



Victoria Office
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Victoria, BC V8R 1H8
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Galiano, Mayne, North Pender,
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Salt Spring Office
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700 North Road
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Denman, Gabriola, Gambier, Hornby,
Lasqueti, Thetis, Ballenas-
Winchelsea Islands

Schedule B: Development Permits

Information about Development Permits

Development Permit Areas (DPAs) may be designated in an Official Community Plan to do any of the following:

- Protect the natural environment, its ecosystems and biological diversity;
- Protect development from hazardous conditions;
- Protect farming;
- Revitalize an area in which a commercial use is permitted;
- Guide the form and character of commercial, industrial, multi-family residential or intensive residential development;
- Promote energy conservation, water conservation or the reduction of greenhouse gas emissions;

Within a DPA, a development permit is required to alter a building or structure, alter land, or subdivide property unless the proposed activity is specifically exempt from the requirement for a permit. A development permit is also required to amend an issued development permit. In order to obtain a development permit, an applicant must demonstrate compliance with prescribed development guidelines. When a proposal has been found to meet all applicable development guidelines, a development permit must be issued. Development permit area guidelines are located either in the Official Community Plan or Land Use Bylaw.

Application Process

Pre-Application

- Review applicable local trust committee policies and regulations, including:
 - **Official Community Plan**
 - Determine whether or not proposed uses, buildings or structures will be located within a Development Permit Area; if so, an application for a Development Permit may be required. Contact the Islands Trust to confirm.
 - Review applicable Development Permit guidelines (which may also be found in the land use bylaw); one or more professional reports (e.g. engineer, biologist) may be required to support the development proposal.
 - **Land Use Bylaw**
 - Confirm that the subject property zoning permits the proposed use and density.
 - Confirm that uses, buildings and structures comply with siting, size and dimension requirements.
- Confirm requirements of other government agencies (e.g. site servicing, road access, building code, water licensing).
- Review Islands Trust webpage or contact planning staff for specific information or application requirements for different development permit areas.

Application Submission

- Submit a complete application and fee; ***incomplete applications will not be accepted.***
- **A BC Contaminated Sites Regulation Site Disclosure Statement (Schedule 1) must be completed**
- The Islands Trust will contact you to request missing application materials.

Application Review

- An Islands Trust planner will evaluate the proposal in relation to the applicable development permit guidelines, land use regulations, Islands Trust Policy Statement and OCP; the planner may liaise with other agencies.
- Supplementary information may be requested by the planner if needed.
- If the application does not comply with applicable local trust committee bylaws, the planner will request that the application be modified or that an additional application be made for a variance or bylaw amendment.

- Upon receipt of a complete application and following a technical review, the planner will prepare a staff report and recommendations for consideration by the local trust committee.

Application Decision

The local trust committee will consider the application and associated staff report at a regular business meeting. The local trust committee may:

- Approve the permit
- Refer the application to the advisory planning commission (APC) for review and comment, prior to making a decision; in this case, the applicant has the right to present their proposal and be heard by the APC;
- Approve the permit with changes to one or more conditions;
- Table the application pending receipt of additional information; or
- Deny the application due to non-compliance with one or more development guidelines.

Permit Issuance

- If the application is approved, a Development Permit will be issued and the applicant and agencies will be notified.
- When a Development Permit is issued, a notice is filed with the Land Titles Office indicating that there is a Development Permit on the property; the Development Permit is binding on the current and all future property owners.

Post-Permit Issuance

- The Development Permit may be subject to conditions such as financial security to ensure the completion of landscaping or works, or to correct an unsafe situation.
- During site inspections by Islands Trust staff, actual development will be compared to the approved Development Permit to ensure substantial compliance with the permit and permit conditions. When the development is found to conform to the permit and permit conditions, financial security can be returned to the applicant.
- Development must substantially commence within two years (or an earlier date specified in the permit) of permit issuance or the permit will lapse. If the permit lapses before development commences, a new permit is required.

Application Requirements

Please provide the following information in addition to the completed application form, fee, title search and title charges:

- A written description of the existing and proposed uses, buildings and structures on the subject property including a description of any home occupation (if applicable);
- A Site Survey completed by a registered BC Land Surveyor (BCLS), unless the Islands Trust confirms a survey is not needed;
- An 11x17 Site Plan, drawn to scale, showing the following where applicable:
 - a. The location, dimensions and floor area of 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 of existing and proposed buildings, structures and water infrastructure to lot lines, the natural boundaries of watercourses and the sea, and, where applicable, the edge of any cliff on the subject property;
 - h. The 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) must be completed**
- Supplemental information as required to demonstrate compliance with the applicable Development Permit guidelines or as required by a development approval information bylaw

NOTE: This information is intended to provide guidance only 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 the Islands Trust.

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 (e.g. *BC Building Code, Transportation Act, Water Sustainability Act, Environment Act, Public Health Act, ALC Act*, etc.).

For further information, visit the Islands Trust website at www.islandstrust.bc.ca and applicable bylaws.



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Land Use Application

Application Type: *Check all that apply*

*See Associated Schedules for Information
and Application Requirements*

| | | |
|--|--|------------|
| <input type="checkbox"/> Bylaw Amendment | <input type="checkbox"/> OCP <input type="checkbox"/> Land Use / Rezoning <input type="checkbox"/> Land Use Contract | Schedule A |
| <input type="checkbox"/> Development Permit | <input type="checkbox"/> Renewal or Amendment | Schedule B |
| <input type="checkbox"/> Development Variance Permit | <input type="checkbox"/> Renewal | Schedule C |
| <input type="checkbox"/> Heritage Alteration Permit | | Schedule D |
| <input type="checkbox"/> LCRB License | <input type="checkbox"/> Liquor <input type="checkbox"/> Temporary Change <input type="checkbox"/> Cannabis Retail | Schedule E |
| <input type="checkbox"/> Order - Board of Variance | | Schedule F |
| <input type="checkbox"/> Siting & Use Permit | | Schedule G |
| <input type="checkbox"/> Soil Deposit / Removal | <input type="checkbox"/> Registration <input type="checkbox"/> Permit | Schedule H |
| <input type="checkbox"/> Strata Conversion | | Schedule I |
| <input type="checkbox"/> Subdivision Review | <input type="checkbox"/> Boundary Adjustment | Schedule J |
| <input type="checkbox"/> Temporary Use Permit | <input type="checkbox"/> Renewal | Schedule K |

Description of Subject Property:

| | |
|-------------------|-----|
| Civic Address | PID |
| Legal Description | |
| | |

Purpose of Application: *Provide a brief description (attached additional pages if needed)*

Applicant:

| | |
|-----------------|---------|
| Name | Company |
| Mailing Address | |
| Phone | Email |

Declaration:

As the owner or agent authorized to act on behalf of the owner(s) of the subject property, I declare the information submitted in support of this application is true and correct in all respects.

Signature

Office Use Only:

| | | | |
|---------------|-----------|-------------|-----------|
| Date Received | Fees Paid | Receipt No. | TAPIS No. |
|---------------|-----------|-------------|-----------|

Owner Authorization:

As the registered owner(s) of the subject property, I/we declare that the information submitted in support of this application is true and correct in all respects. I/we hereby authorize Islands Trust staff or their contractors to conduct site inspections of the subject property for the purpose of processing this application, and hereby authorize and appoint:

Print Name (Complete if applicant is not the owner(s))

... to serve as the agent for this application, and communicate with Islands Trust staff and Islands Trust bodies on our behalf.

All registered owners on title must be listed on and sign the application. Corporations must include a list of directors.

| | |
|-------------------|------------|
| Name/Company Name | Signature |
| Mailing Address | |
| | |
| | |
| Phone | Print Name |
| | |
| Email | Date |
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|-------------------|------------|
| Name/Company Name | Signature |
| Mailing Address | |
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| Phone | Print Name |
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| Email | Date |
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|-------------------|------------|
| Name/Company Name | Signature |
| Mailing Address | |
| | |
| | |
| Phone | Print Name |
| | |
| Email | Date |
| | |

Application Checklist The following materials must accompany the application:

- Completed application form
- Current title search (issued within 30 days)
- Copies of all title charges (restrictive covenants, rights-of-way, etc.)
- Application fee (see applicable Local Trust Committee Fees Bylaw for current fees)
- If applicable, [a BC Contaminated Sites Regulation Disclosure Statement \(Schedule 1\)](#) must be completed
- If applicable, QEP Report registered in Province of BC Riparian Areas Regulation (RAR) Notification System
- Required plans, drawings, reports and other information as noted on the applicable schedules and DAI Bylaws**

NOTE A complete application and fee must be received before the application will be processed. Fees may be paid using cash, cheque or interac e-transfer (contact Islands Trust for e-transfer procedure). Applicants are advised that processing times may depend on applications volumes and timing of local trust committee meetings. Applicants are encouraged to apply for permission well in advance of scheduled development.

Freedom of Information

The collection of personal information, for the purpose of processing this application, is authorized under the Local Government Act, Community Charter and section 26(c) of the Freedom of Information and Protection and Privacy Act. Enquiries may be directed to a Deputy Secretary at any of the Islands Trust Offices, as noted on page 1 of this form. A request for information, under the Freedom of Information and Protection of Privacy Act may be made to: FOI Coordinator, Islands Trust, 200-1627 Fort Street, Victoria, BC V8R 1H8, Tel. (250) 405-5151, Fax (250) 405-5155.