

What is a Form & Character Development Permit Area?

A Form & Character Development Permit Area (DPA) regulates the appearance of commercial and multi-family residential developments in Smithers. The Official Community Plan (OCP) designates development permit areas in order to:

- Ensure that the downtown core remains the focal point of the community.
- Ensure development contributes to the existing character and identity of Smithers.
- Ensure new development fits appropriately into the context of existing neighbourhoods.

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 a Development Permit Application. The Department of Development Services can help verify the following:

- Check the **Official Community Plan** to see whether or not your property is in a Development Permit Area.
- Review the **Form & Character Development Permit Area Guidelines** to ensure consistency with the overall design of your proposed project.
- Check the **Zoning** of the property to ensure the proposed use and density are permitted. Zoning also specifies requirements for parking, loading, lighting, and landscaping.

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.
 - Building elevation drawings, illustrating all sides of the building(s)
 - Site plan showing buildings and structures, storage areas, garbage areas, parking, loading, landscaping, and access.
 - Drawing showing proposed signage details.
 - Exterior building colour samples.
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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 Form and Character Development Permit Guidelines, Zoning Bylaw and Subdivision Servicing Bylaw. 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 to guarantee onsite/offsite works or the plans revised based on approval conditions.
- 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.

What happens if I want to change the appearance of my building after the Development Permit is approved?

There is a \$200 fee for an application to amend an existing Development Permit, however, exemptions may apply.

For Further Information Contact:

Town of Smithers Development Services Department

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PO Box 879
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Telephone: (250) 847-1600 Fax: (250) 847-1601

Office Hours

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

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.
