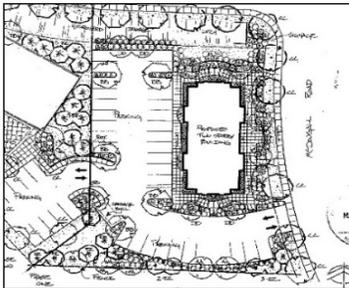




Form, Character, and Landscaping Development Permits

The intent of this brochure is to assist in the preparation of a Form, Character, and Landscaping Development Permit (DP) application. This guide accompanies the Development Permit Brochure found on the RDCO Planning Services website.



What is a DP Area for Form, Character and Landscaping?

Form, Character and Landscaping DP's are for increasing the visual appeal of key areas while promoting the natural environment. Planting trees and shrubs provide the environment with clean air, while improving the well being of residents. These natural additions visually soften the

impact of buildings and provide a natural feel to the neighborhoods and help provide a strong sense of community.

What are the Guidelines for Development this DP Area?

The specifics of the development Permit will change based on the location and if it is a commercial or residential building. DP areas for Form, Character and Landscaping of commercial, industrial and multiple-unit developments are defined in some of our Official Community Plans (OCP). The applicable OCP's are Ellison and Rural Westside. Information on Joe Rich DP's can be found in the Joe Rich Rural Land Use Bylaw (RLUB). Areas outside of Ellison, Rural Westside and Joe Rich do not have Form, Character and Landscaping DP's. Each type of DP area is defined in the section of the OCP (or RLUB) entitled "Development Permits" and has a corresponding set(s)

of guidelines in the Appendix of the document.

Planning staff can help identify the specific development permit guidelines that must be considered for a particular proposal. There may be more than one set of guidelines that must be considered. For example, a multiple-unit housing development usually is required to consider three sets of guidelines, building design, and landscaping. Some general guidelines for this development could include:

- **Landscaping:** Plant types should be selected such that they are visually appealing across all four seasons. Choose different types of plants that will grow to be various heights. Include a combination of groundcovers, shrubs of various heights, trees to increase variety and

Exemptions

In Aquatic Ecosystem DP Areas, a DP must be approved before land is subdivided; construction of, addition to or alteration of a building or structure; or alteration or clearing of land (including but not limited to grading, blasting, preparation for the construction of services or roads). A DP is required unless an exemption applies. Exemption details, specific guidelines, and additional information can be found in the Development Permit sections of the Official Community Plans of Ellison, South Slopes, and Rural Westside, and in the Joe Rich Bylaw.

Professional Reports

Depending on the location and type of proposed development, professional reports may be required before a development permit can be issued. All professional reports submitted with a DP application must comply with the RDCO Terms of Reference for Professional Reports. A copy of this document is available on the RDCO Planning Services website.

Bonding

When landscaping and/or remedial work is a condition of the DP, the owner or agent shall provide a security deposit in the amount of 125% of the estimated cost of the prescribed works (including monitoring), prior to issuance of the DP. The amount shall be determined by the qualified professional preparing technical reports for the application.

Public Input

The Regional District has three (3) advisory groups, which provide comments on various applications. These comments are considered when making a decision by the Regional Board.

Members of an advisory group are appointed by the Regional Board based on their background of civic activity, interest or expertise.

Applications may be referred to one or more of the following advisory groups:

- Advisory Planning Commission
- Agricultural Advisory Commission
- Environmental Advisory Commission

How Long does the Application Process Take?

DP applications typically take 8 to 10 weeks to proceed through the evaluation and approval process.

Please note, additional information may be requested during the process, which may increase the application processing time. An applicant can considerably reduce any delays by supplying prompt replies with complete information. If Regional Board Review is required for the application, the process typically takes 3-4 months.

The DP Process

Discuss the Proposal with Staff
Staff can provide application forms and information.

Preliminary Design Discussion
Discuss initial ideas and drawings with staff in order to better understand the requirements and expectations

Application Reviewed
Staff, relevant agencies, and public advisory commission(s) are asked to provide comments on the proposal. Staff then prepares a report to the Regional Board or Director of Community Services for their consideration.

Consideration of the DP Application by Either the Regional Board or Director of Community Services

- Approve the DP
- Not approve the DP
- Defer a decision pending more information or clarification

If Approved, the DP is Officially Granted

- The DP will contain certain requirements and specifications that the development must meet. The applicant is notified and the Regional District registers the DP on the title of the affected property
- If applicable, the applicant can now proceed to the Building Permit application process