

District of Lantzville

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A GUIDE TO DEVELOPMENT PERMITS

This guide is intended to assist the applicant through the Development Variance Permit Application process. Following the steps herein does not constitute approval of a Variance Permit. It is strongly recommended you contact District staff prior to making a formal application.

WHAT IS A DEVELOPMENT PERMIT?

The Local Government Act enables communities in British Columbia to designate Development Permit Areas for the purpose of setting objectives and guidelines for development within those areas. No building construction or alteration can occur in a Development Permit Area without a Development Permit.

Section 919.1 of the Local Government Act provides that a municipality can designate a Development Permit Area for the purpose of:

- Protection of the natural environment, its ecosystem and biological diversity;
- Protection of development from hazardous conditions;
- Protection of farming;
- Revitalization of an area in which commercial use is permitted;
- Establishment of objectives for the form and character of intensive residential development;
- Establishment of objectives and the provision of guidelines for the form and character of commercial, industrial or multifamily residential development.

Lands are designated as Development Permit Areas in the Official Community Plan, which includes the reasons for requiring a Permit and the specific guidelines used to evaluate an application. Projects within Development Permit Areas do not require permits if the Official Community Plan specifically exempts them.

WHEN DO YOU NEED A DEVELOPMENT PERMIT?

- When you propose to 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 Official Community Plan.
- When you want to amend an existing Development Permit.

PRE - APPLICATION STAGE

Before submitting your development proposal, you may wish to contact or meet with staff to review bylaws, policies, and regulations that may affect your project. These can include the Zoning Bylaw, Subdivision and Development Bylaw (servicing) and the applicable Development Permit Guidelines specifically affecting your property. Outside agencies such as the Ministry of Transportation, the Ministry of Environment and Land & Water BC can also have policies or regulations which may affect your property.

APPLICATION STAGE

Once you have reviewed all applicable regulations and completed your project plans, mail or deliver your completed application form to the attention of the District Planner, Ms. Pam Shaw, District of Lantzville along with the required support documentation as identified on the application form, including the applicable application fee(s).

INQUIRIES

May be directed to Ms. Pam Shaw, District of Lantzville Planning Consultant by calling the District Office at (250) 390-4006 ext. 109 or email pamshaw@lantzville.ca

**DEVELOPMENT PERMIT PROCESS
FLOW CHART**

