

Community Planning and Development
238 10th Ave N
Creston BC
V0B 1G0

This package contains information for Development Permit (DP) applications within the Town of Creston:

- Development Permit Process Flow Chart
- Submission Checklist
- Application Form
- Zoning Data Table

To submit an application, email all of the required documents to communityservices@creston.ca, or submit paper application at Town Hall.

A complete application will aid in the processing time of your application. Only a **complete** submission will be accepted. Incomplete applications will be returned to the Applicant.

The application must be completed with all supporting material submitted as required.

Is your property in a Development Permit Area?

Development Permit Areas and associated guidelines are in the [Official Community Plan](#) and can be found on the Town of Creston [website](#). There are eight Development Permit Areas:

- DPA 1 - Wildfire protection;
- DPA 2 - Environmentally sensitive;
- DPA 3 - Multi-family residential;
- DPA 4 - Downtown core;
- DPA 5 - General commercial;
- DPA 6 - Northwest Boulevard Local Area Plan;
- DPA 7 - Highway Service Commercial; and,
- DPA 8 - Industrial.

Do you need a Development Permit?

Building Permits will not be issued in Development Permit Areas without an active Development Permit.

If your project is located within a Development Permit Area (DPA) as identified in the Official Community Plan, you will likely require a Development Permit before you can subdivide, construct or alter a structure or alter the land. DPAs help protect development from hazardous conditions, preserve the environment, and establish objectives for form and character.

In some cases, exceptions may apply. Section VI of the Official Community Plan contains development permit requirements and exceptions. Connect with Town staff prior to subdivision, building, or altering the land in any of the above areas to determine if you require a Development Permit.

How long does it take to get a Development Permit?

Processing of a **complete** Development Permit Application typically takes up to 40 business days depending on complexity.

Who decides whether my Application is approved?

Town Council makes the final decision on your application. Applications with a construction value less than \$100,000 may be delegated to Town Staff.

How long is a Development Permit valid for?

The Permit is generally valid for two (2) years from the date of approval (unless a different time period has been approved by Council). Construction must be substantially started, otherwise the permit will lapse.

Development Application Process

The following outlines the sequence of events that can be expected during the Development Permit Application process.

Phase	Responsible Party	Action
1. Initial Application Submission	Applicant	<input type="checkbox"/> Contact Community Planning and Development to discuss standards and requirements for the site and plan. <input type="checkbox"/> Ensure all previous work is fully permitted. <input type="checkbox"/> Engage a qualified professional (engineer, architect, etc.) familiar with the BC Building Code and local Zoning Bylaw for the proposed project, <i>as required</i> . <input type="checkbox"/> Submit the complete application with supporting materials and fees (made payable to the Town of Creston) to communityservices@creston.ca .
2. Application Review and Notification	Community Planning and Development	<input type="checkbox"/> Review the application for completeness. If complete, proceed with processing and review. Request additional information if required.
	Development Review Team	<input type="checkbox"/> Review the application and send a letter to the Applicant with comments and necessary changes.
3. Revisions and Further Processing	Applicant	<input type="checkbox"/> Submit revised application.
	Community Planning and Development	<input type="checkbox"/> Prepares a report for Committee of the Whole (COTW) and Council, if required.
4. Committee and Council Review	COTW or Director	<input type="checkbox"/> Reviews the application, may request additional information.
5. Final Decision	Council	<input type="checkbox"/> Makes the final decision on applications with a construction value greater than \$100,000
	Director	<input type="checkbox"/> Makes the final decision on applications with a construction value less than \$100,000.
6. Post-Decision Actions	Staff	<input type="checkbox"/> Notify Applicant of the decision.
	Applicant	<input type="checkbox"/> May seek reconsideration by Council, should the application be denied by the Director of Community Services.
	Staff	<input type="checkbox"/> Issues permits, files notices, or takes other actions as required based on the decision.
	Applicant	<input type="checkbox"/> Payment of financial security, if required.
7. Compliance and Enforcement (if applicable)	Manager of Building and Bylaw	<input type="checkbox"/> Building Permits must comply with Creston's Building Bylaw, Zoning Bylaw, and other applicable Bylaws.
8. Development Permit Follow-up	Community Planning and Development	<input type="checkbox"/> Return financial security if DP is satisfactorily complete.
		<input type="checkbox"/> Outline requirements if DP is incomplete, including expenditure of financial security, to complete DP to a satisfactory level.

The following must be provided for an application to be considered complete:

- Completed application form including the applicable fees and the authorizing signature(s) as required.
- A Surveyors Certificate prepared by BC Land Surveyor unless waived by the **Director**.
- Copy of current Title Certificate from within the last 15 days including any covenants and charges.
- Project Description and Rationale, including statement of how the application is consistent with each of the applicable Development Permit Guidelines. If a variance is being requested as part of the Development Permit Application, include a description of the requested variance.
- A Site Plan which contains the following minimum information about the subject property:
 - Location map, including neighbouring land uses;
 - Existing and proposed buildings in relation to legal property boundaries with dimensions and areas;
 - Significant physical features and topographic information, all existing watercourses and wetlands, and all Sensitive Ecosystem Information;
 - North arrow and drawing scales;
 - Dimensions for all elevations and site plans;
 - Roads, existing and proposed;
 - Residential unit or building layout and/or comprehensive plan, illustrating unit distribution;
 - Open space; and,
 - Zoning Data Table (provided in this package).
- Where the Development Permit is for form and character, elevation drawings will be required to be in colour, illustrating the proposed outside of the building and include a list of materials and colours to be used.
- Completed 'Site Disclosure Statement', as per the *Local Government Act* and *Environmental Management Act* for the **Site** or identification of the applicable exemption in accordance with the Contaminated Sites Regulation.
- Landscape Plans, as required, must conform to the most recent CSLA\CNLA Canadian Landscape Standard and contain the following minimum information:
 - Site organization, including planting beds and landscape features;
 - All plant material and landscape features at installed sizes, accurate location, and spacing;
 - Plant list using botanical and common names for all recommended plant material and size specification;
 - Location of all utility infrastructure (overhead, underground, light standards, etc.), which may be affected by landscaping;
 - A cost estimate of completing any required landscape plan as per [Schedule G](#).

Applicant Information

Applicant Name: _____
Last First Initial

Applicant Mailing Address: _____
Street Address or PO Box Apartment/Unit #

City Province Postal Code

Phone: _____ Email: _____

Registered Owners' Name(s): _____
Last First Initial

Property Owner Mailing Address: _____
Street Address or PO Box Apartment/Unit #

City Province Postal Code

Phone: _____ Email: _____

Acknowledgement and Signature(s)

Applicant Signature: _____ Date: _____

Owner(s) Signature: _____ Date: _____

Note: Where the Applicant is not the sole registered owner of the land described in this application, the authorization clause, noted above, must be completed and signed by the Owner(s).

The Town of Creston collects your personal information for the purpose of processing your Development Permit Application. The legislated authority to collect your personal information is Section 26 (c) of the [Freedom of Information and Protection of Privacy Act](#). If you have any questions about the collection and use of information, please contact the Town's Corporate Officer at 250-428-2214, ext. 210.

Applications Fees

Permit fees are as found in *Schedule 7 of Fees and Charges Bylaw No. 1763, 2011*, as amended from time to time.

Owner Authorization of Application

Property Owner Name: _____
Last First Middle Initial

Property Owner Mailing Address: _____
Street Address or PO Box Apartment/Unit #

City Province Postal Code

As Owner(s) of the land described in this application, I/we hereby authorize _____
to act as Applicant in regard to this Development Permit Application.

Owner Signature: _____ Date: _____

Owner Signature: _____ Date: _____

ZONING TABLE			
General			
Zone:			
OCP Land Use Designation:			
Development Permit Area:			
Existing		Proposed	
Lot area (m ²)		Lot area (m ²)	
Total gross floor area (m ²)		Total gross floor area (m ²)	
Commercial floor area (m ²)		Commercial floor area (m ²)	
Density (units per hectare)		Density (units per hectare)	
Lot coverage (%)		Lot coverage (%)	
Open Site space (%)		Open Site space (%)	
Height of building (m)		Height of building (m)	
Number of storeys		Number of storeys	
Parking stalls (number) on Site		Parking stalls (number) on Site	
Bicycle parking number (storage and rack)		Bicycle parking number (storage and rack)	
Building Setbacks (m)		Building Setbacks (m)	
Front setback		Front setback	
Rear setback		Rear setback	
Interior side setback (may have 2)		Interior side setback (may have 2)	
Exterior side setback		Exterior side setback	
Residential Use Details		Residential Use Details	
Total number of units		Total number of units	
Unit type, e.g., 1 bedroom		Unit type, e.g., 1 bedroom	
Minimum unit floor area (m ²)		Minimum unit floor area (m ²)	
Total residential floor area (m ²)		Total residential floor area (m ²)	

Site Disclosure Statement Waiver

I, _____, hereby acknowledge that the *Environmental Management Act, 2003*, requires Property Owners or operators to submit a Site Disclosure Statement if any of the industrial or commercial purposes or activities listed in Schedule 2 of the Contaminated Sites Regulation are known to have taken place on the property.

Legal Description of the property:

Based on my personal knowledge of the property in question, I do not believe that the property is or has been used for any of the industrial or commercial purposes and activities specified in Schedule 2 of the Contaminated Sites Regulations. Accordingly, I elect not to complete and submit a Site Disclosure Statement, as outlined in Section 40 (1) of the Act.

I further acknowledge that this election does not remove any liability, which may otherwise be applicable under the legislation.

Owner Signature: _____ Date: _____

Owner Signature: _____ Date: _____