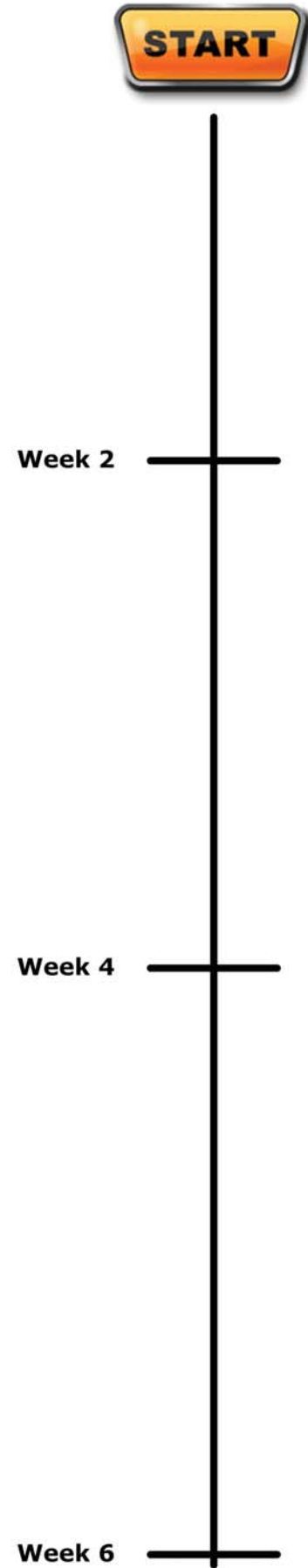
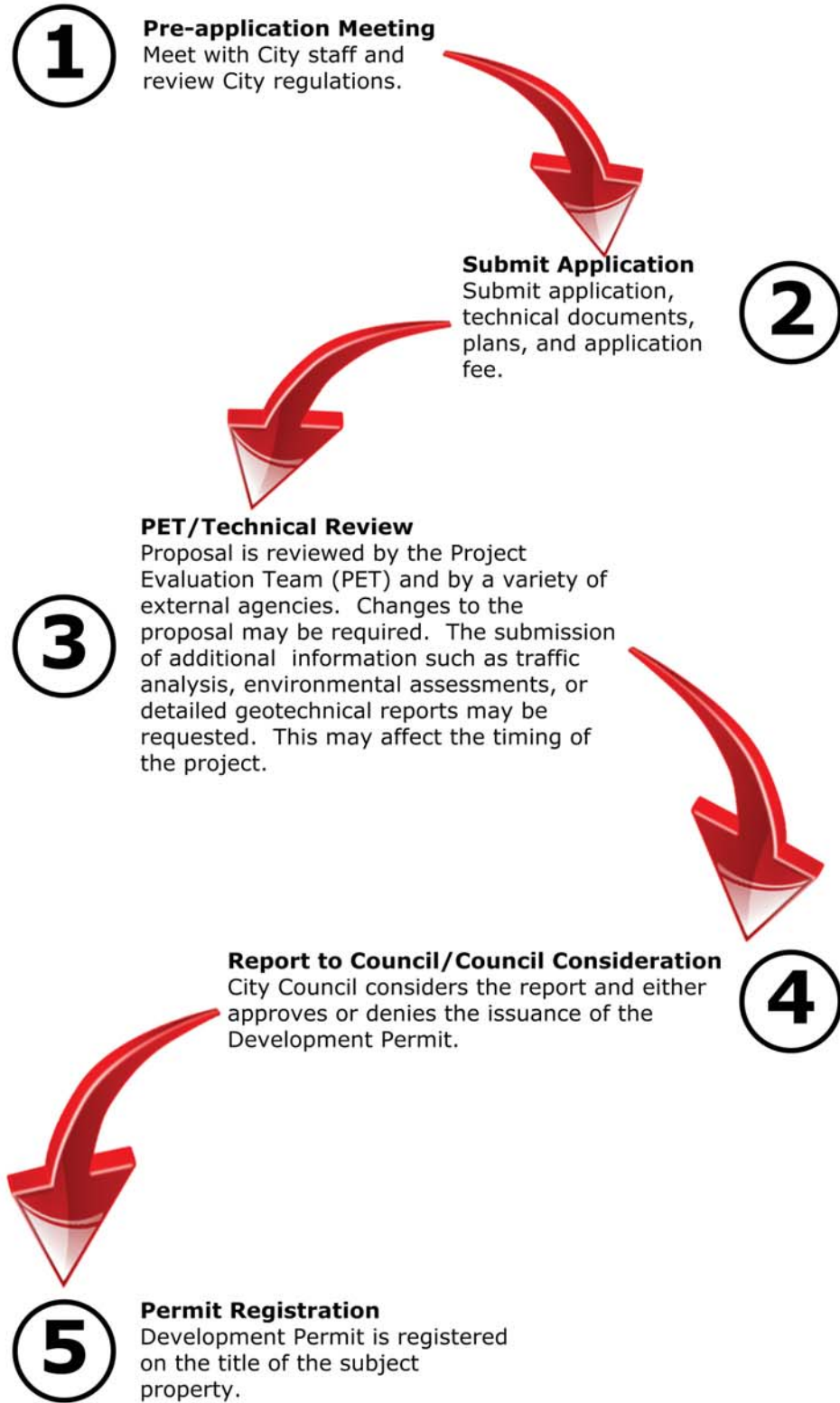


# Development Permit Process and Timeline

The major stages of the Development Permit process and approximate timing are shown below. It is important to note that the complexity of a Development Permit request has a direct effect upon the processing time. Processing begins only when an application is deemed complete.



City of Kamloops  
**Development Permit Guidelines**  
Applicant's Guide

**Kamloops**  
Canada's Tournament Capital

## What is a Development Permit?

Development Permits are required for areas designated within an Official Community Plan (OCP). A Development Permit allows the City to reinforce OCP policies and objectives for these areas. A Development Permit helps to ensure that development in these areas reflects the vision that the Community has established. A Development Permit cannot vary the use or density of the land as outlined in the City Zoning By-law.

Applications for Development Permit are made to the Development and Engineering Services Department, 105 Seymour Street, on the prescribed forms. All new Development Permits or amendments to existing permits require City Council authorization prior to issuance. There is no Public Process or Public Hearing required for a Development Permit.



### 1 Pre-application Meeting

You are encouraged to discuss your development proposal with Development and Engineering Services Department staff to determine if the proposed development is:

- a) Located in a Development Permit Area in the Official Community Plan; or
- b) Subject to an existing Development Permit issued prior to 1986 July 7 (a copy of the State of Title Certificate and registered permit should be obtained from the Land Title Office, 455 Columbia Street).

### 2 Submission of Application

Complete the application form and submit it, along with the required application fee (\$500 for renovations and additions less than \$250,000; \$1,000 for new construction and renovations and additions greater than \$250,000), State of Title Certificate (available from the Land Title Office), site plan, elevation drawings, property owner's authorization, site profile (required by the provincial Waste Management Act) and other information as required to support the application.

### 3 Technical Review/Project Evaluation Team (PET)

The Development and Engineering Services Department coordinates the technical review of your application with other City Departments (Engineering, Fire, Building, Utilities) and outside agencies (e.g. hydro, telephone, gas, and Ministry of Environment). The Development and Engineering Services Department may require you to provide additional information during this review period.

### 4 Council Report/Council Consideration

A report to City Council is prepared by the Development and Engineering Services Department providing background information and a recommendation on the application. Application date to Council consideration usually requires four to six weeks, depending on the complexity of your application.

### 5 Permit Registration

If authorized by Council, the Development Permit is registered as a note on the title of the subject property. Development and Engineering Services Department staff look after all details associated with registration and will send you a copy of the Development Permit once it is registered. This usually takes approximately four weeks after the permit is approved by City Council. During this registration period, you may apply for any Building Permits required and proceed with approved construction. If denied by Council, Development and Engineering Services Department staff will inform you of the appeal process available.

If City Council requires a restrictive covenant as a condition of approving the Development Permit, staff will prepare the covenant; however, the applicant is responsible for the costs of having the document notarized and registered at the Land Titles Office and for returning one copy back to the Development and Engineering Services Department.



Visit [www.kamloops.ca](http://www.kamloops.ca) for a detailed look at the Development Permit Process.

For additional information, please contact:

**Development and Engineering Services Department**  
105 Seymour Street, Kamloops, BC, V2C 2C6  
Telephone: 250-828-3561 Fax 250-828-7848  
Email: [develop@kamloops.ca](mailto:develop@kamloops.ca)