



A GUIDE TO THE DEVELOPMENT PERMIT PROCESS Commercial, Multiple Family and Industrial (form and character)

INTRODUCTION

What is a Development Permit (DP)?

A Development Permit outlines conditions or design requirements for certain types of development. Development Permit Areas are outlined in the Official Community Plan. There are two main types of Development Permits:

- A form and character Development Permit outlines design requirements for new construction (except for regular single family construction).
- An environmental Development Permit outlines requirements for protection of the environment (creek habitat) or requirements to deal with natural hazards (flooding, slope instability).

Where is a form and character Development Permit required?

Depending on the future land use designation of the location a form and character Development Permit may be required. The Official Community Plan outlines guidelines and requirements for each of the following form and character Development Permit areas:

- DPA 6 Downtown Sechelt (in land use designation Downtown Centre)
- DPA 7 Multiple Family Residential
(more than 3 units, for multifamily designated or zoned lands)
- DPA 8 Intensive Residential and Infill Housing (for lands designated or zoned for small lot subdivision, cluster housing, infill development, etc. for details see the OCP.)
- DPA 9 Commercial Areas (for any lands designated or zoned for commercial use)
- DPA 10 Business and Industry (for any lands designated or zoned for industrial use)

Why is a form and character Development Permit needed?

Form and character DP's are a tool in the OCP to review the detailed design of a proposed development. Careful review of design elements ensures the new use has a high standard of urban design, respects the character of existing areas, creates livability within new developments and provides a well-finished appearance through landscaping and attractive building design.

In accordance with the Local Government Act, form and character DP guidelines regulate the general form and character of development, including building siting, design and exterior finishes, signage, lighting and landscaping. Form and character DP's may also establish objectives and guidelines to address energy use, water conservation and the reduction of greenhouse gas emissions (described as "sustainability" in the guidelines).

The use or the density of land cannot be varied by Development Permits.

When do you need a form and character Development Permit?

A form and character Development Permit is required in the designated areas prior to any construction, addition or alteration of buildings, or subdivision approval, unless specifically exempted by these guidelines.

Minor to form and character Development Permit

The Minor Development Permit applies to applications with limited impact. Minor Development Permits are issued by staff following the guidelines of the OCP. A Minor DP does not need to be approved by Council. Form and Character Development Permit applications are considered minor (see also bylaw 350) when:

- the floor area of new construction is less than 100m² ;or
- exterior alterations are less than \$40,000 in value.”

Exemptions form and character Development Permits

Development Permits are not required for:

- Interior renovations to an existing building or structure that do not involve a change in use.
- Minor or cosmetic repairs such as replacement of doors, windows, roof or exterior materials that do not significantly affect the overall exterior appearance.
- Subdivision of commercial or industrial land.
- Accessory buildings, deck, balcony or patio less than 20 sq.m. in size.
- Additions or alterations to an existing building or structure that are less than 20% of the gross floor area of the existing building, to a maximum of 40 sq.m.
- Other less common exemptions are outlined in the Official Community Plan.

APPLICATION PROCESS

1. Pre-Application Meeting

Meet with the Planning Department to discuss the development requirements and how your project may fit within OCP policies, DPA requirements, and other relevant bylaws. Staff will discuss potential issues regarding your proposal and may offer suggestions to address these. Staff will also be able to advise if other agencies need to be involved. Based in this information you may want to consider contacting these parties before applying and determine their issues and requirements. Lastly, the Planning Department will inform you of tentative development costs, and the process required to complete the DP application.

2. Submit Application

a. Submit a completed application and supporting documentation together with non-refundable application fee. A checklist of application requirements is included on the application form.

b. Application Fees

Sechelt Bylaw No. 333-6 (Fee Bylaw) outlines fees for Development Permit applications. The fee for a regular form and character DP is:

- \$ 500 plus \$1 per sq. m. of floor area or \$200 per dwelling unit to a maximum of \$5,000 total
- \$ 300 for minor applications.

3. Development Services Department Review

The Development Services Department reviews the application to ensure it is complete and prepares an application summary for the referral. If the application is minor in scope, staff may issue the Development Permit in accordance with District of Sechelt Bylaw No. 350, 1999.

4. Government, Agency And Community Referral (not for Minor DP)

Referrals to government agencies and community groups (Council Community Referral Policy #12007) should be distributed as appropriate. Possible referrals include:

a. Government and Agency

District of Sechelt Engineering and Public Works	Archaeology Branch
District of Sechelt Building Department	Sechelt Volunteer Fire Department
Department of Fisheries & Oceans	FortisBC
Ministry of Environment	Telus
Ministry of Transportation & Infrastructure	BC Hydro

a. Community Associations

Downtown Village Residents	East Porpoise Bay	West Sechelt
Tuwanek	Sandy Hook	SHORA
Selma Park/Davis Bay/Wilson Creek	Chamber of Commerce	S.D.B.A.

5. Consideration Advisory Planning Commission and Planning and Community Development Committee (Not For Minor DP)

The Advisory Planning Commission, made up of 9 citizens, appointed by Council, will review the application and make a recommendation to Council. The Development Services Department prepares a staff report that outlines the nature of the project, the purpose of the development permit, the referral response, and finally makes recommendation to the Planning and Community Development Committee as whether to proceed, proceed with conditions, or deny. The Planning and Community Development Committee makes its recommendation for consideration by Council.

6. Consideration By Council (Not For Minor Dp)

If Council adopts the recommendation of the Planning and Community Development Committee, the DP is issued, or modified and issued, or denied. A landscaping bond equal to the total cost of the landscaping works is required as a condition of the DP.

7. Registration

All Development Permits are registered on title at the Land Title Office by the District of Sechelt.

Term

Once approved, a Development Permit is registered on title. A Development Permit works must be completed within 24 months or another Development Permit may be required.

Relation To Other Permits

Once the Development Permit has been approved, a Building Permit is required for construction of any buildings and possibly a Servicing Agreement for construction of off-site services. A condition of issuing a Building Permit may be payment of Development Cost Charges in accordance with Sechelt's Development Cost Charge Bylaws and the Local Government Act. Staff can advise what applies in your specific situation.

APPLICATION REQUIREMENTS

While specific requirements will depend on the nature of the application, typical requirements are listed below. Other common requirements may include traffic impact study, sewage capacity study, etc. Drawings submitted should be provided on full size paper as well as on 11"x17" reductions and digitally (PDF).

Typical documents that may be required

- **Application form** signed by owner and or agent outlining the goal of the application
- **Title search** (less than ninety days old). If there are any covenants, right-of-ways, easements, etc. on title, please provide copies.
- **Description** of how the development addresses the form and character guidelines
- **Scaled site plan** (prepared by a registered BC Land Surveyor) indicating: lot size(s), lot dimensions, location of all buildings (existing and proposed), setbacks to all property lines, north arrow, existing and proposed driveways, existing and proposed septic fields, topographical features (streams, shorelines, slopes, banks, including contours in 1-m intervals that show relevant features of the development site and adjacent area.
- **Four elevations** of each building (existing and proposed) including natural and finished grades. **Floor Plans** for each level of the building and at least one building **cross-section**. Elevations must include details regarding finishing materials, roofing materials, and colours in accordance with DP guidelines contained in the Official Community Plan. Proposed **parking layout** in accordance with zoning bylaw.
- **Landscaping plan** including plant list that identifies sizes, species, and number of plants.
- **Preliminary servicing plan** of how the development will be serviced with roads, sidewalks, sanitary and storm sewers, waterlines, and other utilities. Information may be required regarding the servicing impact on sewer line capacity, the road network, and storm water management (both downstream and upstream).
- **Architectural rendering** (if recommended).
- **Model** (if recommended).

CONTACT INFORMATION

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Disclaimer

This is a summary of the form and character Development Permit (DP) application process intended to assist you with the application. While every care has been taken in the preparation of this brochure, the District of Sechelt assumes no liability for its contents. This brochure is intended as a guide only and is not a legal document. You are advised to review the applicable legislation and bylaws and conduct your own inquiries with staff and other agencies. Specific procedures, requirements, and costs for the proposal will be determined at the time of application.