

# Development Permits

OCP Bylaw 3475, 2012

## Development Permit Area Designations

The Official Community Plan outlines the objectives that justify designation of a Development Permit Area and specifies guidelines for how these objectives must be addressed. The Local Government Act permits a local government to designate development permit areas (DPAs). The City of Campbell River has designated the following as development permit areas and as part of your Development Permit application you will need to take in consideration:

- a) Form, Character & Performance (for multi-family, commercial and industrial development) Development Permit Area – includes all land within the City boundary;
- b) General Environmental Protection Development Permit Area – includes all land outside the Urban Containment Boundary; and
- c) Specific Environmental Development Permit Areas, which include:
  - Bald Eagle Nest Tree Development Permit Area;
  - Streamside Protection Development Permit Area;
  - Estuary Development Permit Area;
  - Foreshore Development Permit Area;
  - Watershed Development Permit Area;
  - Hazard Conditions Development Permit Area;
  - Interface Fire Hazard Development Permit Area.

## Exemptions

Under the Local Government Act, some development within designated Development Permit Areas may be exempted from development permit requirements. Specific exemption criteria are listed in each set of Development Permit Area Guidelines.

For a complete explanation please refer to the Official Community Plan Bylaw 3475, 2012, Part V: Development Permit Areas to assess what applies to your proposal and set up an appointment for a pre-application meeting with the Community Planning & Development Services Staff who will be happy to assist you in filling out your application.



## Community Planning & Development Services Department

301 St. Ann's Road, Campbell River, BC V9W 4C7

Tel. 250.286.5726; Fax. 250-286-5761;

Email: [planning@campbellriver.ca](mailto:planning@campbellriver.ca) Website: [www.campbellriver.ca](http://www.campbellriver.ca)

## Types of Development Permit Applications

**Major Development Permits:** includes all commercial and industrial development greater than 92.9 square metres (1000 square feet) floor area, all multiple family residential development for 10 or more dwelling units, development permits involving a variance, and all phased development applications where the total development is in excess of requirements for a minor development permit. Within a major development permit, the applicant can also apply for a variance. With a combined application, the applicant is responsible for holding a Neighbourhood Public Meeting and City staff is also required to send out a Notice of Intent to the neighbours within 100 metres of the property prior to consideration of the application by Council.

**Minor Development Permits:** includes all multiple family residential applications containing less than 10 dwelling units in total, the subdivision of land, natural resource preservation, local convenience stores and commercial and industrial applications for less than or equal to 92.9 square metres (1000 square feet) floor area. Development permit requests for new buildings or additions for less than 92.9 square metres floor area on the City's airport property may be incorporated into and processed in conjunction with the airport lease agreement.

The Development Review Committee, made up of various departmental staff, meets every two weeks, and provides an opportunity to present a development proposal before submitting formal applications.

## Application Process

Major Development Permit	Minor Development Permit
Application received.	Application received.
If a variance is included in the application, the applicant holds a Neighbourhood Public Meeting.	Staff circulates for comment.
Staff circulates for comment.	Reviewed by relevant departments.
Staff sends out a Notice of Intent to surrounding neighbours only if a variance is included in the application.	Approving authority approves or rejects application and applicant notified.
Proceeds to Council for approval or rejection and applicant notified.	If required, Landscape Bonding is payable before Permit registration.
If approved, Landscape Bonding is required before Permit registration.	If approved, Notice of Development Permit is registered at Land Titles.
If approved, Notice of Development Permit is registered at Land Titles.	Application file closed.
Application file closed.	Application file closed.

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### Neighbourhood Public Meeting

*(applies to a Development Permit application that includes a Variance only)*

A neighbourhood public meeting is a meeting held by the owner/applicant to discuss and answer any questions relating to the proposed development or project, to be held at a location that will be suitable to accommodate and provide information to all adjacent land owners within 100 metres of the limits of the subject land under consideration. Staff will provide the applicants with the mailing lists for property owners in the notification area. The applicant must present the results of the Neighbourhood Public meeting to the Community Planning & Development Services Department prior to Council's consideration of approval.

### Development Application Fees

Upon the submission of an application for a permit, renewal or amendment of a permit, the applicant shall pay the City of Campbell River an application fee in the amount set out in Schedule 'A' of Bylaw No. 3435, as shown below. Any refunds applicable shall be made in accordance with Schedule 'B', of Bylaw No. 3266, also shown below.

Major Development Permit	\$2000.00
Assessment Reports (if required)	Environmental - \$500.00 Geotechnical - \$500.00
Variance (if included in the application)	\$500.00
Registration Fee for Development Permit <i>(to be paid at time of application)</i>	\$30.00 plus GST
Amendments, Time Extensions (renewals) to an existing Major Permit	\$1000.00
If Registration required an additional \$30.00 plus HST, required.	\$30.00 plus GST
Minor Development Permit (no fee on airport property when done in conjunction with lease agreement)	\$750.00
Amendments, Time Extensions (renewals) to an existing Minor Permit	\$200.00

### Refundable Amounts

Where an application, or an amendment to a permit has been refused by the City of Campbell River Council or an Approving Authority for the City of Campbell River, the Community Planning & Development Services Department shall notify the applicant in writing within fifteen (15) days immediately following the date of refusal, including any reasons for rejection where applicable, and including any applicable refunds as outlined in Schedule "B" of Bylaw 3266.

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1. Development Fees that are refunded prior to the file/application circulation are eligible for the cost of the Development Fee **less** 10% for administration.
2. Development Fees that are refunded after circulation and prior to Community Planning & Development Services Department report to Council (or City Manager) for consideration are eligible for the cost of the Development Fee **less** 30% for administrative costs.
3. No development fees will be refunded after an application has had a public hearing or the public notification has been completed.

### Report to Council/Approving Authority

For Major Development Permits only, the report to Council on the proposed development application includes:

- A full assessment of the proposal under application, including recommendations from applicable City departments and external agencies;
- An outline of options available to Council;
- A recommendation for the application to proceed or to be denied, and;
- A notation of any conditions that must be addressed.

The applicant has the opportunity to appear as a delegation before Council to present the proposal and answer any questions that may arise at that time.

For Minor Development Permits only, a report to the Approving Authority on the proposed development application is prepared and Approving Authority can approve the permit at that time.

### Final Approval

The City of Campbell River may, upon receipt of a report completed by the Community Planning & Development Services Department:

- (a) authorize the issuance of the permit as requested in the application; or
- (b) authorize the issuance of the permit as amended by Council in its resolution; or
- (c) refuse to authorize the issuance of the permit.

### Re-Application

Subject to Section 895 (3) of the Local Government Act, re-application for an amendment or permit that has been refused by Council or an Approving Authority at the City of Campbell River

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shall not be considered within a six (6) month period immediately following the date of refusal. The Community Planning & Development Services Department will immediately consider and process a “new” application or “revised” application that is significantly different from an amendment or permit that has been refused by Council.



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# Development Permit

## Required Information

Please refer to the Official Community Plan Bylaw 3475, 2012, Part V: Development Permit Areas to assess what applies to your proposal and set up an appointment for a pre-application meeting with the Community Planning & Development Services Staff who will be happy to assist you in filling out your application.

**The City will not process incomplete applications. All submissions must include the following information:**

- Complete application package signed by the registered owner(s) of the subject property.
- Agent or Consultant Authorization - If an agent/consultant is applying on behalf of the registered owner(s), Section b) needs to be filled and all owners must have signed under AGENT OR CONSULTANT/ OWNER AUTHORIZATION.  
**Please note the City shall deal exclusively with the agent/consultant with respect to all matters pertaining to the proposed application, unless the City is advised in writing that the agent is no longer acting on behalf of the owners.**
- British Columbia Land Title for the subject property dated no more than five days prior to the date of application.
- Application Fee and Registration Fee for the Development Permit is to be paid at time of submission.
- Completed Schedule 1, Site Profile, as per the Waste Management Act, for the subject property.
- Written statement of intent outlining the proposed use of the subject property and the reasons/rationale for the proposal, including how it will benefit the surrounding neighbourhood.
- Concept Plans, if required, are to include the following information:
  - Site Plan of sufficient detail and scale to show building design and parking layout, relationship to adjoining lands and development, site access, landscaping, buffer treatment, and any other information which may be deemed relevant to the proposal.
  - Elevation drawings of sufficient detail to show the form and character of the proposed development.
  - One (1) set of 8<sup>1/2</sup> × 11 drawings and one (1) set of full size drawings to scale.
  - One digital copy of all plans and drawings of the proposal.

- Landscaping:
  - Conceptual Landscape Plan, prepared by a Landscape Designer/Architect as approved by the City, to include location of buildings, paving and all landscaping including planting beds, grass, fencing, sidewalks, paving areas, recreation equipment and location of trees and vegetation to be retained; location of all plants and plant list, location of existing and future features and utilities, including irrigation system and long term maintenance plan.
  - Cost Estimates for the landscaping to be provided by the landscape designer/architect.
- Development Permit Guidelines Check List (if required)
- Assessment reports, as required.

### PUBLICATIONS AND FORMS

The following publications and forms are available through the City of Campbell River's website at:

<http://www.campbellriver.ca/planning-building-development/application-forms-guidelines>

#### Publications and Forms:

- Development Permit Application Form
- Official Community Plan Bylaw 3475, 2012, Part V: Development Permit Areas
- Form, Character & Performance Development Permit Guidelines
  - [Multi-Family](#)
  - [Downtown Commercial](#)
  - [Village Centre Commercial](#)
  - [Industrial](#)
  - [General Environmental Development Permit Area Guidelines](#)
  - [Bald Eagle Nest Tree Development Permit Area](#)
  - [Streamside](#)
  - [Campbell River Estuary](#)
  - [Foreshore \(Outside of Campbell River Estuary\)](#)
  - [Watershed](#)
  - [Hazard Conditions](#)
  - [Interface Fire Hazard](#)

*Although the City of Campbell River tries to assure the accuracy of all information here, you should confirm all information with the Planning staff at the Community Planning & Development Services Department*

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