



TOWN OF SIDNEY

Guide to Applying for a Development Permit

What is a Development Permit?

The Official Community Plan (OCP) establishes Development Permit Areas within the Town. These include all areas designated in the OCP for single-family high density residential, multi-family residential, commercial, industrial, and marine uses and environmentally sensitive areas.

Each Development Permit Area is subject to its own specific development guidelines. These guidelines address such things as building design, landscaping, pedestrian walkways, lighting and signage.

Any new development or changes to an existing building or land within a Development Permit Area must conform to the respective development guidelines. Before a building permit can be issued, a Development Permit must be approved and issued by Council.

The Director of Development Services may issue a Minor Development Permit, if the work to be undertaken is considered minor in nature and it meets the requirements of the applicable Development Permit Area.

If approved, a notice of the issuance of a permit is registered on the title of the property.

When do I need to apply for a Development Permit?

If your property is located within a Development Permit Area and you are:

- undertaking any kind of new construction, additions or alterations to the exterior of an existing building, including the installation of an awning or sign; or
- proposing to change landscaping, parking areas, etc;

you are required to first obtain a Development Permit before applying for a Building Permit or commencing any work.

If you are not sure whether your property is within a Development Permit Area, contact the Development Services Department.

Who can apply?

While the applicant for a Development Permit need not be the property owner, the property owner must authorize the application. Where a property is owned by a company or society, the application must be signed by a person with signing authority. Where a property is owned by more than one person, signatures of all owners are required. For strata lots or buildings, approval is also required from the Strata Council.

How do I apply?

To apply for a Development Permit, obtain an application form and checklist from the Town Hall, or the Town of Sidney website (www.sidney.ca), and return them with the application fee and all required information. Before you make a formal application, be sure to discuss your project with a Development Services Department staff person. To make an appointment, or for more information, contact the Development Services Department at 656-1725.

How long does it take?

Development Permit applications take approximately six to nine weeks to process. However, this time may vary depending on whether or not the application is complete, its complexity and the number of other applications before Council.

If the Development Permit also requires a Development Variance Permit, or amendments to zoning and/or the OCP, the applications can be run concurrently, thus streamlining the development process.

What is the cost?

The cost of a Development Permit application is as follows:

- **Minor Applications:** \$150
(Minor applications are for projects in which there is no increase in gross floor area or lot coverage, or no reduction in the number of off-street parking or loading spaces provided, where the parking or loading space requirements are based on gross floor area.)
- **Major Applications:** \$300 plus \$50.00 per unit of residential construction as per the application;
\$300.00 plus \$0.50 x square metre of the proposed floor area as per application for all other uses; and
the cumulative total of both when the development has more than one use.

*Please note that all fees are non-refundable

Who makes the decision?

The decision on whether or not to issue a Development Permit is made by Council. The Director of Development Services may issue a Minor Development Permit.

What is the Development Permit process?

The following is a summary of the application procedure for a Development Permit, as shown on the attached flowchart.

NOTE: At any time in the following process, Council or Committee of the Whole may table an application, refer it for comment or reject it.

1. Submission of Application

- **Preliminary discussion (recommended):** The applicant meets with Development Services Department staff to discuss the proposed project and review applicable planning regulations.
- **Application received:** The applicant submits an application, drawings, fees and other required information.
- **Check application package:** Development Services staff reviews the application package to ensure all information has been provided. If there is missing information, staff will contact the applicant and require this information before the application will proceed.

2. Application Review & Report

- **Staff Review:** Development Services staff will conduct an initial review of the application.
- **Referrals:** Major applications may be referred to utility companies (BC Hydro, Telus and Terasen Gas) and other Town of Sidney departments (Building Inspection, Engineering, Fire and Parks). Applications may also be referred to other agencies if relevant, such as the RCMP or Provincial ministries. This allows for the input of comments or concerns relating to the design, location or other aspects of the proposal.
- **Development Review Committee (DRC):** The DRC is a committee made up of representatives of each Town of Sidney department. They review major planning applications and comment on matters relevant to their departments.
- **Detailed Report:** Staff checks the proposal for conformance with relevant Town bylaws, such as the Official Community Plan, Zoning, Off-Street Parking and Loading and Screening Bylaw. A report is prepared by staff for the Committee of the Whole, summarizing the project, outlining any areas which do not conform to Town bylaws or are of concern, and providing recommendations. Once the Committee of the Whole agenda is finalized (usually the Thursday before a meeting), a copy of the report is faxed to or made available for pick up by the applicant.

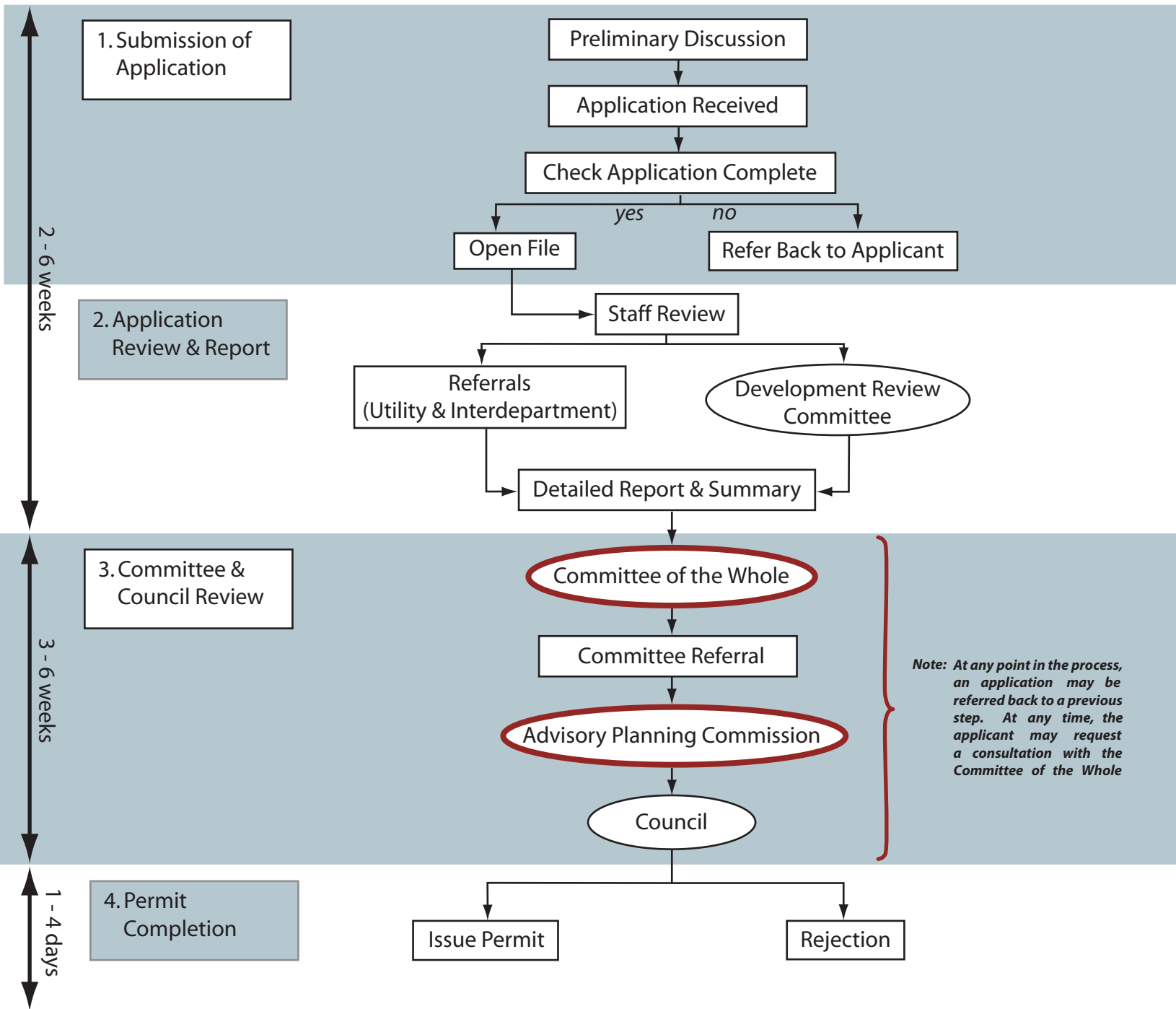
3. **Committee & Council Review**

- **Committee of the Whole:** The Committee of the Whole is a sub-committee of Council, which usually meets at 6:00 p.m. in Council Chambers on the first and third Monday of each month. The Committee of the Whole reviews the application and staff report. The applicant is expected to make a presentation to the Committee on their proposal at the meeting. The Committee of the Whole may refer the application to one or more of the Advisory Committees for comment, or directly to Council with a recommendation.
- **Committee Referral:** The most common advisory committee that reviews planning applications is the Advisory Planning Commission:
 - **Advisory Planning Commission (APC):** The APC usually meets on the first and third Tuesday of each month, and provides recommendations to Council on matters relating to planning and land use. Applications are referred to the APC:
 1. if they involve single-family high-density, multi-family residential, commercial, industrial, or marine uses;
 2. if they involve properties designated as Heritage or Environmentally Sensitive; or
 3. at Council's discretion.Applicants are expected to make a brief presentation about their proposal to the Advisory Planning Commission.
- **Council:** Council usually meets at 7:00 p.m. in Council Chambers on the second and fourth Monday of each month. They review the recommendations from the various committees. If Council is satisfied that the internal review is complete, they will either authorize staff to issue the permit or reject the application. The authorization to issue the permit may be subject to certain conditions being met (such as the submission of revised drawings).

4. **Permit Completion**

- **Issue permit:** Once all conditions are met, staff issues the permit and a Notice of Permit is registered on the title of the subject property. Upon confirmation by the Land Titles Office that the Notice of Permit has been registered, the applicant is notified and sent a copy of the registered Development Permit. The permit itself remains on file at the Town Hall.

Development Permit Application Process



***applicant makes a presentation, or fields questions, at events circled in red**