

DEVELOPMENT PERMIT PROCESS

Planning Department-Development Services Division 171 Main St. | Penticton B.C. | V2A 5A9 P (250) 490-2501 | E: planning@penticton.ca

DEVELOPMENT PERMITS IN GENERAL: Development Permits allow the municipality to manage the type of development that occurs in specific areas of the city. A set of Development Permit Area Guidelines apply in each area where a Development Permit is required. These guidelines are listed in the city's Official Community Plan and are the basis for staff's analysis of the application. Once a Development Permit is issued, the permit is registered on the title of the property. Development Permits are valid for a two years. If a project is not substantially started within that time period a new application will be required.

PRIOR TO APPLICATION: It is the applicant's responsibility to know what permits are required for their development and make all applicable applications. It is also the responsibility of the applicant to know of any special conditions may exist on the subject property. For applications with identified hazards or environmental considerations, additional information is usually required. City staff are available to provide basic background information on any properties in the city. More detailed information, such as geotechnical data or servicing requirements is the requirement of the applicant and their consulting professionals. Staff suggest that prospective applicants schedule a <u>pre-application meeting</u> to discuss their application prior to detailed plans being prepared.



SUBMIT APPLICATION

Only complete applications will be accepted. Once the application is deemed complete and the application fee has been submitted, the application will be assigned to a Planner for review.

START

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REFERRAL PERIOD

All development permit applications are referred to the Technical Planning Committee and external agencies as required. The TPC members and outside agencies are given the opportunity to comment on the application to identify any issues that may come up as part of the development process.

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COMPREHENSIVE REVIEW AND APPLICANT CONSULTATION

Once the file manager has received comments from the Technical Planning Committee and any external agencies, a more comprehensive review of the project is undertaken. The file manager will correspond with the applicant to address any outstanding issues. The goal of this process is to make the project conform to city standards and the development permit guidelines. The applicant may be required to upgrade drawings and re-work the application to address staff's concerns.

KS 1—4

WEEKS

4

DECISION PROCESS

Once an application is in conformance with the development permit guidelines, the file manager will make a recommendation for the Development Officer or Council to support the application or support the application with conditions. Typical conditions would be the registration of any easements or covenants or the payment of landscape securities.

For larger applications, a report is prepared for Council's consideration. In those cases, Council is the decision making body. For smaller development permit applications, the City's Development Officer is the decision maker and for those applications, the file manager would prepare briefing notes outlining a recommendation for the Development Officer to consider.

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ISSUANCE AND REGISTRATION

If approval of the development permit is subject to any conditions, the conditions must be fulfilled prior to the issuance of the permit. Once the conditions are fulfilled, the permit is prepared and issued to the applicant and is registered on the title of the subject property at the Land Title Office. Once this process is complete, the applicant may apply for the necessary Building approvals to begin the development.

PLEASE NOTE:

- Processing times vary depending on the complexity of the project and the volume of applications being considered by the Department. The above noted timelines are a rough guide.
- Partial refunds on applications are given if an application is retracted prior to Council consideration or final consideration.