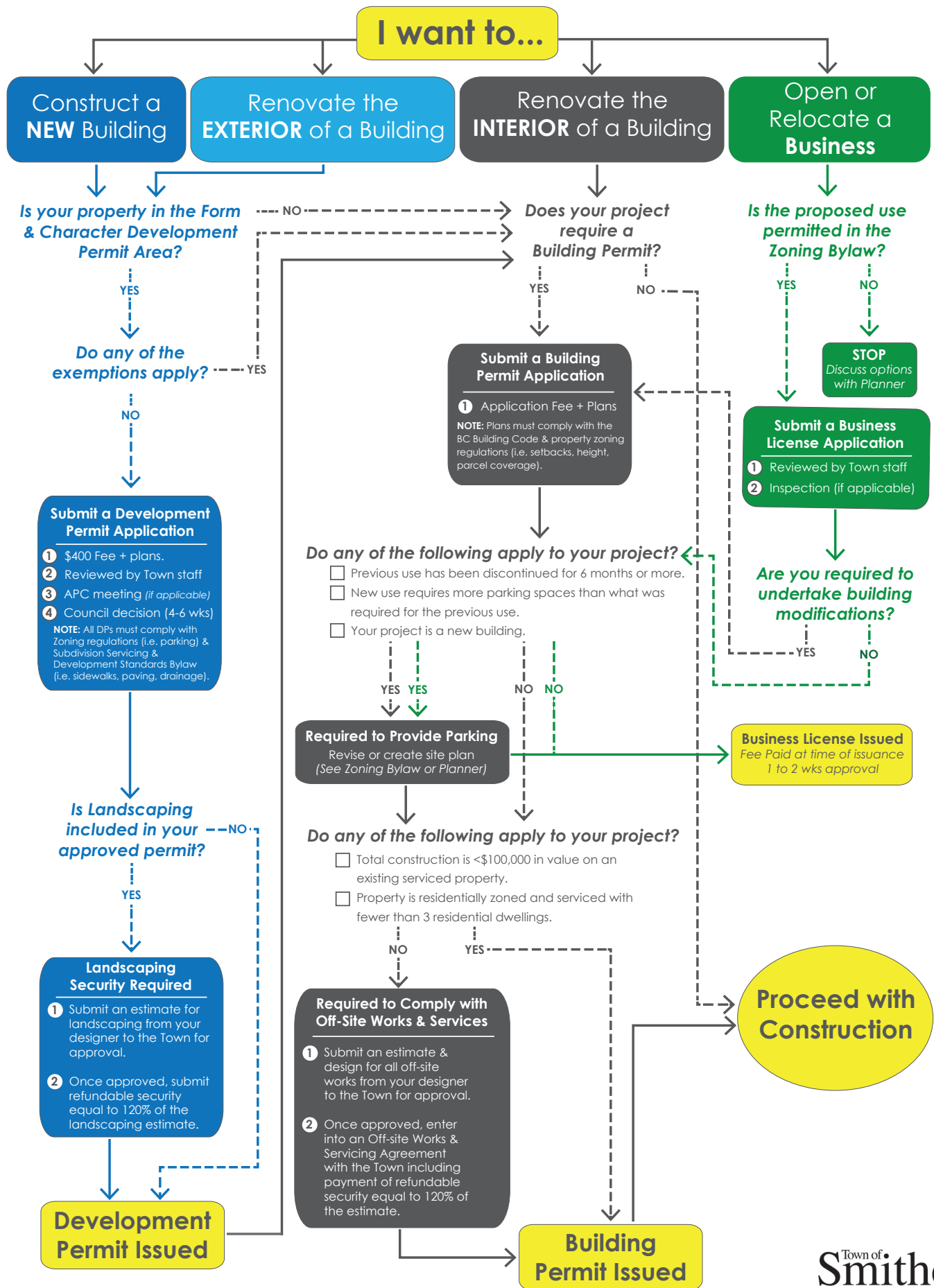


THE DEVELOPMENT PROCESS



DEVELOPMENT PROCESS Q & A

The below information is to help you navigate "The Development Process" flowchart. As it is intended for informational purposes only, please contact the Development Services Department at (250) 847-1600 if you have any questions.

How do I know if I need a Form & Character Development Permit?

You require a Form & Character Development Permit (DP) if all of the following apply:

- You are subdividing land, constructing, adding to, or altering a building.
- Your property is included on "Schedule C: Form & Character Development Permit Areas" available online and at the Town Office.
- None of the exemptions apply (see below).

For more information on Form & Character DPs contact the Planner at the Town Office.

How do I find out if any exemptions apply?

You are exempt from having to obtain a Form & Character DP if any of the following apply:

- Construction is within a building with no exterior renovations.
- Replacement of exterior finishes using similar materials/colours.
- Replacement of signs with no change in location, size, type or signs approved by a Sign Permit.
- Total value of the proposed construction is less than \$75,000 as long as it adheres to the design guidelines. Note that only 1 of these exemptions will be granted to a property in a 2-yr period.
- Work relating to a single family dwelling, duplex or semi-detached dwelling.
- Construction that amounts to less than 20% increase in total floor area or a maximum of 28 sq.m. of new floor area provided that the appearance of the building from the street on which the development fronts are not altered and required parking and landscaping are provided.
- Structural alteration of legal or lawful nonconforming buildings and structures within an existing footprint.
- Placement of impermanent structures provided that there is no site clearing.
- Construction of a fence or landscaping.

Contact the Planner with your development plans to verify if any exemptions apply or visit the Development Permit webpage.

How do I know if I need a Building Permit?

Generally a building permit is not required for any of the following non-structural modifications:

- Renovations based on maintenance or esthetics (i.e. painting or replacing carpet).
- Replacing windows and doors that are the same size, in the same location.
- Fences (see the Zoning Bylaw for height restrictions and setbacks).
- Sidewalks on private property.
- Installing a new roof or siding on an existing building, if non-structural.

Contact the Building Inspector to discuss your plans and to confirm permit requirements.

How do I find out if I am in the correct zone for my proposed use?

1. Check the Zoning Map to confirm your zone (available online & at the Town Office).
2. Check Zoning Bylaw No. 1403 to review the permitted uses in that zone.
3. Contact the Planner if you require clarification or have any zoning-related questions.

How do I know if I need a Business License?

A business license is required for anyone conducting business within the Town boundaries, including businesses that are located out-of-town, but operate in Town, seasonal businesses and home-based business. Review the "5 Steps to a Business License" or contact the License Inspector at the Town Office if you have any questions.