

Environmental Development Permit Application Guide

What is an Environmental Development Permit Area?

The Environmental Development Permit Area (DPA) regulates development in areas that require a degree of environmental protection. Within the DPA there are guidelines to ensure the protection of:

- The natural environment, ecosystems and biological diversity.
- Human development from hazardous conditions.
- Life and property.

Do I need a Development Permit?

A Development Permit is required before subdividing land, constructing, adding to, or altering buildings located in a designated DPA, unless specifically exempt.

What do I need to consider before applying?

Before submitting an application, there are a few things to consider. The Development Services Department can help you:

1. **Confirm the Development Permit Area:** Check the Official Community Plan to determine whether your property is within a Development Permit Area and whether any exemptions apply.
2. **Review the Guidelines:** Ensure your proposal is consistent with the Environmental Development Permit Area Guidelines.
3. **Confirm Zoning:** Check the property's zoning to ensure the proposed use and density are permitted.

What must I include with my application?

Applications must include the following:

- **Application Fee:** Applicable application fee.
- **Owner Authorization:** Authorization from the registered property owner, if required.
- **Letter of Intent:** Letter describing the proposed project and rationale.
- **Site Plan:** Existing and proposed buildings, structures, parking, access, toe of slope, top of bank, and applicable watercourse setbacks.
- **Grading Plan:** Existing and proposed grades, retaining walls, toe of slope, top of bank, and floodplain areas.
- **Clearing and Grading Plan:** Areas of clearing, cut and fill, and proposed timing and sequence of work.
- **Additional Information:** Other information required to assess the proposal.

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 your application for conformance with the Environmental DPA Guidelines, Town bylaws and may refer it to other agencies for comment. At this time additional information may be requested.
- 3 **Advisory Planning Commission** – If your application contains any variances, a staff report is prepared for the Advisory Planning Commission (APC). The APC makes a recommendation to Council based on the merits of the application. You are invited to attend this meeting, present your application and answer questions.
- 4 **Council** – Council receives the application, staff report, and recommendations from the APC, if applicable, 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 sign the permit. At this time, a refundable security deposit may be required equal to 100% of the estimated cost to prevent unsafe conditions or damage to the environment. You may also be required to revise your plans based on permit 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 2 years of issuance the permit will lapse.

How much does it cost?

A Development Permit application fee can be found in Schedule 'H' the current Fees & Charges Bylaw.

How long will it take?

A Development Permit can usually be issued within a 4–8-week period, provided that complete and accurate information is submitted.

For Further Information Contact:

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.