

WHAT DO I NEED TO INCLUDE WITH MY APPLICATION?

- **Application Form including:**
 - State of Title Certificate or Title Search print
 - Owner's Authorization Form (if applicable)
 - Site Profile or Site Profile Waiver
 - Zoning Analysis Table
 - Project Description
 - Photographs
- **Site Plan**
- **Floor Plan (if available)**
- **Elevation Drawings (Conceptual)**
- **Colour Board**
- **Landscape Plan (if applicable)**

This guide is intended to provide a simplified overview of the application process for acquiring a Form & Character Development Permit.

For more detailed information consult the District of Peachland Development Application Procedures Bylaw No. 2105

To speak to a representative about a proposed development or a development application, contact:

The District of Peachland Planning & Development Services Department

5806 Beach Avenue,
Peachland, B.C. V0H 1X7

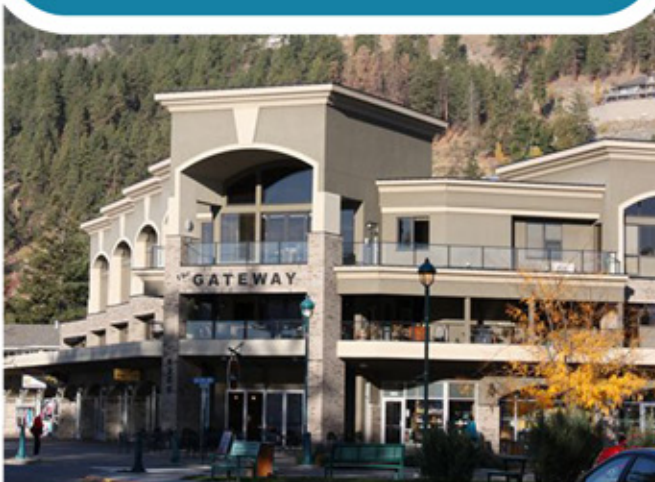
Main Phone Number: **250.767.2647**

Main Fax Number: **250.767.3433**

Hours:

Monday to Friday: 8:00 a.m. to 4:00 p.m.
Closed Statutory Holidays

General Inquiries:
planning@peachland.ca





WHAT IS A FORM AND CHARACTER DEVELOPMENT PERMIT?

A Form and Character Development Permit is required when a building or structure is proposed to be constructed or when the basic form and character of a building or structure are to be altered within Multiple Unit Residential, Commercial or Industrial Zones. The Official Community Plan establishes Form & Character Development Permit Guidelines to achieve and to protect the community vision. A Development Permit is valid for two years and unless associated with a DVP there is no Statutory requirement for public consultation.

This pamphlet provides a simple overview of the process required to apply for a Form & Character Development Permit. For a more detailed summary, refer to the District of Peachland Development Application Procedures Bylaw available at www.peachland.ca/bylaws.



WHAT IS THE APPLICATION PROCESS FOR A FORM AND CHARACTER DEVELOPMENT PERMIT?

- 1 Complete application is prepared and submitted to the District by the applicant. Incomplete applications will not be accepted
- 2 Upon submission of a complete application and required fee, a file is opened
- 3 The Planning & Development Services Department evaluate the proposal and refer the application to internal departments and/or external agencies
- 4 The Planning & Development Services Dept. Staff considers the merits of the proposal for adherence to bylaws and policies
- 5 The applicant undertakes public notification and consultation in adherence with official District Notification and Consultation Guidelines
- 6 The Planning & Development Services Dept. prepares staff report for consideration by Council
- 7 The applicant is encouraged to attend the Council meeting at which the Development Permit will be considered
- 8 Council authorizes, authorizes as amended or requests further changes or otherwise deals with the application by resolution
- 9 If approved, staff prepares required Development Permit and secures Landscape Security
- 10 Upon receipt of the related performance security the permit is issued and a Notice of Permit is registered on the title at the Land Title Office