



# Application Guide

## Development Permit

### What is a Development Permit?

A Development Permit (DP) sets forth conditions under which residential, commercial, or industrial developments may take place. Once issued, it becomes binding on the existing and future owners of the property. Depending on the type of Development Permit it must be issued by either the Manager of Development Services or the CSR D Board of Directors.

A Development Permit is not a Building Permit. A Building Permit must be obtained prior to any construction in areas that have building inspection service.

### What is a Development Permit Area (DPA)?

A local government may designate certain lands as DPA's within an Official Community Plan (OCP). DPA's require special regulation of development to respond to any one or a combination of OCP objectives:

- Control of the form and character of development (e.g. landscaping, siting, exterior design)
- Protection from hazardous conditions (e.g. floodplain, steep slope)
- Protection of the natural environment (e.g. riparian area)

Each DPA is defined and mapped in an OCP\*. The objectives which justify the designations, and specify development guidelines for each DPA are outlined in the OCP.

### When do I need a Development Permit?

A DP is required when the property to be developed is situated within a DPA. Where such a designation exists, a DP must be obtained prior to a Building Permit, prior to subdivision approval, or prior to any alteration on site (environmental DP's).

The DP process can proceed only if the proposed use is permitted in the zone, or after any necessary rezoning approval is obtained.

### Procedure for obtaining a Development Permit

1. Prior to submitting an application the property owner should discuss details of the application with Development Services (DS) staff to determine the OCP designation, zoning, etc. of the subject property.
2. An application is made by submitting all required plans and documentation, as described in detail on the Development Permit application form, to the CSR D office. These requirements may vary based on the DPA guidelines, but generally include:
  - Certificate of title of the subject property.
  - Site plan indicating building and structure locations and setbacks from property lines and watercourses, parking spaces and manoeuvring aisles, landscaped areas, including dimensions and species (where applicable) to be used, screening (fences, hedges, etc. – existing and proposed, including heights), and loading spaces (including dimensions).
  - Floor, roof, landscape, grading, elevations & sectional plans.
  - On-site and off-site servicing plans.
  - Special requirements for major projects.
3. DS staff reviews the application and refers it to various agencies as necessary for input.
4. DS staff prepares a Report, taking into consideration any input received from referral agencies, the Development Permit guidelines of the Official Community Plan and the regulations of the applicable Zoning Bylaw. Form and Character DP's are issued by the Board while all other DP's, e.g. technical DP's, are issued by the Manager of Development Services.
5. The Regional Board or the Manager of Development Services will make a decision regarding the application:
  - If the Development Permit is ISSUED, the applicant is notified of the decision

and the DP is forwarded to Land Titles Office (LTO) for registration.

- A letter enclosing the signed Development Permit as registered at LTO is sent to the applicant.
- The development can proceed following notice of registration of the DP on title.  
**Please note:** The approval may require that certain conditions be met prior to issuance of the Permit.
- If the Development Permit is NOT ISSUED, a letter is sent to the applicant advising of the decision to deny issuance of the DP. The file is closed.

## Timing

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The Manager Approval Development Permit application process normally takes approximately **one to three months** to complete. The Board Approval Development Permit application process takes approximately **three to five months** to complete. The time frame, however, depends upon the complexity of the application, the current workload of DS staff, the timing of Board meetings (if applicable), and the relation of the proposal to broader planning issues which may require resolution and the need for additional information from the applicant during the process.

## Information

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Please direct any further inquiries to:

Columbia Shuswap Regional District  
**Development Services Department**  
PO Box 978, 555 Harbourfront Drive NE  
Salmon Arm, BC V1E 4P1

T: 250.832.8194 | F: 250.832.3375  
TF: 1.888.248.2773 | E: [plan@csrd.bc.ca](mailto:plan@csrd.bc.ca)  
[www.csrd.bc.ca](http://www.csrd.bc.ca)

\*These are simple guidelines to assist applicants with the process and do not address all potential requirements. Please address questions to the Development Services Department.