



Application Guide

Form and Character Development Permit

What is a Development Permit?

A Form and Character Development Permit (DP) sets forth conditions under which development may take place. Once issued, it becomes binding on the existing and future owners of the property. A DP is not a Building Permit (BP). A BP must be obtained prior to any construction in areas that have building inspection service.

A Form and Character DP is considered a Board Approved DP and must be issued by the CSR D Board of Directors.

Form and Character Development Permit Areas

A local government may designate certain lands as Development Permit Areas (DPA) within an Official Community Plan (OCP). The Form and Character DPA controls the form and character objectives for commercial, industrial and residential development (e.g. landscaping, siting, exterior design). The form, character, appearance and landscaping of commercial, industrial, multi-family residential and intensive residential, and recreational development are an important part of what makes a place attractive and liveable. The objectives which justify the designations, and specify development guidelines for each DPA are outlined in a specific Electoral Area OCP that applies to the subject property.

View the CSR D Online Mapping and Property Information web application to check if your property may be within a designated Development Permit Area (<http://www.csr d.bc.ca/services/maps>).

When do I need a Development Permit?

A DP may be required when the property to be developed is situated within a designated DPA. Where such a designation exists, a DP must be obtained prior to a Building Permit, prior to

subdivision approval, other planning applications, or prior to any alteration on site.

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 in the Development Application Checklist, to the CSR D office. These requirements may vary based on the DPA guidelines, but generally include:
 - Current Certificate of Title or Title Search (dated within the last 30 days).
 - All documents listed on title (e.g. covenants and easements).
 - Completed Application Form and Assessments.
 - 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 will review the application and may refer it to various agencies (e.g. Advisory Planning Commission, Ministry of Transportation and Infrastructure, Interior

Health Authority, Front Counter BC etc.) for input.

4. DS staff then prepare a report to be considered by the CSRD Board (taking into consideration input received from referral agencies, policies of the Official Community Plan and the regulations of the applicable Zoning Bylaw).
5. The Regional Board 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

The Form and Character Development Permit application process normally 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, 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

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

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TF: 1.888.248.2773 | E: plan@csrd.bc.ca
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*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.