

1. FORM AND CHARACTER DEVELOPMENT PERMITS (DP No. 5, 6, and 8)

1.1. Application Requirements

- (a) The following information listed on page 1 of this guide may be required to accompany an application for Form and Character Development Permit:

(a) Application Form	(i) Sustainability Principles
(b) State of Title Certificate	(j) Site Plan
(c) Owner's Authorization form (if applicable)	(k) Floor Plan (if available)
(d) Site Disclosure Statement	(l) Elevation Drawings (conceptual)
(e) DP Guideline Review Table	(m) Colour board
(f) Zoning Analysis Table	(n) Landscape Plan
(g) Project Rationale	(o) New Housing Units Reporting Form – REZ & DP
(h) Photographs	

- (b) Any additional Development Approval Information the Director may require evaluating adequately and to issue a Development Permit.

1.2. Application Requirements

A Form and Character Development Permit application submitted in accordance with this guide will be processed as follows:

- Upon receipt of an application package submitted to the District, staff will issue a fee receipt to the applicant.
- Staff will review the application to determine whether it is complete and, if incomplete, will request the required information from the applicant. Staff will open a file only upon a complete submission package.
- The Development Notice Sign must be removed within seven days of approval.
- Staff will evaluate the proposal for compliance with relevant District guidelines. An internal staff design review will consider the merits of the proposal. Staff may request a departmental and applicant working meeting.
- Staff will refer the application to any applicable District departments, and government and external agencies.
- Relevant referral agency comments may be incorporated into a report for consideration by the Director.
- Staff will notify the applicant in writing of the decision of the Director.
- If authorized for issuance by the Director, Staff will prepare the Development Permit and related schedules and obtain the security deposit (if required).
- Upon sign-off of the Development Permit by the Director and receipt of the related security deposit (if required), the Development Permit will be issued and then registered against the title of the property(s) at the Land Title Office.

2. ENVIRONMENTAL DEVELOPMENT PERMITS (DP No. 1, 2, 3, and 4)

Applications not eligible for issuance or amendment by the Director must be considered by Council.

2.1 Application Requirements

- (a) The following information listed in page 1 of this guide may be required to accompany an application for Environmental Development Permit:

(a) Application Form	(h) Photographs
(b) State of Title Certificate	(i) Site Plan
(c) Owner's Authorization form (if applicable)	(j) R.P. Biologist Reports (DPA 1, 2, 3)
(d) Site Disclosure Statement	(k) Engineering Reports (DPA 4)
(e) DP Guideline Review Table	(l) Landscape Plan (if applicable)
(f) Zoning Analysis Table	(j) New Housing Units Reporting Form – REZ & DP
(g) Project Rationale	

- (b) Additional information may be required by the Director to evaluate adequately and to issue or deny a Development Permit.

2.2 Processing Procedures

A Environmental Development Permit application submitted in accordance with this guide will be processed as follows:

- (a) Upon receipt of an application package submitted to the District, staff will issue a fee receipt to the applicant.
- (b) Staff will review the application to determine whether it is complete and, if incomplete, will request the required information from the applicant. Staff will open a file only upon a complete submission package.
- (c) The Development Notice Sign must be removed within seven days of approval.
- (d) Staff will evaluate the proposal for compliance with relevant District guidelines. An internal staff design review will consider the merits of the proposal. Staff may request a departmental and applicant working meeting.
- (e) Staff will refer the application to any applicable District departments, and government and external agencies.
- (f) Relevant referral agency comments may be incorporated into a report for consideration by the Director.
- (g) Staff will notify the applicant in writing of the decision of the Director.
- (h) If authorized for issuance by the Director, Staff will prepare the Development Permit and related schedules and obtain the security deposit (if required).
- (i) Upon sign-off of the Development Permit by the Director and receipt of the related security deposit (if required), the Development Permit will be issued and then registered against the title of the property(s) at the Land Title Office.