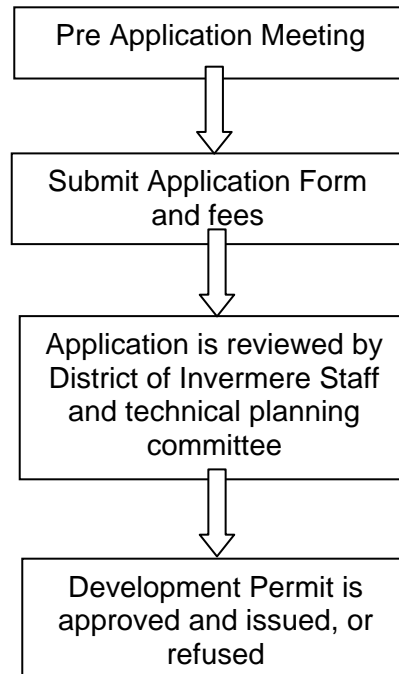




Your Guide to

Development Permits (DPs)

Development Permits Simplified



THEN...

- Apply for your building permit and your sign permit prior to commencing construction

Understand what's involved in your Development Permit Application

Read our [4 Steps to Development Permits](#)

In this brochure:

- What is a Development Permit and why is it needed?
- An overview of the Development Permit application and Approval processes
- Where to obtain additional information you may require

NOTE: This brochure is a general guide to the Development Permit (**DP**) process in the District of Invermere. It is provided for your convenience only, and is not intended to replace Bylaws or other legal documents and should not be construed by anyone as a right to development approval if the steps indicated are followed.

Development Permits

What are they and why are they required?

A Development Permit (DP) is a type of development approval given by the District of Invermere. Specific areas of the District have been designated as **Development Permit Areas (DPAs)** in the **Official Community Plan**. Each of these has a clear set of guidelines which specify the District's development objectives for that area.

DPs are in addition to normal zoning, servicing, building and fire code regulations. They may supersede zoning bylaw requirements by setting terms and conditions that differ from or supplement those in the zoning bylaw.

A DP **may not** vary the permitted uses or densities of land-use prescribed by existing zoning regulations.

What is the Purpose of a Development Permit Area (DPA)?

The purpose of a development permit area is...

- to **clarify** the objectives and guidelines of the form and character of developments to ensure that the proposal complements the aesthetic and layout of the community as determined by the Official Community Plan;
- to **revitalize** commercial, residential, and gateway areas and enhance their attractiveness for business and visitors;
- to **protect** the natural environmental, including environmentally sensitive habitat, significant stands of vegetation, watercourses, and downstream development;
- to **control and project development** in hazardous areas such as steep slopes, and areas subject to flooding, erosion, and sedimentation

When is a Development Permit required?

You must apply for a Development Permit in the following cases:

- When the property is located within a designated Development Permit Area
- When you want to make changes to a project developed under a Development Permit
- When Council determines that your development proposal requires a DP

Invermere has 5 (DPAs), and Council may, at their discretion, designate additional DPAs:

- Watercourse, Wetlands, and Wildlife Habitat DPA ([OCP Section 4.1](#))
- Hazardous Areas DPA ([OCP Section 4.2](#))
- Downtown DPA ([OCP Chapter 5](#))
- Athalmer DPA ([OCP Chapter 6](#))
- Residential Infill DPA ([OCP Chapter 7](#))

These DPAs are detailed in the **Official Community Plan**

Looking to Develop?

Working together for the benefit of our community is our goal. We'll take the time to ensure you can find the information you need to help you get your project underway. Before you begin, it is critical that you review the following resources:

- [Invermere Official Community Plan \(OCP\)](#): Determine whether your property is located in a Development Permit Area. This plan sets out objectives for land use, servicing and the form and character of development.
- [Zoning Bylaw 1145, 2002](#): Determine whether your proposed use is permitted within the zoning bylaw for your land. If not, a rezoning application, Development Variance Permit (DVP), or OCP amendment may be necessary.

How long will the application process take?

The application process will take a *minimum* of 6 weeks, and up to 6 months depending on the complexity of your proposal and the need to refer it to external agencies.

Generally speaking, you can expedite the process by providing as much information about your proposal as possible, discussing it with Development Services Staff; and employing consultants like planners, architects, engineers, landscape architect, and surveyors.

How much will it cost to apply?

Development Permits fees are \$300. There may be other costs that you could be responsible for. In your pre-application meeting we will help to identify costs associated with your application.

Who approves my Development Permit?

The Director of Development Services may issue a Development Permit without referral to Council if your application does not involve a variance. Either the director or the applicant may elevate the application to Council for a final decision.

A DP for a proposed project is approved when the Director of Development Services is satisfied that the project meets all guidelines and conditions for the Development Permit Area. A DP is *not* a building permit. You must apply for a building permit before proceeding to construction.

4 steps to the Development Permit Process

STEP 1:

Schedule a Pre-Application Meeting

- Call **250.342.9281** to schedule your meeting with Development Services Staff
- This meeting determines how the District's plans and policies may affect your proposal. We'll review an outline of the process you need to follow, identify the involvement of other government agencies, and provide an idea of your timeline.
- Pay particular attention to ensuring that your proposed development plans are consistent with District objectives and guidelines for the DPA. Generally, the more a development proposal conforms to District objectives, the less time it takes to process and the greater the chance of approval.
- One person (either you or a member of your design team) should be assigned the task of coordinating the application process. The submission of complete, high quality plans, will assist in the successful and timely consideration of the Development Permit Application.
- If your project will involve signage of *any kind*, discuss it with staff at this meeting. All signage in the District must comply with the Sign Bylaw and a signage permit is required.

Please note: information obtained in your meeting should not be used as a basis for making financial or other commitments without first obtaining your own advice

STEP 2:

Complete and Submit the [APPLICATION FORM](#)

- The Application Form details all items that must be included in your application depending on the type of application you are making.
- Ensure that the application fee is submitted together with the completed application form. A guide is enclosed in the development application form to help you estimate your fees. Other costs will be determined once your application is submitted
- If appropriate, please include a written statement describing the proposal.
- The District of Invermere will *not* process incomplete applications

Depending on which DPA your property is located in, some or all of the items below may also be required. Please see the **Development Application Check List** for a detailed list of required documentation. Your Pre-application meeting will also help to clarify which items are required for your application.

- | | |
|--|---|
| ▪ A slope analysis plan | ▪ A geotechnical report |
| ▪ Landscape Plans | ▪ A wildlife and vegetation inventory |
| ▪ Impact assessments for traffic, parks, infrastructure, schools and environment | ▪ Other information as may be necessary |

STEP 3:

Circulation and Review of APPLICATION

- After you've submitted your application, it will be reviewed by the technical planning committee. This may take 3-8 weeks depending on the extent and complexity of your application.

STEP 4:

Development Permit APPROVED & ISSUED

- Your Development Permit is approved when the Director of Development Services is satisfied that the project meets all guidelines and conditions of the relevant Development Permit Area.
- Approval may be subject to conditions including, among others, submission of securities for landscaping, an approved signage permit, environmental protection measure, and inspection fees.

What to do if your application is denied

If the Director of Development Services denies your application, you will be advised of this decision along with the reasons for the denial. If you are not satisfied with the decision, you may appeal the decision.

You must submit a letter to the Chief Administrative Officer within 30 days of the decision that outlines the following:

- the name of the delegate who made the decision, and the date and nature of the decision;
- reasons why you wish Council to reconsider the decision;
- the decision that you request be made by Council, and;
- a copy of any materials you consider relevant to reconsideration by Council.

Your appeal will then be considered by Council at a meeting at least two weeks after the date on which you submitted your appeal to the Chief Administrative Officer.

If Council denies your appeal

- The file will be closed; or
- You may revise your proposal and submit a new application and fees

If Council approves your appeal

- A permit will be drafted for council consideration
- If Council approves the draft, you will be given a chance to satisfy the conditions and a permit will be issued
- If Council does not approve the draft, you may be directed to revise and resubmit your proposal.

What's the Next Step?

Apply for a **BUILDING PERMIT** and a **SIGN PERMIT**

Building Permits

- Following the issuance of the development permit, you may apply to the Development Services Department for a Building Permit. In addition to BC Building Code requirements, the specific conditions of the Development Permit must also be satisfied prior to the issuance of a Building Permit. Site work may not begin until the Development Permit and Building permit have been issued. If you have questions or concerns, please contact the District of Invermere at **250.342.9281** to arrange a pre-construction meeting. Also note that, where required, Development Cost Charges (DCCs) must be paid prior to issuance of a Building Permit.

Signage Permits

- In order to maintain a high quality aesthetic character and form in the District of Invermere, Council has established a Sign Bylaw (No. 1044, 2001) which clearly details the permitted visual and dimensional characteristics and location of signs within the municipality.
- You **must** obtain a Sign Permit in order to legally place a sign on your property or business. Development Services Staff will discuss sign regulations with you at your pre-meeting (Step 1).

Questions?

We've got answers!

We are here to help make this process as smooth as possible. If you have questions about the *Development Permit Process*, please contact the District Office at:

District of Invermere

914 – 8th Avenue
PO Box 339
Invermere, BC V0A 1K0

Phone: 250.342.9281
Fax: 250.342.2934

This brochure is not a legal document. Any contradiction, dispute or difference between the brochure and applicable District of Invermere By laws, plans, policies, or guidelines will be resolved by deference to the bylaws or other official documents