



Islands Trust

SITING AND USE PERMITS ON DENMAN ISLAND

Before beginning to build on Denman Island you are required to have a Siting and Use Permit (SUP). This permit is instead of the Building Permit needed in urban centres and most other areas of the Islands Trust.

WHAT IS A SITING AND USE PERMIT?

A SUP provides confirmation that, if constructed and used as described in the application, the one or more buildings and/or structures proposed for a specific lot comply with the Denman Island land use regulations.

WHAT ARE THE REGULATIONS?

Denman Island Land Use Bylaw No. 148 sets out the land use regulations for the various zone classifications on this island. The Land Use Bylaw may be viewed in the Dora Drinkwater Library on the island and on the Islands Trust website. Contact information is at the end of this document.

SUP applications are designed to check that, considered with the existing use of the property, the intended use of the proposed buildings and/or structures is permitted for the applicable zone. Proposed buildings and/or structures must be within height limitations, floor area limitations, and setbacks from lot lines, wells, cliffs and all open water. Combined with any existing buildings and structures, proposed buildings and/or structures must not exceed lot coverage limitations. Permits also check other land uses such as signage, parking areas, screening and home occupations.

WHAT DOES A SUP COST?

The fee for a SUP or for amending an existing SUP is \$200. Processing of completed applications does not begin until the application fee has been received.

WHERE ARE SUPS USED?

This type of permit is used in many rural communities across B.C. In the Islands Trust Area, SUPs are used only on Denman and Hornby islands.

WHEN IS A SUP NEEDED?

Owners of land on Denman Island are required to obtain a SUP for the construction of a freestanding building or structure with a gross floor area of ten square metres or more or any addition to an existing building or structure. Construction must not start until the permit has been issued.

HOW DO I APPLY FOR A SUP?

To obtain an application form, contact the office and ask that one be mailed out to you or download the form from the Islands Trust website. Trust planning staff are available to assist landowners in filling out the application form. Completed applications should be submitted to the Northern Office of the Islands Trust, accompanied by the \$200 application fee. Contact information is at the end of this document. It may take several weeks after you apply for your permit to be issued, so be sure to apply early.

HOW CAN I SPEED UP THE PROCESS?

Your application will be processed more quickly if you provide all of the required information at the start. Give the full description of your property. List all existing buildings and structures; describe both the nature and the intended use all proposed buildings and/or structures; and be sure to include a site plan of your lot, drawn to scale, showing the lot dimensions and the existing and proposed buildings and structures.

WHY IS THE SITE PLAN SO IMPORTANT?

Islands Trust Staff will use the site plan to check that your proposal meets the land use regulations. Once your application is processed, the site plan will become part of the permit as it is issued to you in the mail. The site plan should provide all of the required measurements; express measurements in metric units; and show the locations of all water courses and water bodies, cliffs, proposed driveways, off-street parking, signs and outdoor storage areas. See the check-list in the application form

Dated: January 16, 2007

WHAT IF THE LAND IS IN A DEVELOPMENT PERMIT AREA?

A development permit area (DPA) is an area of land or water designated by the local government to achieve protection in one form or another. Some DPAs are designed to protect the natural environment. Others protect development from hazardous conditions, such as erosion. Still others address aesthetic concerns by guiding the form and character of commercial and light industrial uses.

Construction proposed for land within a DPA requires both a Development Permit and a SUP. Staff in the Northern Office will process your Development Permit application first and then your SUP application. To determine whether the site of your proposed construction is within a DPA refer to Schedule E in the Denman Island Official Community Plan. The Plan may be viewed in the Dora Drinkwater Library on the island and on the Islands Trust website. Islands Trust planning staff will assist you if you have any questions. Contact information is at the end of this document.

ARE THERE FURTHER STEPS AFTER THE PERMIT IS ISSUED?

Unlike a Building Permit, a SUP does not involve site inspections. Because of this, we always stress that the SUP merely ensures that the *proposed* buildings and/or structures comply with the regulations. Thereafter, it is up to the landowner to complete the buildings and/or structures as described in the application. Any change in the use, construction or siting of a building or structure requires a new application. Construction must be started within two years of the permit date or the permit is no longer valid.

WHAT HAPPENS IF I DON'T APPLY FOR A SUP, OR IF I START BUILDING BEFORE MY PERMIT IS ISSUED?

If you begin construction without a SUP, you are in violation of the requirements of the *Islands Trust Act* and the Denman Island Siting and Use Permit Bylaw, and you could be subject to bylaw enforcement procedures, possibly resulting in a court case. You could also be subject to bylaw enforcement if you build or make alterations beyond those approved by your SUP.

If you have already begun building and have not applied for a SUP, you should make an application right away to avoid bylaw enforcement action.

WHAT OTHER AGENCY REGULATIONS APPLY?

Most important, all buildings in B.C. must conform to the 2006 BC Building Code and the 2006 BC Fire Code. These documents may be viewed in the office of the Regional District of Comox Strathcona at 600 Comox Road, Courtenay, or at <http://www.housing.gov.bc.ca/building/code/>. Examples of other applicable regulations are the Ministry of Transportation's guidelines for construction of single family residential driveways on side roads (visit the Ministry of Transportation at 550 Comox Road, Courtenay, or see www.gov.bc.ca/tran) and the Vancouver Island Health Authority's regulations for sewage disposal (visit the office at 355-11th Street, Courtenay, or go to <http://www.viha.ca/>).

It is your responsibility as the landowner to identify and meet all applicable regulations.

CONTACTING THE ISLANDS TRUST

- Toll Free:** Services BC at 1-800-663-7867
Request the phone or fax number below.
- Phone:** For all enquiries, call (250) 247-2063.
- Fax:** (250) 247-7514
- Email:** northinfo@islandstrust.bc.ca
- Mail:** Islands Trust Northern Office
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