to the best of my / our knowledge, true and correct.

Signature of Applicant(s): _____ Date: _____

If the application is submitted by an Agent, the owner(s) must sign the following statement or provide separate written authorization:

I / we consent to this application filed by the person or company whose name appears as the agent above.

Signature of Owner(s): _____ Date: _____

Personal Information requested on this form is collected under the authority of section 26 of the Freedom of Information and Protection of Privacy Act (FOIPPA) and will be used by the RDEK for the purpose of processing the application. Disclosure of personal information by the RDEK is subject to the requirements of FOIPPA. For questions about the collection, use or disclosure of your personal information in the RDEK, contact the Corporate Officer of the RDEK at 19 – 24th Ave S., Cranbrook BC, V1C 3H8 or 250-489-2791.

SECTION 3 – LAND UNDER APPLICATION

Legal description of all land proposed for development:

Lot _____ Block _____ Plan _____ District Lot _____

Extended legal description: _____

Street Address: _____

Parcel Identifier Number (PID): _____ Size of property: _____

Does your property have a history of a specified industrial and commercial use as shown on Schedule 2 of the Contaminated Site Regulation?

https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/375_96_04

No

Yes, Completed Site Disclosure Statement included.

https://www.bclaws.gov.bc.ca/civix/document/id/complete/statreg/375_96_02

More information about this requirement (including 'How to complete a Site Disclosure Statement') can be found on the Ministry of Environment's Site Remediation website here:

<https://www2.gov.bc.ca/gov/content/environment/air-land-water/site-remediation/site-identification>

SECTION 4 – PURPOSE OF APPLICATION [✓ check appropriate box(es)]

Protection from Hazardous Conditions (Wildfire Hazard)

Variance to Bylaw (check here only if compliance with the wildfire guidelines necessitates a variance to another bylaw, ie: siting.)

SECTION 5 – PROTECTION OF DEVELOPMENT FROM HAZARDOUS CONDITIONS

▪ Describe the development proposal: _____

Subdivision

Prior to the Regional District's issuance of final subdivision comments to the Ministry of Transportation and Infrastructure, a development permit will be registered on the property that states that all future dwelling units shall comply with the conditions outlined in the applicable OCP.

Construction or placement of a new single family dwelling or other habitable structure(s)

SECTION 6 – VARIANCE TO BYLAW

Bylaw to be varied: _____

Section No. _____

Vary from _____ to _____

▪ **Reason for requested variance:** _____

SECTION 7 – DECLARATION**Option A:****Building Guidelines:**

- All roofing materials of new dwelling units must conform to Class A, B or C fire resistance as defined in the BC Building Code.
- Buildings and structures used to store wood or other combustible materials must be located a minimum of 10 metres away from the dwelling unit.
- Property owners must post their civic address in accordance with the applicable Regional District house numbering regulation bylaw.

Landscaping Guidelines:

- Combustible fuel removal shall take place. Fuel removal includes the removal of ground-level fuels, piled debris, and other combustible debris.
- Planting of new coniferous species including, but not limited to, juniper, pine and spruce is not permitted.
- It is not advisable to retain previously existing mature coniferous trees within the Priority 1 zone (within 10 metres a building or structure). If retained, coniferous trees must:
 - have limbs pruned such that they are at least two metres above the ground; and
 - be spaced so that there are three metres between crowns, thereby ensuring the tips of the branches of a coniferous tree are no closer than three metres to the tips of the branches of neighboring coniferous trees; and
 - have no limbs within three metres of the dwelling unit or attachments such as balconies; OR
 - be managed as recommended in a Wildfire Hazard Assessment Report, in consideration of FireSmart Principles, prepared by an RPF who is a member of the Association of BC Forest Professionals.

DECLARATION:

I/We have read and understand the building and landscaping guidelines above and our development will comply.

Signature of Owner(s): _____ Date: _____

_____ Date: _____

Option B:

If you have chosen *Option B* and have a report from a Registered Professional Forester, please submit the report to the RDEK with this application.

SECTION 8 – ENSURE THE FOLLOWING ARE ENCLOSED WITH YOUR APPLICATION:

- Application fee payable to the Regional District of East Kootenay, where review of RPF report is not required (Option A).
- Application fee payable to the Regional District of East Kootenay where review of RPF report is required (Option B).
- Completed Site Disclosure Form, if required, as per Section 3
- A copy of a report for a Registered Professional Forester, if applicable (Option B).
- A Title Search Print dated no more than 30 days before you file your application. These are available from the Land Title Office at www.ltsa.ca; **OR**
- Consent to the RDEK to conduct a Land Title Search on your behalf for a fee of \$17.50.