

- Please see the appropriate fees bylaw or contact the Planning Department for information on fees. Most development permit fees are \$175, which may vary depending on the complexity of the application. The fee for a DP amendment application is \$150.
- Staff will not begin processing your application until all fees and information required in the application form have been provided.

Your efforts to provide a complete application with all the necessary information will help expedite the processing of your application.

Step 3 — Application Review

Once a complete application is received, planning staff will evaluate your proposed development against DPA guidelines, zoning regulations, and policies contained in the Official Community Plan and the Islands Trust Policy Statement. The application review may involve other municipal staff and referral to the Advisory Design Panel (form and character development permits).

Step 4 — Development Permit Issuance

When a permit is issued, Municipal staff will file a notice with the Land Titles Office that a development permit has been issued and it will be registered on the title of the property. A copy of the permit will be sent to the owner and a copy will be maintained on file at Municipal Hall.

During any required final building or site inspections, the development permit will be compared with the actual development to ensure that all conditions of the permit have been met. Timing of environmental monitoring may be similar to stages in the building permit process.

A development permit will state that if construction does not substantially commence within two years of the development permit issue date, the permit will lapse. After this two-year period, you will be required to submit a new development permit application if you wish to proceed with the development.

For Further Information...

This information is intended to provide guidance only and should not be interpreted as a right to development approval if the steps indicated are followed. Please consult Bowen Island Municipality bylaws for the definitive requirements and procedures. For further information, please contact the Planning Department, Bowen Island Municipality at 604-947-4255.

Applying for a Development Permit

Bowen Island Municipality

981 Artisan Lane

Bowen Island BC V0N 1G0

Ph: 604-947-4255

Fax: 604-947-0193

E-mail: bim@bimbc.ca

March 2010

What is a Development Permit?

Communities in B.C. can designate Development Permit Areas to set objectives and guidelines for development within those areas. No building construction, demolition, land alteration, or subdivision of land may occur in a Development Permit Area without a development permit first being issued by the Municipal Planner.

Development Permit Areas (DPA) on Bowen Island are designated under Section 919.1 of the *Local Government Act* to:

- establish objectives for the form and character of commercial, industrial, or multi-family residential development (Village Periphery DPA; Tourist Commercial (Accommodation) DPA),
- protect the natural environment, its ecosystems and biological diversity (Watershed and Stream DPA; Cape Roger Curtis DPA); and
- revitalize specific commercial areas (Village Revitalization DPA).

Development permits are not meant to prohibit the type of buildings and land uses that are permitted by local zoning. What they provide is an opportunity to carefully guide the way in which permitted development actually takes place. To that end permits contain conditions regarding development, land alteration and subdivision. They can vary or supplement zoning regulations such as siting, but cannot vary use or density.

A development permit is not a building permit. You will still need to apply for a building permit before you can build on the land.

Lands are designated as Development Permit Areas in the Official Community Plan; maps show these areas. Guidelines used to evaluate an application can be found in the Land Use Bylaw. Projects within Development Permit Areas do not require permits if the Land Use Bylaw specifically exempts them.

When Do You Need to Apply For a Development Permit?

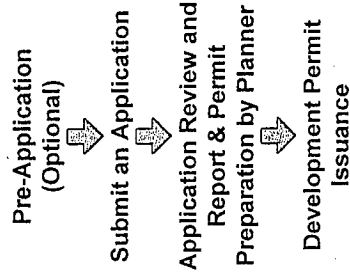
You need to apply for a development permit in the following cases:

- when you propose to subdivide, build, add to or alter a building, structure or land on property within a development permit area, unless that activity is specifically exempted by provisions of

- the *Local Government Act* or Official Community Plan, and when you want to amend an existing development permit.

The Development Permit Application Process

The major stages in the development permit application process are:



- **Development Permit Area Guidelines** Review the DPA guidelines contained in the Land Use Bylaw to consider how they may affect your project
- **Other Regulations** It may be necessary to contact additional municipal staff to take care of other matters, such as adequate services to the site, access to a highway, or building code requirements
- **Specific Requirements** In some cases, you may need to hire a qualified consultant to address specific concerns with your application. Such consultants may include biologists, architects, engineers or planners, depending on the location of your property and the nature of your proposal.
- **Existing Development Permit(s)** In some cases there will already be a development permit on the title of the property. Such permits should be reviewed and amendments to the conditions or new development proposals identified on the application form.

Step 2 — Submit an Application

Once you have reviewed all applicable regulations and completed your project plans, you must complete an application form and submit it to Municipal Hall, with the applicable fee. Planning staff will be available to assist you; however you must provide the following information with your application. The application checklist provides more detailed information.

- A recent Certificate of Title indicating the owner(s) name. If the applicant is an agent of the owner, then a letter of authorization is required from the owner(s). The Certificate of Title will also indicate if there are any covenants or easements that may affect the proposed development. Provide any covenants or easements.
- A written description of the proposed development.
- Two sets of suitably scaled plans no larger than 11" X17". Your drawings should be titled and contain pertinent information about setbacks, building heights, the number of parking stalls, etc. as detailed on the Application Checklist.

Step 1 — Pre-Application (Optional)

Before submitting your development proposal, you may wish to contact or meet with planning staff to review bylaws, policies, and regulations that may affect your project. Before submitting a development permit application, review of the following regulations will be useful:

- **Official Community Plan and Land Use Bylaw** Identify the Development Permit Area in which your property is located by looking at maps in the Official Community Plan. Each property within Bowen Island Municipality is subject to specific zoning regulations, some of which may impact your proposal. These regulations are contained in the Land Use Bylaw. It may also be useful to review the applicable Official Community Plan policies for the area and the Islands Trust Policy Statement.

DEVELOPMENT PERMIT APPLICATION

OFFICE USE ONLY

Application Fee: _____
Receipt No.: _____
File No.: _____

Bowen Island Municipality
981 Artisan Lane
Bowen Island BC V0N 1G0
Tel. 604-947-4255
Fax. 604-947-0193
Email: bim@bimbc.ca

(Please Check ✓ One Item Below)

- DEVELOPMENT PERMIT
 DEVELOPMENT PERMIT AMENDMENT

PROPERTY OWNER (PLEASE PRINT) (Please list all owners as indicated on Certificate of Title)

Property Owner(s) _____
Address _____ City _____
Postal Code _____ Phone _____ Fax _____ Other _____

APPLICANT (IF DIFFERENT FROM OWNER) (Consent Required)

Applicant(s) _____
Address _____ City _____
Postal Code _____ Phone _____ Fax _____ Other _____

DESCRIPTION OF PROPERTY (AS INDICATED ON CERTIFICATE OF TITLE)

Lot/Parcel _____ Plan _____ Block _____ District Lot/Section _____
Range _____ Other Description _____
Street Address or General Location _____
Jurisdiction and Folio Number _____ (From Property Assessment/Tax Notice)
Parcel Identifier (PID) _____ - _____ - _____ (From Certificate of Title)

PLEASE NOTE: As per Bowen Island Municipality Land Use Bylaw No. 57, 2002 Section 7.2 No. 3 a) In order to assist the Municipality in determining conditions or requirements to be included in a development permit, the applicant may be required to provide, at the owner's expense, a report prepared by an *Environmental Consultant* with experience in the field of water management... etc.

(1) Applicant Submission Checklist. (Please see attached application checklist and be sure to include all required information with your application, and ensure your site plan is accurate and complete)

(2) Describe the current use(s) of the land and building(s) on the property.

(3) Describe the proposed development.

(4) If you are requesting a variance, provide reasons for varying bylaw requirement(s). On your site plan, show the existing bylaw requirement and your proposed variance with accurate dimensions

CERTIFICATION

I HEREBY CERTIFY THAT THE ABOVE INFORMATION IS TRUE TO THE BEST OF MY KNOWLEDGE

SIGNATURE OF APPLICANT

DATE

AUTHORIZATION

REQUIRED IF THE APPLICANT IS NOT THE REGISTERED OWNER (PLEASE LIST ALL OWNERS INDICATED ON CERTIFICATE OF TITLE. STRATA TITLED DEVELOPMENTS REQUIRE A WRITTEN ENDORSEMENT FROM STRATA COUNCILS)
I HEREBY CONSENT TO THE APPLICATION CONTAINED HEREIN

SIGNATURE OF OWNER

SIGNATURE OF OWNER

SIGNATURE OF OWNER

SIGNATURE OF OWNER

DATE

Freedom of Information and Protection of Privacy

Personal information contained on this form is collected under the *Local Government Act* for the purpose of responding to this application, or for purposes directly connected with this application. Information on your application form is available to the public upon request under freedom of information legislation. Please contact the Chief Administrative Officer, Bowen Island Municipality, 981 Artisan Lane, Bowen Island, B.C. V0N 1G0, if you have any questions regarding the collection of personal information on this form.

Contaminated Sites Regulation

Please note that pursuant to Section 7 of the Contaminated Sites Regulation, B.C.Reg. 375/96, a site profile is not required for a development permit if the activity which the permit allows does not involve any disturbance or excavation of soil. If you have any questions, please contact this office.

APPLICATION CHECKLIST FOR A DEVELOPMENT PERMIT APPLICATION (DP)

Please ensure that all of the information listed below is included in your application. Should you have any questions regarding submission requirements, please contact the Planning Department. **Staff will not begin processing your application until all required information has been provided.**

Land Title:

- recent **certificate of title** (within 90 days of receipt of application) for the subject property
- all **covenants, building schemes and easements** registered on title

Application Form:

- completed application form
- written authorization of **all** owners on the certificate of title

Site Plan (2 copies) showing: *(No larger than 11" x 17")*

- all uses**, existing and proposed, on the property, including buildings and structures
- dimensions and floor areas** of all existing and proposed buildings and structures
- heights** of existing and proposed buildings and structures
- setbacks** of existing and proposed buildings and structures on the property to property lines and the natural boundaries of the sea, lakes, wetlands and watercourses
- setbacks** of existing or proposed septic fields to natural boundaries of the sea, lakes, wetlands and watercourses and to wells that are on or within 50 metres of the property
- locations and dimensions** of parking areas, including stalls, driveways
- locations and dimensions** of all legal easements, covenant areas, and utility corridors
- north arrow, street names**

Village Revitalization, Village Periphery and Tourist Commercial (Accommodation) Development Permit Areas:

- 2 copies of a **landscape plan** showing existing and proposed landscaping on the property.
- 2 copies of a **parking plan** showing parking stalls, maneuvering aisles, accesses and exits
- 2 copies of **elevation** drawing(s), noting all proposed alterations to building elevations
- 2 copies of proposed building **materials and colour scheme**
- 2 copies of existing and proposed **signs**, incl. locations, dimensions, materials and colour scheme

Watershed and Stream and Cape Roger Curtis Development Permit Areas:

- Report from an environmental consultant – see development permit guidelines for details.