



General Development Permit

Application Procedures

(Includes ESA, Steep Slopes, Form & Character, GHG Reduction)
(For Wildfire Hazard or Shoreline Development Permits – Use Other Forms)

How and where to apply:

Complete a General Development Permit application form. These are available from the RDEK offices at:

- **19 - 24th 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 applications require the following:

1. The applicable non-refundable fee as payable to the Regional District of East Kootenay:
 - Application Fee – \$400
2. A detailed explanation of your proposal and any other information, such as photographs in support of your application.
3. All required supporting information as identified on the application form. Required information may include architectural plans, detailed site plan, geotechnical report, or development approval information as required in an Official Community Plan, such as a report by a Qualified Environmental Professional (QEP) or Professional Engineer (PEng).
4. In some cases, a completed Site Disclosure Statement is required. See Section 3 of the Application Form for more information.
5. 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. If requested, a Title Search can be obtained by the RDEK for a document fee of \$17.50.

We recommend that you discuss your proposals with Development Services staff. An appointment to meet with staff is recommended.

Cranbrook Office hours: 8:30 am to 4:30 pm Monday through Friday, excluding holidays

Phone: 250-489-2791
Fax: 250-489-3498
Toll Free: 1-888-478-7335

What locations may require development permits?

You may need to apply for a development permit if your property is located within the area covered by an Official Community Plan. Please review the Official Community Plan or contact Development Services staff to determine development permit requirements prior to making a building permit application.

Where can I find more information?

Further details about specific development permit requirements for each Official Community Plan area can be found online at www.rdek.bc.ca.

What situations require development permits?

A development permit may be required prior to construction of buildings, structures or land altering works. Development Permits are required for:

- commercial, multi-family, or light industrial development (Form & Character);
- protection of the natural environment (Environmentally Sensitive Area);
- protection of the natural environment (Shoreline)(please use the specific Shoreline Development Permit application form);
- protection of development from hazardous conditions; or
- development within a wildfire hazard area (for wildfire hazard applications, please use the specific Wildfire Hazard Development Permit application form).

What information will I need to submit?

Refer to the Development Permit application form for fees, documentation and information required to be submitted with an application. Generally the information required will be a detailed proposal, and supporting information such as building or landscaping plans.

For some types of Development Permit applications, a report by a qualified professional may also be required. In addition, the proposed development will be reviewed to determine if the submission of development approval information, as specified within an Official Community Plan, is required. Development approval information may be requested by the Planning Supervisor to assess the impact of the proposed activity or development. If development approval information is required, the applicant must submit the required development approval information prior to staff proceeding with the application review process. All expenses associated with acquiring the additional information or reports are the responsibility of the applicant.

What happens to my application?

Your application will be reviewed;

RDEK planning staff will review your application to make sure it meets requirements of Regional District plans, policies, design guidelines, and bylaws. You may be requested to submit additional information in support of your application to ensure that all requirements are met. Under certain circumstances, technical input from provincial government ministries may be required. In some cases the application will be referred to provincial government agencies or other RDEK departments for comment.

A staff report & draft permit will be prepared:

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

The Planning Supervisor will examine your application, the draft permit and the comments and recommendations 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, issued as changed by the Planning Supervisor, or turned down. 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 of the permit will be withheld until the applicant provides confirmation of registration of the covenant on the title(s) of the property.

If the permit is turned down:

If your application is turned down by the Planning Supervisor, you may ask the Board of the Regional District to reconsider your permit. Reapplication for the same proposal may proceed after six months, regardless of who turns down the permit.

You may apply for a different proposal at any time. You may also make a request for reconsideration of the application provided the request is based on new information, is accompanied by the appropriate fee and application form, and is received in writing no more than 30 days after the final date of decision.

If the permit is issued:

You may apply for your building permit (if applicable) or proceed with your development if all other approvals that may be required have been secured.

Questions:

Call Development Services at **250-489-2791** or toll free at **1-888-478-7335**.



Application Form

(Includes ESA, Steep Slopes, Form & Character, GHG Reduction)
(For Wildfire Hazard or Shoreline Development Permits – Use Other Forms)

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>

- **Describe water source and sewer method [check appropriate box(s)]:**

Present source of potable water:

None

Well

depth _____ flow rate _____

Water Licence No. _____

Source _____

Community Water System

Name _____

Proposed source of potable water:

Well(s)

Water Licence No. _____

Source _____

Community Water System

Name _____

Present sewage disposal system:

None

Septic tank & field

Community Sewer System

Name _____

Proposed sewage disposal system:

Septic tank & field

Community Sewer System

Name _____

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

Commercial, Multi-family or Light Industrial (complete sections 5 & 10)

Objectives to promote energy conservation, water conservation and to promote the reduction of greenhouse gas emissions (complete sections 6 & 10)

Protection of the Natural Environment (Environmentally Sensitive Areas) (complete sections 7 & 10) (for applications related to shorelines of Lake Windermere, Monroe Lake, Moyie Lake, St. Mary Lake, Wasa Lake and Cameron Pond, please use the specific Shoreline Development Permit application form.)

- Protection from Hazardous Conditions (Steep Slopes) (complete sections 8 & 10) (for Wildfire Hazard applications, please use the specific Wildfire Hazard Development Permit application form.)
- Variance to Bylaw (complete sections 9 & 10)
(Check here only if compliance with the development permit guidelines in the OCP necessitates a variance to another bylaw, e.g.: siting.)

SECTION 5 – COMMERCIAL, MULTI-FAMILY OR LIGHT INDUSTRIAL DEVELOPMENT

- Describe the development proposal: _____

Submit Architectural Plans including:

- Site Plan
- Floor Plans
- Elevations
- Sections
- Details
- Outdoor Lighting
- Exterior Finishing Materials
- Landscape Plan
- Access

SECTION 6 – OBJECTIVES TO PROMOTE ENERGY CONSERVATION, WATER CONSERVATION AND TO PROMOTE THE REDUCTION OF GREENHOUSE GAS EMISSIONS

- Describe how the development proposal will assist to achieve these objectives :

Submit Plans including:

- Site Plan
- Landscape Plan
- Proposed energy and water conservation measures
- Proposed greenhouse gas emission measures

SECTION 7 – PROTECTION OF THE NATURAL ENVIRONMENT (ENVIRONMENTALLY SENSITIVE AREAS)

- **Describe the development proposal:** _____

- **All Environmentally Sensitive Development Permit applications must provide the following information:**

- Proposed methods of preserving, protecting or enhancing the identified Environmentally Sensitive Area(s);
- Proposed steps or methods to be used to mitigate the impacts of the proposed development on the identified Environmentally Sensitive Area(s);
- Identification of how the proposed development and associated construction process will meet the relevant OCP guidelines.

Additional pages with supporting information and site photos may be included with this application form.

- **All applications must also include a site plan showing:**

- | | |
|--|--|
| <ul style="list-style-type: none"> ▪ North arrow & scale ▪ Lot lines with dimensions ▪ Siting of existing and proposed buildings and structures, including distances to the top of a bank along a watercourse and distances to the natural boundary or a watercourse or water body. ▪ Existing & proposed setbacks from property lines ▪ Access (roads & driveways) ▪ Physical features (wetlands, watercourses, creeks, ponds, hills, gullies, etc.) ▪ Location of all existing and proposed drainage ditches, culverts, septic tanks and disposal fields. | <ul style="list-style-type: none"> ▪ Identification of significant areas of native flora and fauna, including the identification of any known endangered or vulnerable species. ▪ Identification of areas where tree removal or alteration would result through development. ▪ Identification of areas where soil and vegetation will be temporarily or permanently altered through development. ▪ Identification of areas of land that are located above the natural boundary of a watercourse or body of water that will remain free of development and land alteration. |
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SECTION 7 – PROTECTION OF THE NATURAL ENVIRONMENT (cont...)

Additional information may be required as part of the Development Permit application process. As identified within the applicable Official Community Plan, the submission of a report prepared by a qualified professional may be required. All expenses associated with the report are the responsibility of the applicant. If a report is required you will be notified by RDEK staff and additional information on the process will be provided.

SECTION 8 – PROTECTION OF DEVELOPMENT FROM HAZARDOUS CONDITIONS

- Describe the development proposal: _____

Additional information may be required as part of the Development Permit application process. As identified within the applicable Official Community Plan, the submission of a report prepared by a qualified professional may be required. All expenses associated with the report are the responsibility of the applicant.

SECTION 9 – VARIANCE TO BYLAW

Bylaw to be varied: _____

Section No. _____

Vary from _____ to _____

- Reason for requested variance: _____

SECTION 10 – ENSURE THE FOLLOWING ARE ENCLOSED WITH YOUR APPLICATION:

- Application fee payable to the Regional District of East Kootenay
- Completed Site Profile Form, if required, as described in Section 3
- Title Search Print dated no more than 30 days prior to the date of this application; **OR**
- Consent to the RDEK to conduct a Land Title Search on your behalf for a fee of \$17.50.