

# Planning & Development Approvals

## Land Use Regulation

Land use in the City is guided by the City's Official Community Plan (OCP), Zoning Bylaw and Subdivision and Development Services Bylaw.

Planning and Procedures Bylaw 1336 establishes the procedures for amendments to the Official Community Plan and Zoning Bylaw and applications for a Development Permit, Development Variance and Temporary Use Permits.

There may be instances in which you may require a Development Approval before you can proceed with a proposed development or obtain a Building Permit. These may include:

**Official Community Plan or Zoning Amendment** if the proposed use of your property does not align with the permitted uses or intent of your property you may be required to pursue a land use amendment to the City's Official Community Plan or Zoning Bylaw.

**Development Permits** are required when you are proposing a multi-family, commercial or industrial development or are developing property in a designated Development Permit Area as identified by the City's Official Community Plan.

**Development Variance or Board of Variance** may be required if you are unable to meet building setbacks, siting, height, sign or parking requirements or servicing requirements of the City's Zoning Bylaw, Sign Bylaw or Subdivision and Development Services Bylaw. Board of Variance may also be used if the variance is minor in nature or where there is undue hardship.

**Temporary Use Permits** are used in instances where you may wish to use a property for a short duration for purposes that do not align with the City's Zoning Bylaw. A Temporary Use Permit is valid for a minimum period of thirty (30) days to three (3) years and is subject to renewal.

### Where Can I Find Out More

Copies of the City's Bylaws can be obtained from City Hall or online at [castlegar.ca](http://castlegar.ca). Additional information guides and applications for these Development Approvals are available at [castlegar.ca/devapp](http://castlegar.ca/devapp).

### Application Timelines

The City is committed to processing Development Approvals in a timely manner as resources permit. Each application is subject to specific procedures and timelines that are determined by Council, Planning and Development Procedures Bylaw 1336 and the Local Government Act. Processing time is dependent on application volume and staff capacity. Common delays include incomplete applications, missing information, and poor quality plans or drawings.

### What does a Development Approval Cost?

Development Approvals fees are calculated based on the fee schedule of Planning and Development Procedures and Fees Bylaw 1336. Fees are payable at the time of application. Applications that are withdrawn or unable to proceed will be refunded accordingly. Additional fees associated with servicing and utilities, development cost charges, and security deposit fees may also apply.

### How do I Submit an Application?

Applications and fees can be submitted in person or electronically to Development Services at [devserv@castlegar.ca](mailto:devserv@castlegar.ca).

REQUIRED DOCUMENTATION	NOTES
Completed Application Form	Applicant will provide a Completed Application Form as provided by the City of Castlegar, including agent authorization, if not the property owner.
Project Proposal	Applicant will provide detail as to their development proposal and the seasonality or temporary nature of the proposal. Applicants should include any anticipated benefits or impacts to the city and surrounding property owners.
Site Plan	<p>Applicant will provide a detailed site plan for each property under application, including:</p> <ul style="list-style-type: none"> <li>▪ Location and siting of proposed development (including dimensions and measurements from property lines)</li> <li>▪ Location and detail of existing right of ways, easements, restrictive covenants</li> <li>▪ Location and siting of any existing and/or proposed infrastructure such as water, sewer and drainage</li> </ul>
Site Profile	A completed site profile is required for any property where it is reasonably known to have been used or is currently being used for commercial and/or industrial activity.
Title	A Certificate of Title as issued within the last thirty (30) days of making application.
Additional Requirements	Professional reports or other supportive material may be requested. Supportive material may include traffic impact assessments, geotechnical assessments, infrastructure impact analysis, environmental assessments or other supportive documentation applicable to the proposed development.
Requirements for Emergency Housing Applications	<p>Application for a new or expanded Emergency Housing should include the following at a minimum:</p> <ol style="list-style-type: none"> <li>1. <b>Analysis of Need</b> including what client groups will be served.</li> <li>2. <b>Functional Programming</b> such as site needs, safety design considerations, building layout, adequate parking for staff and visitors, operating procedures, operational capacity, including funding and staffing levels.</li> <li>3. <b>Crime Prevention through Environmental Design (CPTED) and Universal Design</b> functional programming should consider the integration of CPTED principals for access control and monitoring and universal design principals for the accessibility of services for people of all ages and degrees of ability.</li> </ol>

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	<ol style="list-style-type: none"> <li>4. <b>Operational Protocols</b> monitoring and maintenance of public spaces immediately adjacent to a proposed facility, location, and siting of common areas for smoking, amenities, and social connection.</li> <li>5. <b>Communication Protocols</b> how external service providers and agencies will be engaged, such as municipal staff, elected officials, RCMP, health and social care providers, street outreach, and clients, outreach to adjacent property owners and businesses, regular meeting with neighbors,</li> <li>6. <b>Additional Supportive Documentation</b> as requested by staff or council.</li> </ol>
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**PROCESS FOR TEMPORARY USE PERMITS**

1. Applicant makes arrangements to have a pre-application meeting where staff can advise on application requirements and timelines.
2. Completed Application Form and Required Documentation is submitted and reviewed by staff. This includes notification and review by other applicable City of Castlegar departments. Staff will notify the applicant of any deficiencies. Incomplete Applications will not be processed until such a time as required documentation is received.
3. Applicants will be required to post a Notice of Proposal sign as provided by the City at the time of notification for Major Temporary Use Permits.
4. Staff will prepare a referral package for notification of the applicant, advisory planning commission, applicable agencies and registered owners or occupiers of real property located within 60 meters of the subject property or properties and place notice accordingly to the requirements of the Local Government Act. If appropriate, a Public Information Meeting will be requested, at the applicant's expense
5. Minor Temporary Use Permits shall be reviewed by the Manager of Planning, Development and Sustainability or their delegate, and issued or refused accordingly. If refused, the applicant may request reconsideration by Council within thirty (30) days of the refusal. Requests must be made in writing.
6. Major Temporary Use Permits shall be presented for Council consideration. Council may consider to issue the Temporary Use Permit, issue the Temporary Use Permit with conditions, or refuse the Temporary Use Permit based on the feedback provided. Specific Temporary Use Permits may require Provincial approval prior to Issuance. These include proposals within 800 metres of a controlled access highway or proposals involving commercial or industrial buildings exceeding 4,500 square metres in gross floor area.

**ESTIMATED TIMELINES**

A Minor Temporary Use Permit may only take two to three weeks to process, while Major Temporary Use Permits may take up to two months or longer depending on the complexity of the application and the requirements for Council consideration.