



WHAT IS A DEVELOPMENT PERMIT?

A development permit is a permit that specifies how development is to occur on a given parcel of land. Part 5 of the [City's Official Community Plan \(OCP\)](#) designates certain areas, Development Permit Areas, where a development permit is required for any new development or redevelopment. Regulations within the Development Permit Areas aim to address one or more of the following objectives:

- Control of the form and character of development (Downtown Revitalization, Scenic Corridor, Multi-family Residential, and Commercial/Industrial Development)
- Environmental Hazard Areas (Steep Slopes, Unstable Soils)
- Protection of the natural environment (Riparian areas, Watershed Management, Sensitive Environmental areas)

A Development Permit may specify requirements respecting the character of development, including landscaping, siting, form, exterior design, and finish of buildings and structures; environmental protection; and protection from hazardous conditions.

Council approval is required for the issuance of a Development Permit, in some cases, these permits may be approved by City staff and are considered Delegated Development Permits. Delegated Development Permits do not require Council approval if they satisfy the [conditions](#) set out in [the Development Approval Procedures Bylaw](#).





WHEN IS A DEVELOPMENT PERMIT NEEDED?

A Development Permit is required when the property to be developed is located within a Development Permit Area, as designated in the City's OCP. The City's Development Permit Area system applies to all properties within City of Revelstoke boundaries. Depending on where the property is located, more than one Development Permit Area may be applicable to your application.

Within these areas, a Development Permit must be obtained prior to:

- Subdividing land within an area designated for the protection of the natural environment or hazardous area;
- Obtaining a building permit for constructing, adding, or altering a building or structure; or
- Altering land within an area designated for the protection of the natural environment or hazardous area.

A Development Permit is NOT a building permit. A building permit must be obtained prior to any construction.

When is a Development Permit not needed?

In accordance with the City's OCP, some development and building activities **do not require** a Development Permit. Different exemptions apply to different Development Permit Area's. A full list of exemptions can be found within [Part 5, Section 5.1 of the OCP](#).

PRIOR TO SUBMITTING AN APPLICATION

Applicants should be well informed of the City of Revelstoke's policies and procedures before preparing a Development Permit application. Prior to submitting an application, the applicant should consider:

- [Official Community Plan – Development Permit Areas](#) – Review the Development Permit Area guidelines in Part 5 of the OCP to determine which Development Permit Area applies to your project, and whether the development application meets all the Development Permit Area requirements.
- [Zoning Maps and Zoning Bylaw](#) – Check the [City's Interactive Map](#) or the [City's Official Zoning Map](#) to find the zoning designation and zoning requirements for the property. This will help the applicant determine if the application aligns with the zoning regulations and what might need to be amended. If the zoning does not permit the proposed type of development or align with the permitted density, a rezoning application may also be required. If your proposal does not comply with the development regulations of the applicable zone (i.e. setbacks, building height), a Development Variance Permit may be required.
- [Development Approval Procedures Bylaw](#) – Review the Development Approval Procedures Bylaw to review the procedures for development in the City including



information on the application process for Development Permits and the criteria for when permits are delegated to staff.

- **Contact the Development Services Department** – Contact the Development Service Department to set up a [pre-application meeting](#) to discuss the proposed Development Permit application. Staff can provide advice on submission requirements and the review procedure to assist timely processing of the application prior to submittal.

DEVELOPMENT PERMIT APPLICATION COSTS

The cost of a Development Permit application can vary depending upon the complexity of the application. In addition to the initial application fee outlined in the [Fees and Charges Bylaw No. 2256](#), overall costs associated with Development Permit application may include:

- Actual cost of any third-party professional review of applications;
- Any plans needed to meet the application requirements (i.e. site plan, landscape plans, elevations);
- Revelstoke Development Cost Charges payable at the time of building permit or subdivision approval (see [Development Cost Charges Bylaw No. 1781](#));
- Professional reports (i.e. geotechnical assessment, engineering reports, planning rationale);
- Bonding requirements for landscaping and servicing agreements; and / or
- Legal fees (i.e. Land Title registry, covenants)

DEVELOPMENT PERMIT PROCESSING TIMELINES

The following processing timelines are established from the date of receipt for a complete application. While this is a target, it is understood that different circumstances (i.e. revisions, new plans, complexity of application, volume of applications, provincial approvals) may alter timelines to be shorter or longer than outlined below. It is essential for applicants to submit a complete application and respond to staff requests for information to ensure that it is processed in a timely manner.

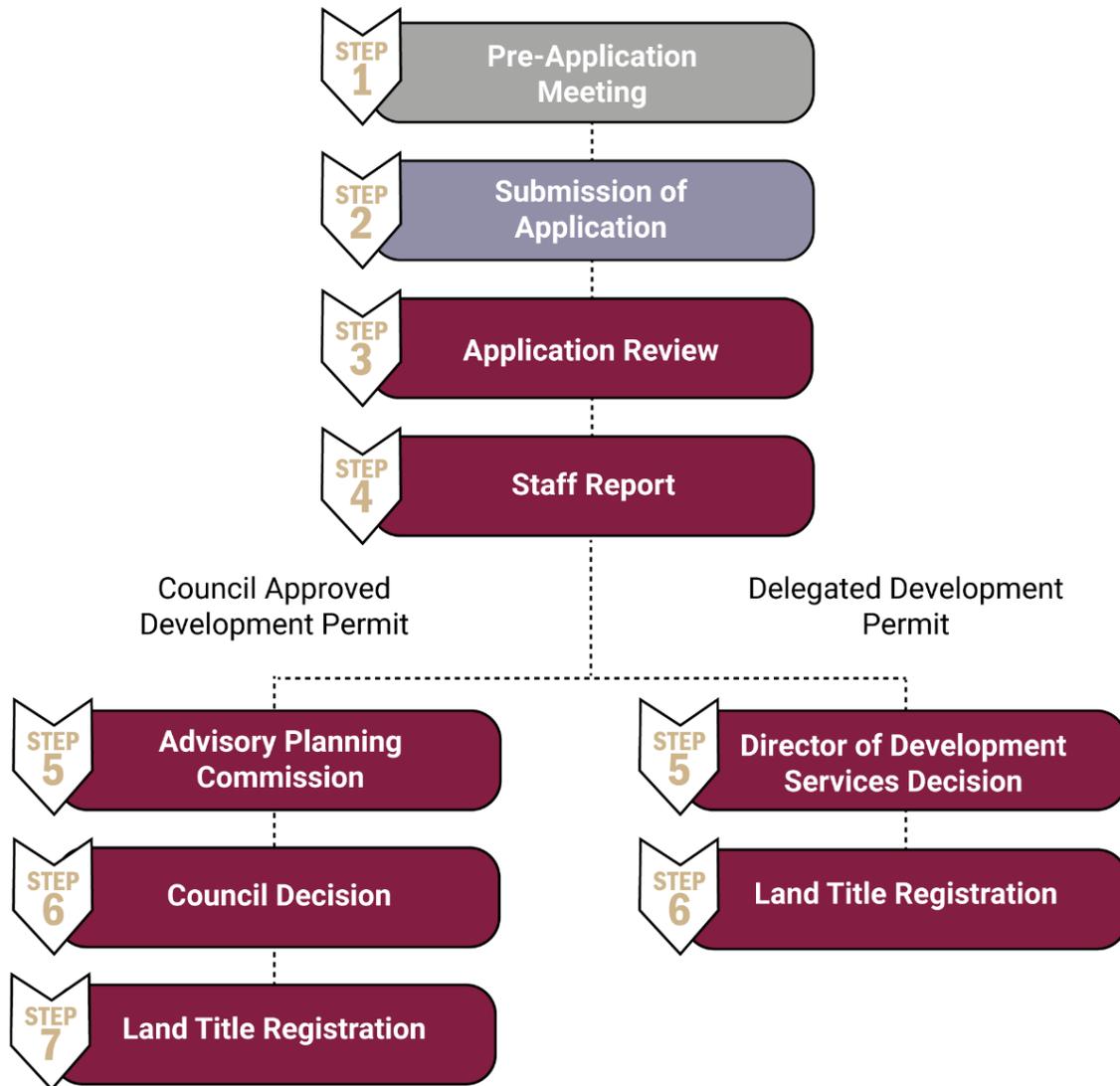
Applications are reviewed in the order in which they are received. Staff endeavour to process applications as quickly as possible to ensure we provide high quality service to the community.

Delegated Development Permit (delegated to staff to render a decision and not required to go before Council): 1-2 months

Council Approved Development Permit (Advisory Planning Commission and Council review required): 4-6 months



DEVELOPMENT PERMIT APPLICATION PROCESS



Legend

- Applicant & City Responsibility
- Applicant Responsibility
- City Responsibility



DETAILED APPLICATION PROCESS

STEP 1: PRE-APPLICATION MEETING

Applicants are **required** (unless otherwise specified by the City) to [schedule a meeting](#) with Development Services staff to discuss a potential application **prior** to submitting a formal application. Staff will discuss the application review process, applicable policy, and formal application submission requirements to ensure proponents submit a complete application. Staff will endeavor to help identify key considerations and potential issues at this preliminary stage. Large or complex projects are particularly likely to benefit from the process.

STEP 2: SUBMISSION OF APPLICATION

Applicants can submit a Development Permit [application form](#) and application fee in-person or electronically to the Development Services Department by emailing development@revelstoke.ca. It is essential that a complete application is submitted to ensure that it is processed in a timely manner. Incomplete applications will not be accepted. Staff request that there is one main point of contact for the application to ensure consistent, coordinated communication throughout the application process.

STEP 3: APPLICATION REVIEW

The Development Permit application is reviewed by the Development Services Department, other City departments, advisory committees, and external agencies to provide the applicant with comprehensive feedback on the application. Staff will determine which type of application (Council Approved or Delegated) is most appropriate for the proposed development based on the criteria in the [Development Approval Procedures Bylaw](#).

Staff may request further information or clarification from the applicant or the applicant's architect, engineer or other coordinating professional. The timing of the review of the application will depend on how quickly the applicant can provide additional information to staff as requested.

STEP 4: STAFF REPORT

Once staff have received all feedback from internal and external agencies and completed their review of the application, staff will prepare a report for consideration by Council (Council Approved Development Permit) or the Director of Development Services (Delegated Development Permit). The staff report takes into consideration any input received from other staff departments, referral agencies, Advisory Planning Commission, Development Permit guidelines in the Official Community Plan, and applicable regulations in the Zoning Bylaw. Staff will communicate with the applicant to ensure they are aware of the associated staff recommendation.



STEP 5: COUNCIL / DIRECTOR DECISION

If the application meets the criteria for a Delegated Development Permit, the Director of Development Services will review the staff report and recommendations and make the final decision on the permit. If the application has been denied by the Director, the applicant may request that the application be referred to Council for consideration.

If the application meets the criteria for a Council Approved Development Permit, the staff report and recommendations will go to the Advisory Planning Commission and subsequently Council for the final decision on the permit.

In either scenario, the outcome may be approval to issue the permit, conditions to issuance of the permit, or amendments / revisions to the permit. If the outcome is amendments / revision to the permit, the permit will need to be revised before being presented a second time for consideration.

STEP 6: LAND TITLE REGISTRATION

If the permit is approved for issuance, staff will prepare the Development Permit and related schedules for signature and obtain a security deposit, if required. A Notice of Permit will be registered on the title of the property at the Land Title Office by staff. The applicant will receive a copy of the signed permit once registration on title has been confirmed.

Once issued, a Development Permit is valid for two years. If the project has been substantially started and the building process requires no amendments, the original Development Permit is in effect until after the process is completed.

QUESTIONS?

We are here to help make the application process as smooth as possible. If you have questions, please contact us.

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This guide is not a legal document. Any contradiction, dispute or difference between the contents of this brochure and applicable City bylaws, plans, policies, or guidelines will be resolved by reference to the bylaws or other official documents.

Photos provided by Tourism Revelstoke.