

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.

Development Approval Procedures and Fees Bylaw 1418 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 period of 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. Additional information guides and applications for these Development Approvals are available at 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 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 Development Approval Procedures and Fees Bylaw 1418 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.

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 what variances to the current regulations are being requested. Applicants should include any anticipated benefits or impacts to the city and surrounding property owners.
Site Plan	Applicant will provide a detailed site plan for each property under application, including: <ul style="list-style-type: none"> ▪ Location and siting of proposed development (including dimensions and measurements from property lines) ▪ Location and detail of existing right of ways, easements, restrictive covenants ▪ Location and siting of any existing and/or proposed infrastructure such as water, sewer and drainage
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.
PROCESS FOR DEVELOPMENT VARIANCE PERMITS	
<ol style="list-style-type: none"> 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. Staff will review the completed Application and may impose conditions including a request for security to provide assurance of performance. 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 100 meters of the subject property or properties. 5. Following the notification period staff will prepare a report to Council. Council may consider to issue the Development Variance Permit, issue the Development Variance Permit with conditions, or refuse the Development Variance Permit based on the feedback received. 	

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ESTIMATED TIMELINES

A Development Variance Permit may take up to two months to process due to the requirements for notification and Council consideration.

An alternative to a Development Variance Permit is a Board of Variance. A person may apply to the Board of Variance if they feel compliance with the City's land use regulations would cause them hardship. The board may grant a variance if they find that compliance with the bylaw would cause undue hardship and have considered the following factors and are of the opinion that the variance does not:

- Result in inappropriate development of the site
- Adversely affect the natural environment
- Substantially affect the use and enjoyment of adjacent land
- Vary permitted uses and densities
- Defeat the intent of the bylaw

A Board of Variance is independent of Council and a hearing can be arranged within weeks of making application. The City's Board of Variance is comprised of three Council appointed members of the public.