



# VILLAGE OF BURNS LAKE



## Development Permit Process APPLICANT'S GUIDE

### Development Permit Process

#### 1. Pre-application Meeting

Meet with Village Staff and review Village regulations and the proposed development

**START**

Week 2

#### 2. Submit Application

Submit application, technical documents, plans and application fee

#### 3. Project Review

At this stage, the proposal is under review. Changes to the original proposal may be required. The submission of additional information, such as environmental assessments may be required at this stage

Week 4

#### 4. Report to Council

Village Council will consider the report and either approve or deny the Development Permit Application

#### 5. Permit Registration

The development permit is registered by Village of Burns Lake staff and a copy is provided to the applicant

Week 6

**What is a Development Permit?** A Development Permit allows a property owner to construct, renovate or make an addition to a structure on a property located within a Development Permit Area. A Development Permit Area map can be obtained at the Village Office . A development permit must be applied for and issued, prior to applying for a building permit. A Development Permit cannot vary the use or density of the land as outlined in the Village Zoning By-law.

**When Do I Need A Development Permit?** If you are unsure if you need a development permit please arrange a meeting with Village staff, or refer to the Official Community Plan, which stipulates when a permit is needed. Our OCP can be found at [www.burnslake.ca](http://www.burnslake.ca).

**Why do I need a Development Permit?** Development Permits provide Council the opportunity to ensure the goals and objectives of the community are realized through the form and character of development.



## 1. Pre-application Meeting

You are encouraged to discuss your development proposal with the Development Services department to determine if the proposed development is located in a Development Permit Area in the Official Community Plan.

## 2. Submission of Application

Complete the application form and submit it, along with the required application fee (\$750) and other information as required to support the application.

## 3. Project Review

The Development Services Department coordinates the technical review of the application with other Village departments and outside agencies as necessary. The Development Services Department may require you to provide additional information during this review period.

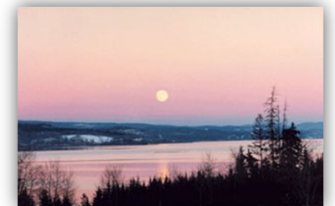
## 4. Report to Council/Council Deliberation

A report to Village Council is prepared by the Development Services Department providing background information and a recommendation on the application. Application date to Council consideration is about four to six weeks depending on the complexity of the application.

## 5. Permit Registration

If authorized by Council, the Development Permit is registered as a note on the title of the subject property. Development Services staff look after all details associated with registration and will provide a copy of the Development Permit once it is registered. Registration takes approximately four weeks after the permit is approved by Village Council. During this registration period you may apply for any Building Permits required and proceed with approved construction.

If Village 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 and returning one copy to the Village.



### For More Information About Development Service in Burns Lake:

Please visit our website at [www.burnslake.ca](http://www.burnslake.ca) or contact the Village of Burns Lake Development Services Department, PO Box 570, 15-3<sup>rd</sup> Avenue, Burns Lake BC, V0J 1E0  
Phone: (250) 692-7587 Fax: (250) 692-3059