



Development Application

Planning Department-Development Services Division

171 Main St. | Penticton B.C. | V2A 5A9

P: (250) 490-2501 | E: planning@pentiction.ca

pentiction.ca

Effective: January 1, 2022

Application(s) #			
Master Project #		Date Received:	
Application Category: (Check all that apply)		Detail:	Fees: (Refer to Fee Schedule)
<input type="checkbox"/>	Development Permit		\$
<input type="checkbox"/>	Development Variance Permit		\$
<input type="checkbox"/>	OCP Amendment		\$
<input type="checkbox"/>	Rezoning		\$
<input type="checkbox"/>	Public Notice Sign(s) (RZ/OCP Applications)	# of Signs:	\$
<input type="checkbox"/>	Title Search (per property)	# of Searches:	\$
<input type="checkbox"/>	MOE Referral Fee	Required if there are Schedule 2 Uses	\$
		Total Fees	\$
Applicant Information (Property Owner or Agent**)			**See Agency Agreement
Name(s):		Phone:	
Company:		Cell:	
Mailing Address:		Email:	
Property Owner(s) Information (From Current Title Search)			
Name(s):		Phone:	
Company:		Cell:	
Address:		Email:	
Property Information (Please submit a separate page if more than three properties are being developed)			
Civic Address and Legal Description/PID:			
Civic Address and Legal Description/PID:			
Civic Address and Legal Description/PID:			

Please provide a brief description of your proposed development.

For example:

- What are you proposing to construct?
- Rezoning 'From' and 'To'?
- What variances are you requesting? (List specific variances)

Coordinating Professionals (Optional) :

List any professionals known to date (such as an Architect, Engineer, etc). Use additional sheet if necessary.

Name:	Phone:
Company:	Cell:
Address:	Email:

Applicant/Agent Confirmation

As **applicant**, I confirm that I have attached to this application the required plans and specifications of the proposed development in accordance with the application checklist. I accept responsibility for processing delays caused by incorrect or insufficient submission materials. I understand that this application form is a public document and that any and all information contained in it, excluding personal information as that term is defined in the *Freedom of Information and Protection of Privacy Act*, is open for inspection by the public and may be reproduced and distributed to the public as part of a report(s) to Council or for purposes of a public hearing. And, I understand that approval is subject to Staff and Council deliberation and assessment

_____ Signature _____ Date _____

For Office Use

Cheque / Debit / Cash	Name/Address:
Amount:	
Received By:	



Development Application-Checklist

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The following list outlines all of the information necessary to provide a timely decision on your application.

All items on the list must be provided with the application.

We are unable to accept applications that do not have all of the required items.

Applicant		Staff
<input type="checkbox"/>	<p>Completed Application Form</p> <p><i>If you are applying for a Rezoning or OCP Amendment, please be advised that the Applicant's name will be printed on the Public Notice Sign.</i></p>	<input type="checkbox"/>
<input type="checkbox"/>	<p>Agency Agreement</p> <p><i>This form is required if the owner is not the applicant.</i></p>	<input type="checkbox"/>
<input type="checkbox"/> <input type="checkbox"/>	<p>Current Title (Required for each property)</p> <ul style="list-style-type: none"> <i>Searched within 30 days.</i> <i>Include current copies of any restrictive covenants, easements or utility rights-of way</i> <p>City to pull Current Title(s)</p>	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	<p>Site Disclosure Statement</p> <ul style="list-style-type: none"> <i>Rezoning, Development Permit, Subdivision and Building Permits (where soil disturbance is likely to occur) are triggers for a Site Disclosure Statement, if the property is used, or has been used, for commercial or industrial purposes or activities (Schedule 2).</i> <i>\$100 Ministry of Environment referral fee is required if Schedule 2 uses are identified.</i> <i>For further information, the Site Disclosure Form and list of Schedule 2 Uses, please go to: https://www2.gov.bc.ca/gov/content/environment/air-land-water/site-remediation/site-identification</i> 	<input type="checkbox"/>
<input type="checkbox"/>	<p>Site Disclosure Waiver</p> <p><i>The City of Penticton requires applicants who are not submitting a Site Disclosure Statement under the Environmental Management Act to submit a "Site Disclosure Waiver".</i></p>	<input type="checkbox"/>
<input type="checkbox"/> <input type="checkbox"/>	<p>Plans</p> <ul style="list-style-type: none"> <i>All plans must be in metric, be clearly legible, show all property lines and dimensions and include a scale and Zoning Bylaw Compliance Table.</i> <p>Digital Plans</p> <ul style="list-style-type: none"> <i>Email planning@penticton.ca.</i> <i>Include the civic address and Type of Application in the subject line.</i> <i>Hard copies are not required.</i> <p>Landscape Plans</p> <ul style="list-style-type: none"> <i>Only required for Development Permit applications.</i> <i>Plan to be prepared by a landscape professional and include a species list.</i> <i>Email planning@penticton.ca.</i> 	<input type="checkbox"/> <input type="checkbox"/>



Development Application-Checklist

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Applicant		Staff
<input type="checkbox"/>	<p>Letter of Intent</p> <ul style="list-style-type: none"> • Include information that you would like staff and Council to consider when reviewing your proposal. • Outline your project (Rezoning from and to; list specific variances etc.). • What are the impacts on the neighboring properties as a result of your development application? • What is being done to minimize negative impacts on the neighboring properties? • What makes the development a positive contribution to the community? <p><i>Please be advised that your letter of intent may form part of the report to Council and personal information (i.e. phone numbers, personal address) should be omitted.</i></p>	<input type="checkbox"/>
<input type="checkbox"/>	<p>Development Permit Analysis Only required for Development Permit Applications</p> <ul style="list-style-type: none"> • Include a review of relevant development permit guidelines to indicate how the proposed development meets the intent of the guidelines. • Enclosed is a 'Development Permit Analysis Guide' to assist you. • Please refer to Official Community Plan Bylaw 2019-08, Development Permit Area Guidelines. • Indicate any design considerations that have been completed to better meet the guidelines. • Ensure all relevant use-specific and area-specific guidelines have been applied. 	<input type="checkbox"/>
<input type="checkbox"/>	<p>Report Prepared by a Qualified Environmental Professional (QEP) Only required for Riparian and Environmental Development Permits</p> <p>Digital Copy</p> <ul style="list-style-type: none"> • Hard copy is not required. • Email planning@penticton.ca • Include the civic address and Type of Application in the subject line. 	<input type="checkbox"/>
<input type="checkbox"/>	<p>Application Fee</p>	<input type="checkbox"/>
<p>_____</p> <p>Initial</p>		<p>_____</p> <p>Initial</p>

Please feel free to contact the Planning Department at (250) 490-2501 or planning@penticton.ca with any questions.

How to Write a Development Permit Analysis

Do I need a Development Permit?

If your project is within one or more of the City's Development Permit Areas, then a Development Permit will likely be required for your project. Complete the table below to determine if you require a Development Permit, and what guidelines are applicable.

What are design guidelines?

Design guidelines are statements that guide the form and character of development. Design guidelines outline the City's development and design expectations. The Official Community Plan (OCP) designates certain areas within the City as Development Permit Areas. Each Development Permit Area has its own set of design guidelines. The General Development Permit Guidelines apply to all development that requires a Development Permit.

Which design guidelines apply to my project?

Review the Development Permit Area sections in the [Official Community Plan](#) on the City's website. Check all the sections in the table below that apply to your project. Please note that the General Development Permit Design Guidelines apply to all development that requires a Development Permit.

X	Use Specific	Example	X	Area Specific	Example
	Intensive Residential (Pages 107 to 110)	Carriage House Small Lot Residential Duplex		Downtown – see Map 3 on page 158 (Pages 122 to 128)	Development in the downtown core
	Multifamily (Pages 111 to 114)	Multiplexes Row-houses Townhouses Low-rise apartments High-rise apartments		Hillside – see Map 4 on page 159 (Pages 129 to 136)	Development on sloping terrain
	Commercial & Mixed Use (Pages 115 to 120)	Commercial buildings Mixed Use with Commercial ground-floor		Riparian – see Map 5 on page 160 (Pages 138 to 140)	Development next to streams and rivers
				Environmental – see Map 6 on page 161 (Pages 141 to 143)	Development in environmentally-sensitive areas
X	General Development Permit Guidelines apply to all Development Permits (Pages 96 to 105)				

What is the City looking for in a Development Permit Analysis?

The purpose of the Development Permit Analysis is for the applicant to show that the development successfully meets the intent of the applicable guidelines. This can be completed by referencing the specific guidelines that apply to the development – those guidelines checked off in the table above, followed by a brief statement showing how that guideline was considered in the project and design.

Example

Below is an example of a Development Permit Analysis which was submitted with a Development Permit application to convert a garage into a carriage house. The example clearly states the applicable design guidelines from the Official Community Plan (blue), followed by a brief explanation about how the guideline was considered in the design (black).

G2 – "...demonstrate that the development is sensitive to and integrated within its context and surrounding uses and neighbours."

The proposed project is designed to aesthetically mimic/complement the main residence, preserving the historical architecture of the neighbourhood.

G16 – "Off-street parking and servicing access should be provided from the rear lane (where one exists) to free the street for uninterrupted pedestrian circulation and boulevard landscaping."

As per the accompanying Site Plan, off street parking, with access from the laneway will be provided.

G26 – "Building designs should minimize impacts on the privacy of adjacent dwellings, including private open spaces."

By using the existing 1 storey structure and not constructing a new building, the proposed design hopes to achieve a minimal impact on the privacy of adjacent dwellings, with minimal views from the proposed dwelling towards neighbouring properties.

G34 – "Tree retention – New development should retain, where possible, existing mature and native trees and protect their root systems."

By reusing the existing structure, the project endeavors to eliminate the possibility of tree or vegetation disruption, as very minimal earthworks will be required for the project, and no work near driplines of trees and minimal disruption of grasses.

IR4 – Scale – accessory buildings (garages, storage sheds, covered patios/decks, greenhouses) and accessory dwelling units (carriage houses) shall be modest in scale:

- Floor area and coverage – Accessory dwellings and buildings shall be no more than 60% of the floor area of the principal building and no more than 15% coverage of the lot. The proposed dwelling footprint comprises 5.8% of lot area, and 32% of the floor area of the principal dwelling.
- Height – detached covered accessory dwellings and structures must not exceed the height of the principle building. The proposed dwelling does not exceed the height of the principal residence.
- Fit – accessory buildings and dwelling should follow considerations for site and neighbourhood character fit. The proposed dwelling will conform to the aesthetic and heritage of the neighbourhood with respect to the massing and exterior material selections.
- Frontages – buildings that face the lane or side street should address them in a positive way. This should include windows and doors facing the lane, planters, trellises and planted strips. While the building's primary façade does not face the lane, the façade will be visually accessible from the laneway and inviting through the use of architectural detailing at the front entry.
- Style – exterior finish and trim should visually match the primary structure. The primary structure currently features a white lap siding look with a prominent red front entry door. The proposed carriage house will feature white lap siding along with a red front entry door.
- Roof pitch – should be the same as the predominant roof pitch of the primary structure. The hip roof on the current garage is similar in pitch to the main residence. No changes are proposed to the roofing membrane or structure at this time.

For further information, please contact the Planning Department

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Development Applications-Fee Schedule

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OCP Amendments	Fee	✓
OCP Amendments	\$2,333.00	<input type="checkbox"/>
OCP Amendments in conjunction with a Rezoning Application	\$1,460.00	<input type="checkbox"/>
OCP Amendments in conjunction with Public Engagement	\$5,610.00	<input type="checkbox"/>
Rezoning		
Rezoning Applications	\$2,053.00	<input type="checkbox"/>
Zoning Bylaw Text Amendments	\$1,488.00	<input type="checkbox"/>
Comprehensive Development Zone	\$5,698.00	<input type="checkbox"/>
Public Notice Signs (OCP Amendments/Rezoning)		
Initial OCP Amendment or Zoning Amendment Bylaw Sign(s)	\$294.00/sign (<i>incl. GST</i>)	<input type="checkbox"/>
Repair or Replacement of damaged sign(s)	\$294.00/sign (<i>incl. GST</i>)	<input type="checkbox"/>
Development Permit Application		
Minor DP (Staff issuable)	\$785.00	<input type="checkbox"/>
Amendments to Minor DP (Staff issuable)	\$390.00	<input type="checkbox"/>
Major DP (Council Decision)	\$1,345.00	<input type="checkbox"/>
Amendments to Major DP (Council Decision)	\$670.00	<input type="checkbox"/>
Appeal to Council of a Staff Decision on a DP	\$780.00	<input type="checkbox"/>
Riparian / Environmental Assessment Development Permit	\$670.00	<input type="checkbox"/>
Hillside Development Permit	\$1,340.00	<input type="checkbox"/>
Development Variance Permit Application or Board of Variance Application		
Minor Variance (1 or 2 Variances per development)	\$873.00	<input type="checkbox"/>
• In conjunction with a Development Permit Application	\$648.00	<input type="checkbox"/>
Major Variance (3+ Variances per development)	\$1,433.00	<input type="checkbox"/>
• In conjunction with a Development Permit Application	\$873.00	<input type="checkbox"/>
Board of Variance	\$560.00	<input type="checkbox"/>
<i>No additional fee is required for a Variance where it is issued under Section 492 of the LGA</i>		

Temporary Use Permit	Fee	√
Temporary Use Permit	\$983.00	<input type="checkbox"/>
Temporary Use Permit Renewal	\$450.00	<input type="checkbox"/>
Subdivision - Fee Simple & Bareland Strata		
<i>Preliminary Layout Approval Review (Fees based on total number of lots being registered at Land Titles)</i>		
1-2 Lots	\$1,125.00	<input type="checkbox"/>
3-10 Lots	\$1,125.00 + \$330.00 per lot in excess of 2 lots	<input type="checkbox"/>
11-20 Lots	\$3,765.00 + \$240.00 per lot in excess of 10 lots	<input type="checkbox"/>
21-30 Lots	\$6,165.00 + \$220.00 per lot in excess of 20 lots	<input type="checkbox"/>
31-40 Lots	\$8,365.00 + \$200.00 per lot in excess of 30 lots	<input type="checkbox"/>
41 Lots or Greater	\$10,365.00 + \$120.00 per lot in excess of 40 lots	<input type="checkbox"/>
Preliminary Layout Approval (PLA): Renewal or Amendment	\$245.00	<input type="checkbox"/>
Legal Plan Approval Fee	\$63.00 (incl. GST)	<input type="checkbox"/>
Early Registration Agreement (Applicable to Fee Simple Subdivisions)	\$890.00	<input type="checkbox"/>
Latecomer Agreement (Applicable to any excess or extended services as a result of Subdivision or Building)	\$840.00	<input type="checkbox"/>
Subdivision - Phased Strata		
Phasing Approval Fee	\$670.00	<input type="checkbox"/>
From P Approval	\$115.50 (incl. GST)	<input type="checkbox"/>
Preliminary Layout Approval (PLA): Renewal or Amendment	\$245.00	<input type="checkbox"/>
Strata Conversion		
First Lot	\$560.00	<input type="checkbox"/>
Each Additional Lot	\$560.00 + 150.00 per strata lot to a max. of \$2,060.00	<input type="checkbox"/>
Report Inspection Fees	\$280.00	<input type="checkbox"/>
Third Party Review of Professional Reports submitted with an Application	Actual Cost	<input type="checkbox"/>
ALR		
ALR Exclusion/Inclusion/Subdivision/Non Farm Use	As prescribed by the ALC	<input type="checkbox"/>
Other Administrative Fees		
Ministry of Environment-Site Profile Referral	\$100.00	<input type="checkbox"/>
Land Title Search (per property)	\$21.00 (incl. GST)	<input type="checkbox"/>
TOTAL FEES	\$	