



Environmental Development Permit Application Guide

What is an Environmental Development Permit Area?

An Environmental Development Permit Area (DPA) regulates development in areas that require a degree of protection. The Official Community Plan (OCP) designates development permit areas in order to:

- Protect the natural environment, its ecosystems and biological diversity.
- Protect human development from hazardous conditions.
- Protect human life and property.

Do I need a Development Permit?

If your property is located in a designated development permit area (DPA) you will need Council's approval for your project through a Development Permit. Within a DPA, an owner must obtain a Development Permit before subdividing land, constructing, adding to, or altering the building unless specifically exempt.

What do I need to consider before applying?

There are a few things to consider before submitting an application. The Development Services Department can help verify the following:

- Check the **Official Community Plan** to see whether or not your property is within a Development Permit Area.
- Review the **Environmental Development Permit Area Guidelines** to ensure consistency with your proposed project.
- Check the **zoning** of the property to ensure the proposed use and density are permitted.

What must I include with my application?

The following information is required to begin the development permit application process:

- Development Permit Application & fee.
 - Letter of authorization from the registered property owner if the applicant is other than the property owner.
 - Site profile as per the *Contaminated Sites Regulation*.
 - Supplemental letter of intent/rationale is strongly encouraged.
 - Site plan showing buildings (existing and proposed) and structures, parking areas, access, toe of slope and top of bank, and any watercourse setback areas that are located on or that abut the site.
 - Plan showing existing and proposed grades (including details on proposed retaining walls), toe of slope, top of bank, or any floodplain area.
 - Plan showing areas to be cleared and areas of cut and fill, and the proposed sequence and timing of the clearing and recontouring.
 - Other information as necessary to assess the development proposal.
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What is the approval process?

- 1 Application** – Begin the approval process by submitting a complete application, supporting documents and fee.
- 2 Review** – Once submitted, Town staff review the application for conformance with the Environmental Development Permit Area Guidelines and Town Bylaws and may refer it to other agencies for comment. At this time additional information may be requested.
- 3 Advisory Planning Commission** – A staff report is prepared for the consideration of the Advisory Planning Commission (APC). The Committee then makes a recommendation to Council based on the merits of the application. The applicant is invited to attend this meeting and present their application.
- 4 Council** – Council receives the application, staff report, and recommendations from the APC at the next available meeting. Council may approve the application, approve the application with conditions, or deny the application.
- 5 Permit Signing & Security Deposit** – If approved, you will be asked to come into the Town Office to sign the permit. At this time, a refundable security deposit may be required for 100% of the onsite/offsite costs or the plans revised based on the conditions of the approval, if applicable.
- 6 Development Permit Issued** – Once the Development Permit is signed, conditions are met and security paid, it is sent to the Land Title Office for registration on title. At this point, a Building Permit can be issued. Security is returned upon successful project completion. If construction has not started within a two year period of the permit's issuance, the permit will lapse.

How much does it cost?

A Development Permit application fee is **\$400**.

How long will it take?

A Development Permit can usually be issued within a 4-6 week period, provided that complete and accurate information is submitted.

For Further Information Contact:

Town of Smithers Development Services Department
1027 Aldous Street
PO Box 879
Smithers, BC V0J 2N0

Office Hours

Monday to Friday (except Holidays)
8:30 am to 4:30 pm

Telephone: (250) 847-1600 Fax: (250) 847-1601

This brochure is meant for informational purposes only. Please consult the Local Government Act and its regulations, the Town of Smithers Official Community Plan, Development Procedures Bylaw and other bylaws for definitive requirements and procedures. Copies of all Town bylaws are available online: www.smithers.ca.
