

DEVELOPMENT PERMIT GUIDE



CITY OF WILLIAMS LAKE

What is a Development Permit?

Development Permits are areas designated within an Official Community Plan (OCP). A Development Permit allows the City to reinforce OCP policies and objectives for these areas and helps to ensure that development reflects the long-term vision set out by the community. A Development Permit cannot vary the use or density of the land as outlined in the City of Williams Lake Zoning Bylaw.

Before You Apply

It is recommended that the property owner gather as much information regarding their property and proposal as possible (e.g. legal description, title documents, drawings, and surveys) and meet with City staff to discuss their proposal. City staff will offer advice on which application(s) will be required and give the applicant the most current application package.

Submitting Your Application

The completed application forms and any other necessary documents should be submitted to the City's Development Services Division along with the appropriate fee(s). An application can only be considered complete and start being processed once we have received all the required information outlined in the application form. Incomplete applications may be returned.

What is the Cost?

The applicant must submit an application fee of \$500 for the Development Permit and, if required, a \$100 Site Profile application fee made payable to the City of Williams Lake. A \$50 permit registration fee is also required at time of approval.

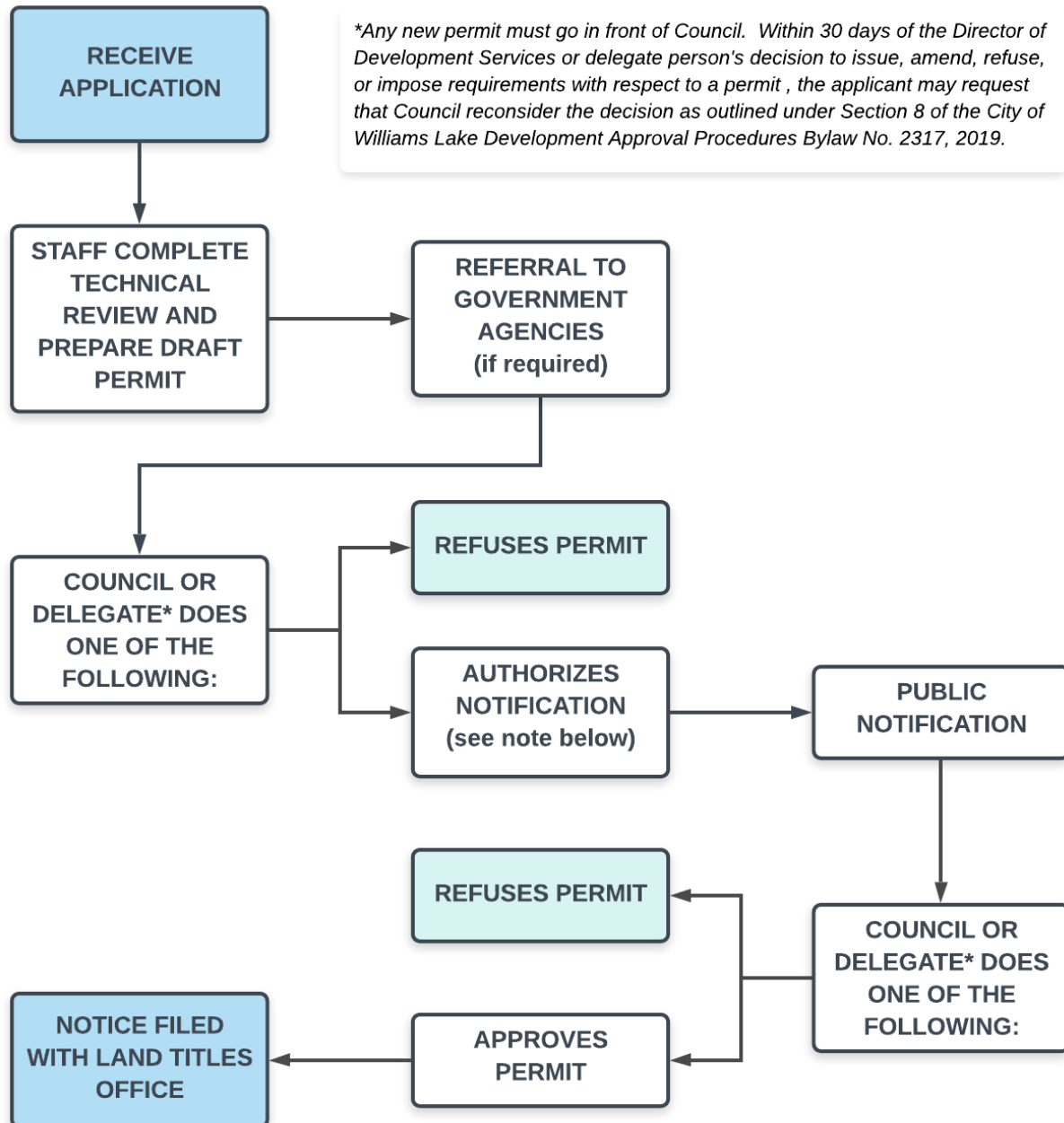
Who Approves a Development Permit?

A development permit may be approved or refused by Council or by the Director of Development Services or a designate.

Council has delegated the authority to issue, amend, or refuse a Development Permit to the Director of Development Services or designate in the following instances:

- Renewal of a Development Permit provided there are no variances;
- A Development Permit limited to façade alterations on existing buildings where the value of the work does not exceed \$500,000; and
- A Development Permit for a Wildfire Interface Area where no variances are involved.

What is the Process?



Note: The above process outlines the procedure if a Development Permit includes a variance. If no variance is included, the basic procedure is the same; however, public notification is not required as per Division 13 of the *City of Williams Lake Development Approval Procedures Bylaw* and the *Local Government Act*. The permit process as described in this guide denotes only the basic application procedure. Please contact the Development Services Division to ensure all obligations are understood to expedite the approval process. This form is meant for guidance only and should not be construed by anyone as a right to approval if the steps indicated are followed. Please consult the *Local Government Act* and its regulations, the *City of Williams Lake Development Approval Procedures Bylaw*, the *City of Williams Lake Development Procedures Manual*, and any other applicable regulations for definitive requirements and procedures.