



Guide to Applying for a Development Permit (Minor)

What is a Development Permit (Minor)?

The Official Community Plan (OCP) establishes form and character Development Permit Areas within the Town. These include all areas designated in the OCP for Intensive Neighbourhood Residential, Neighbourhood Townhouse, Multi-Unit Residential, Neighbourhood Commercial, Downtown Commercial, West Sidney Mixed Use Village, West Side Industrial, and Harbour Road Marine. These are areas where new construction or alterations to buildings and land are controlled by design guidelines in the OCP. The OCP also designates Environmentally Sensitive Development Permit Areas, where the alteration of land or vegetation is controlled by design guidelines in the OCP.

Each Development Permit Area is subject to specific development guidelines. These guidelines address such things as building design, landscaping, pedestrian walkways, lighting and signage.

Any changes to an existing building or land within a Development Permit Area must conform to the respective development guidelines. Before a building permit can be issued, a Development Permit must be approved and issued by the Director of Development Services.

The Director of Development Services may approve a Minor Development Permit if the work to be undertaken is considered minor in nature (projects in which there is no increase in gross floor area or lot coverage, or no reduction in the number of off-street parking or loading spaces provided and it meets the requirements of the applicable Development Permit Area).

If approved, a notice of the issuance of a permit is registered on the title of the property.

When do I need to apply for a Development Permit (Minor)?

If your property is located within one of the designated form and character or Environmentally Sensitive Development Permit Areas and you are:

- undertaking any kind of additions or alterations to the exterior of an existing building, landscaping, or
- developing within Environmentally Sensitive Areas (ESA) which requires alteration of land

you are required to first obtain a Development Permit (Minor) before applying for a Building Permit or commencing any work.

If you are not sure whether your property is within a Development Permit Area, contact the Development Services Department.

Who can apply?

A property owner can apply for a Development Permit, or they can authorize someone else to make the application on their behalf. Authorization must be received in writing. Where a property is owned by a company or society, the application must be signed by a person with signing authority and must include a copy of the corporate registry naming the individuals with signing authority. Where a property is owned by more than one person, signatures of all owners are required. For strata buildings, approval is also required from the Strata Council.

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How do I apply?

To apply for a Development Permit (Minor), obtain an application form and checklist from the Town Hall, or the Town of Sidney website (www.sidney.ca) and return them with the application fee and all required information. Before you make a formal application, be sure to discuss your project with a Planning staff member in the Development Services Department. To make an appointment, or for more information, contact the Development Services Department at 250-656-1725 or developmentservices@sidney.ca.

What additional information is needed to apply for a Development Permit in an ESA?

Additional information may be requested as part of the application where circumstances require. This may include identifying the location of a natural boundary, identifying areas of special concern (e.g. bird nests), determination of the Streamside Protection and Environment Area (SPEA), an arborist report, an archaeological referral, a report by a qualified Professional Engineer, and/or an environmental assessment report by a Qualified Environmental Professional (QEP). Provincial or Federal approval may also be required, depending on the site and proposed work.

How long does it take?

Development Permit (Minor) applications take approximately six to nine weeks to process. However, this time may vary depending on whether the application is complete, the complexity of the proposed changes and the number of other applications under review.

What is the cost?

The cost of a Development Permit (Minor) application is \$150.00. Please note that application fees are non-refundable.

Who makes the decision?

The Director of Development Services may approve and issue a Development Permit (Minor). The Director of Development Services may reject an application, but it is then forwarded to Council for further consideration.

What is the Development Permit (Minor) Process?

The following is a summary of the application procedure for a Development Permit, as shown on the attached flowchart.

1. Submission of Application:

- **Preliminary discussion (recommended):** The applicant meets with Development Services Department planning staff to discuss the proposed project and review applicable planning regulations.

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- **Application received:** The applicant submits an application, drawings, fees and other required information. Development Services staff reviews the application package to ensure all information has been provided. If there is missing information, staff will contact the applicant and require this information before the application package will be accepted as complete and proceeds for review.

2. Application Review & Report

- **Staff Review:** Planning staff will conduct an initial review of the application.
- **Referrals:** Applications may be referred to other Town of Sidney departments (Building Inspection, Engineering, Fire, Parks, and Public Works). Applications may also be referred to other agencies if relevant, such as the RCMP or Provincial ministries or to third party utility providers (BC Hydro, Telus, etc.). This allows for the input of comments or concerns relating to design, location or other aspects of the proposal.
- **Detailed Report:** Staff checks the proposal for conformance with relevant Town bylaws, such as the Official Community Plan, Zoning, Off-Street Parking and Loading and Screening Bylaw. A report is prepared by staff for the Director of Development Services, summarizing the project, outlining any areas which do not conform to Town bylaws or are of concern, and providing recommendations.

3. Approval/Issuance

- **Decision:** The Director of Development Services will review the staff report and if satisfied he/she will authorize staff to issue the permit. The authorization to issue the permit may be subject to certain conditions being met (such as the submission of revised drawings). If any revisions are made to the drawings after the initial submission, applicants must submit updated hard copies before the permit can be issued. If the Director of Development Services is not satisfied then he/she may not reject the application, however, it is forwarded to Council for further consideration.
- **Council:** Council usually meets at 6:00 p.m. in Council Chambers on the second and fourth Monday of each month. Council reviews the application and staff report and will either authorize staff to issue the permit or reject the application.
- **Issue permit:** Once all conditions are met, staff issues the permit, and a Notice of Permit is registered on the title of the subject property. Upon confirmation by the Land Titles Office that the Notice of Permit has been registered, the applicant is notified and sent a copy of the registered Development Permit. The permit itself remains on file at the Town Hall.

Contact Us:

Development Services Department
By Email: developmentservices@sidney.ca
By Phone: 250-656-1725
In Person: 2440 Sidney Ave, Sidney BC V8L 1Y7
(Monday to Friday 8:30 am – 4:00 pm excluding statutory holidays)
www.sidney.ca



Development Permit (Minor) Application Process

