



Development Application

Planning Department-Development Services Division

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

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

penticton.ca

Effective: March 1, 2020

Application(s) #			
Master Project #		Date Received:	
Application Category: (Check all that apply)		Detail:	Fees: (Refer to Fee Schedule)
<input type="checkbox"/> ALR			\$
<input type="checkbox"/> Development Permit			\$
<input type="checkbox"/> Development Variance Permit			\$
<input type="checkbox"/> OCP Amendment			\$
<input type="checkbox"/> Rezoning			\$
<input type="checkbox"/> Strata Conversion			\$
<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:			



Development Application-Checklist

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<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>Paper Copy</p> <ul style="list-style-type: none"> • 1 copy to be submitted with application <p>Digital Copy</p> <ul style="list-style-type: none"> • 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"/>
_____ Initial		_____ Initial

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

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

Phone: (250) 490-2501

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Development Applications-Fee Schedule

Planning Department-Development Services Division

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Effective: January 1, 2021

OCP Amendments	Fee	✓
OCP Amendments	\$2,200.00	<input type="checkbox"/>
OCP Amendments in conjunction with a Rezoning Application	\$1,430.00	<input type="checkbox"/>
OCP Amendments in conjunction with Public Engagement	\$5,500.00	<input type="checkbox"/>
Rezoning		
Rezoning Applications	\$1,925.00	<input type="checkbox"/>
Zoning Bylaw Text Amendments	\$1,375.00	<input type="checkbox"/>
Comprehensive Development Zone	\$5,500.00	<input type="checkbox"/>
Public Notice Signs (OCP Amendments/Rezoning)		
Initial OCP Amendment or Zoning Amendment Bylaw Sign(s)	\$288.75/sign (<i>incl. GST</i>)	<input type="checkbox"/>
Repair or Replacement of damaged sign(s)	\$288.75/sign (<i>incl. GST</i>)	<input type="checkbox"/>
Development Permit Application		
Minor DP (Staff issuable)	\$770.00	<input type="checkbox"/>
Amendments to Minor DP (Staff issuable)	\$385.00	<input type="checkbox"/>
Major DP (Council Decision)	\$1,320.00	<input type="checkbox"/>
Amendments to Major DP (Council Decision)	\$660.00	<input type="checkbox"/>
Appeal to Council of a Staff Decision on a DP	\$770.00	<input type="checkbox"/>
Riparian / Environmental Assessment Development Permit	\$660.00	<input type="checkbox"/>
Hillside Development Permit	\$1,320.00	<input type="checkbox"/>
Development Variance Permit Application or Board of Variance Application		
Minor Variance (1 or 2 Variances per development)	\$770.00	<input type="checkbox"/>
• In conjunction with a Development Permit Application	\$550.00	<input type="checkbox"/>
Major Variance (3+ Variances per development)	\$1,320.00	<input type="checkbox"/>
• In conjunction with a Development Permit Application	\$770.00	<input type="checkbox"/>
Board of Variance	\$550.00	<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	\$880.00	<input type="checkbox"/>
Temporary Use Permit Renewal	\$440.00	<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	\$1,100.00	<input type="checkbox"/>
3-10 Lots	\$1,100.00 + \$330.00 per lot in excess of 2 lots	<input type="checkbox"/>
11-20 Lots	\$3,300.00 + \$240.00 per lot in excess of 10 lots	<input type="checkbox"/>
21-30 Lots	\$5,700.00 + \$220.00 per lot in excess of 20 lots	<input type="checkbox"/>
31-40 Lots	\$7,900.00 + \$200.00 per lot in excess of 30 lots	<input type="checkbox"/>
41 Lots or Greater	\$9,900.00 + \$120.00 per lot in excess of 40 lots	<input type="checkbox"/>
Preliminary Layout Approval (PLA): Renewal or Amendment	\$240.00	<input type="checkbox"/>
Legal Plan Approval Fee	\$63.00 (incl. GST)	<input type="checkbox"/>
Early Registration Agreement (Applicable to Fee Simple Subdivisions)	\$875.00	<input type="checkbox"/>
Latecomer Agreement (Applicable to any excess or extended services as a result of Subdivision or Building)	\$825.00	<input type="checkbox"/>
Subdivision - Phased Strata		
Phasing Approval Fee	\$660.00	<input type="checkbox"/>
From P Approval	\$115.50 (incl. GST)	<input type="checkbox"/>
Preliminary Layout Approval (PLA): Renewal or Amendment	\$240.00	<input type="checkbox"/>
Strata Conversion		
First Lot	\$550.00	<input type="checkbox"/>
Each Additional Lot	\$500.00 + 150.00 per strata lot to a max. of \$2,000.00	<input type="checkbox"/>
Report Inspection Fees	\$275.00	<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	\$	