

# Planning & Development

## Development Approvals

Development in the City is guided by the Community Plan, Zoning Bylaw, and Servicing Bylaw.

The City's Development Procedures Bylaw outlines the process for Development Approvals. You may require one or more approvals before beginning a project or applying for a Building Permit. These include:

**Development Permits** are required if you are planning a multi-unit residential, commercial, or industrial project, or your property is in a hazardous or environmentally sensitive Development Permit Area identified by the City's Community Plan.

**Development Variance Permits or Board of Variance Decisions** may be requested if you are unable to meet setbacks, height, sign, parking or servicing requirements of the City's Zoning Bylaw, Sign Bylaw, or Servicing Bylaw. You can apply to the Board of Variance if you feel compliance with the bylaw would cause undue hardship. For example, if a rock outcrop on your property makes it difficult to position a building to meet the required setbacks.

**Temporary Use Permits** are an option if your planned use isn't permitted under your property's zoning and is intended to be temporary or seasonal. A Temporary Use Permit may be issued for up to three (3) years and may be renewed once at the discretion of the City.

**Zoning Amendments** are an option if your planned use isn't permitted under your property's zoning. Your request must fit with the City's Community Plan and may sometimes need changes to the Plan. If approved, this change is permanent, unlike a Temporary Use Permit, which is only in place for a limited time.

### Where Can I Find Out More

Copies of the City's Bylaws can be found at City Hall or online at [castlegar.ca/bylaws](http://castlegar.ca/bylaws). Additional information, guides, and applications are available at [castlegar.ca/developmentapproval](http://castlegar.ca/developmentapproval).

### Application Timelines

The City aims to process development approvals as quickly as possible. Timelines vary depending on the type of application, the number of applications being processed, and available staff resources. Delays often occur when applications are incomplete, or when plans and drawings are missing information, or are of low quality.

### What does a Development Approval Cost?

Fees for development approvals are set by the City's Procedures Bylaw and are paid at the time of application submission. Additional fees may include servicing, utilities, development and amenity cost charges, and performance security. These fees are usually charged when your building permit is issued.

### How do I Apply?

You can make an application either in person, by mail, or by emailing Development Services at [devserv@castlegar.ca](mailto:devserv@castlegar.ca). City Hall is open Monday to Friday, from 8:30 a.m. to 4:30 p.m. (closed on holidays), and is located at **460 Columbia Avenue, Castlegar, BC V1N 1G7**.

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REQUIRED DOCUMENTS	NOTES
Application Form	Fill out the application form. If you are not the property owner, please fill out the agent authorization section. Make sure the property owner has signed the authorization.
Agent Authorization Form	Use this form when a property has more than one owner or you need more than one approval.
Title	Provide a copy of your property title, issued by the BC Land Title Office within the past thirty (30) days.
Business Summary	If the property is owned by a company or corporation, you will need to provide a Business Summary from BC Registries.
Site Disclosure Statement Form	You must include a site disclosure statement, even if no industrial or commercial activities have taken place on the property.
Project Proposal	Provide a letter describing your project, which bylaw requirements you cannot meet, and what variations you are asking the City to consider. Be sure to explain any benefits or potential impacts it may have on adjacent properties, City services, or local infrastructure.
Site Plan	<p>Your site plan must be drawn to scale and should clearly show:</p> <ul style="list-style-type: none"> <li>▪ The layout of your project including setback distances from property lines and percentage of the lot your project will cover.</li> <li>▪ Any required parking, landscaping, fencing or screening, signs, lighting and any other improvements.</li> <li>▪ Any existing and proposed services, including water, sewer and on-site drainage systems.</li> <li>▪ Any rights-of-way, easements, or restrictive covenant areas that apply to the property.</li> <li>▪ Clearly label any features that require a variance</li> </ul> <p>The City may ask for a site plan prepared by a qualified professional, like a BC Land Surveyor or draftsman.</p>
Building Plans	<p>Building plans should be easy to read, drawn to scale and show key details like exterior dimensions, interior layout, unit numbering, floor area, and the type of exterior materials and colours you intend to use.</p> <p>Please clearly mark any parts of your project that need a variance.</p>

Additional Requirements	<p>The City may require supporting documents to assist us in the review of your application. These could include:</p> <ul style="list-style-type: none"> <li>▪ Traffic, geotechnical, infrastructure, or environmental assessments.</li> <li>▪ Landscape plans, grading and drainage plans, servicing plans, or civic address plans.</li> </ul>
<b>PROCESS FOR VARIANCES</b>	
<ol style="list-style-type: none"> <li>1. <b>Property Information:</b> Before you start planning your project, visit <a href="http://castlegar.ca/propertyinfo">castlegar.ca/propertyinfo</a> to find your property's zoning, servicing, and other key details.</li> <li>2. <b>Pre-Application Meeting:</b> Book a meeting with City staff for guidance on application requirements and timelines at <a href="http://castlegar.ca/developmentapproval">castlegar.ca/developmentapproval</a>.</li> <li>3. <b>Submit Application:</b> Once your application is received, it will be reviewed to make sure nothing is missing. It will be processed when all required information has been provided.</li> <li>4. <b>Application Review:</b> Once your complete application is received, staff will review it, share it with other departments or agencies for feedback, and let you know if any additional approvals, requirements, or permit conditions—such as performance security—are required.</li> <li>5. <b>Notification:</b> Some applications require the City to notify nearby neighbours before making a decision. If this applies to your project, the City will send a notice to all neighbours within 100 metres at least 14 days in advance.</li> <li>6. <b>Application Consideration:</b> Variance requests that are <b>25% or less</b> can be approved by the City's Director of Community Safety &amp; Development. If your request is not approved, you may ask City Council to review the decision by sending a written request within <b>30 days</b>. Variance requests that are <b>greater than 25%</b> must go to City Council for a decision. Variance requests to the Board of Variance can only be decided by the Board if they agree with you that meeting the regulation poses a hardship. If they do not agree, you may apply for a Development Variance Permit.</li> </ol>	
<p><b>OTHER APPROVALS</b></p> <p><b>Provincial:</b> Projects within 800 m of a controlled-access highway, commercial or industrial buildings exceeding 4,500 m<sup>2</sup>, or projects affecting a heritage site may require additional Provincial approvals. To learn if your project will need a Provincial approval, contact the Ministry of Transportation &amp; Transit (<a href="mailto:WKD@gov.ca">WKD@gov.ca</a> or 250-354-6400) and the BC Archaeology Branch (<a href="mailto:archaeology@gov.bc.ca">archaeology@gov.bc.ca</a> or 250-953-3334).</p> <p><b>Development Permits:</b> If your project requires a Development Permit, it will be processed as one permit. See the Development Permit guide for more information.</p>	
<b>ESTIMATED TIMELINES</b>	
<p>Most Development Variance Permit requests (25% or less) take about 2–3 weeks to process. Applications that must go to City Council can take up to two months because of required notification. Board of Variance decisions also take about 2–3 weeks, depending on Board availability.</p>	