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 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)
**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.