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## Development Permits

### Information about Development Permits

Development Permit Areas (DPAs) may be designated in an Official Community Plan to achieve objectives such as:

- Protecting the natural environment, ecosystems, and biological diversity
- Protecting development from hazardous conditions
- Protecting farming
- Revitalizing areas where commercial uses are permitted
- Guiding the form and character of commercial, industrial, multi-family, or intensive residential development
- Promoting energy and water conservation, or reducing greenhouse gas

Within a DPA, a Development Permit is required before altering land, constructing or altering a building or structure, or subdividing land, unless the proposed activity is specifically exempt from the permit requirement. A permit is also required to amend an existing Development Permit.

To obtain a Development Permit, applicants must demonstrate compliance with the prescribed development guidelines. Once a proposal is found to meet all applicable guidelines, the Development Permit must be issued. These guidelines are located in the Official Community Plan or Land Use Bylaw.

## Application Process

### Pre-Application

Before applying, review applicable Local Trust Committee policies and regulations, including:

- **Official Community Plan**
  - Determine whether your proposed development is located within a Development Permit Area; if so, an application for a Development Permit may be required; contact Islands Trust to confirm
  - Review the applicable Development Permit guidelines (also found in the Land Use Bylaw); one or more professional reports (e.g. from an engineer or biologist) may be required to support the proposal
- **Land Use Bylaw**
  - Confirm that the zoning of the property permits the proposed use and density
  - Ensure that the proposed uses, buildings, and structures comply with siting, size, and dimension requirements
- Check requirements of other government agencies (e.g. site servicing, road access, building code, water licensing, etc.)
- Review the Islands Trust website or contact planning staff for specific requirements for the relevant development permit areas

### Application Submission

- Submit a complete application to the [Islands Trust Portal](#); **incomplete applications will not be processed**
- Islands Trust staff may contact you to request any additional application materials

### Application Review

- An Islands Trust Planner will evaluate your proposal against applicable development permit guidelines, land use regulations, the Islands Trust Policy Statement, and the OCP; other agencies may also be consulted
- Supplementary information may be requested as needed
- If the application does not comply with applicable regulations, you may be asked to revise your proposal or apply for an additional variance or bylaw amendment

- Once all the required information has been received, the planner will conduct a technical review, and prepare a staff report with recommendations for consideration by the Local Trust Committee or delegated authority

### Permit Issuance

- If approved, a Development Permit will be issued and you, along with relevant agencies, will be notified
- A notice will be filed with the Land Titles Office indicating the existence of a Development Permit on the property; this permit is binding on the current and any future owners

### Post-Permit Issuance

- Development Permits may be subject to conditions such as financial security to ensure completion of works or to mitigate potential hazards
- During inspections, Islands Trust staff will confirm that development is substantially in accordance with the approved permit and any conditions; once compliance is confirmed, any financial security may be returned
- Development must substantially begin within two years of the permit being issued (or earlier if specified), or the permit will lapse; if the permit lapses before development starts, a new permit will be required

## Application Requirements

### Submit the following materials online via the [Islands Trust Portal](#):

- A completed [Planning Application Authorization Form](#)
- Current title search** (issued within the last 30 days)
- Copies of all relevant **title charges** (restrictive covenants, easements, rights-of-ways, etc.)
- A **Project Narrative** describing the existing and proposed uses, buildings and structures on the subject property including a description of any home occupation (if applicable)
- A **Site Survey** by a registered BC Land Surveyor (BCLS), unless staff confirm it is not needed
- An **11”x17” Site Plan**, drawn to scale, showing the following:
  - a. The location, dimensions, and floor area of all existing and proposed buildings and structures
  - b. The development permit area boundary
  - c. The location of existing and proposed water infrastructure (e.g. septic tanks, disposal fields, wells, water lines, cisterns, retention ponds, etc.) on both the subject property and neighbouring properties (if applicable)
  - d. The location of existing and proposed driveways, off-street parking, loading, outdoor storage, stream crossings, pathways, decks, and patios
  - e. The location of all watercourses (including streams, ditches, lakes, and wetlands)
  - f. The location, dimensions and area of existing and proposed covenant areas, easements, and utility corridors
  - g. Setbacks to lot lines, the natural boundaries of watercourses and the sea, and the edge of any cliff on the subject property where applicable
  - h. The total lot area of the subject property
  - i. The height of existing and proposed buildings and structures
- Elevation drawings**
- [A BC Contaminated Sites Regulation Site Disclosure Statement](#) (Schedule 1)
- Supplemental information/professional reports**, as required, to demonstrate compliance with the applicable Development Permit guidelines or as required by a development approval information bylaw
- An application fee** (you will be provided with an invoice after staff have reviewed and determined that your submission is complete)

### Additional Requirements

- A Development Permit is not a building permit; you will still need to apply to the Regional District for a building permit before you can build structures on the land (except on Denman and Hornby Islands where a Siting and Use Permit is required instead)
- Applicants are also responsible for meeting all other regulatory requirements applicable to land use and development in BC, such as: [BC Building Code](#), [Transportation Act](#), [Water Sustainability Act](#), [Environmental Management Act](#), [Public Health Act](#), and [Agricultural Land Commission Act](#)

For further information and local bylaws, please visit [www.islandstrust.bc.ca](http://www.islandstrust.bc.ca).

**NOTE:** This information is intended to provide guidance and should not be interpreted as a right to a development approval if the steps indicated are followed. Please consult the [Local Government Act](#) and its regulations, as well as the other Islands Trust applicable bylaws for the definitive requirements and procedures. For any further information, please contact Islands Trust.