



# DEVELOPMENT PERMIT APPLICATIONS

Development Permits (DP) are required in specified areas to manage development for the purpose of protecting and promoting the character of the community, as well as protecting environmentally sensitive or hazardous lands. They provide Council the opportunity to ensure the goals and objectives of the community are realized. DPs are issued prior to building permits (if required), and can include minor variances to the Zoning Bylaw, where appropriate.

The Village of Burns Lake Official Community Plan (OCP) designates four Development Permit Areas (DPAs). Each DPA contains objectives and guidelines that must be met. This information can be found in the OCP.

- Environmentally Sensitive DPA
- Hazardous Conditions DPA
- Commercial DPA
- Multi-Family DPA

Planning Department staff can advise you if your property is within one or more development permit areas.

## Application Process

**1 Speak with RDBN Planning Staff\***  
Applicants are encouraged to consult RDBN Planning Department staff before applying to ensure they understand requirements and avoid delays.

**2 Submit Application**  
To start the DP application process, a complete application with the required supporting documents must be submitted to the RDBN. Fees are paid to the Village of Burns Lake after submission of an application to the RDBN.

**3 Referral Process**  
Once a complete application is received, the Planning Department may seek input from Village of Burns Lake departments.

**4 Staff Report**  
Staff review all application materials, including referral input, and prepare a report for Council with recommendations.

**5 Village Council Consideration**  
The staff report is presented to Village Council.

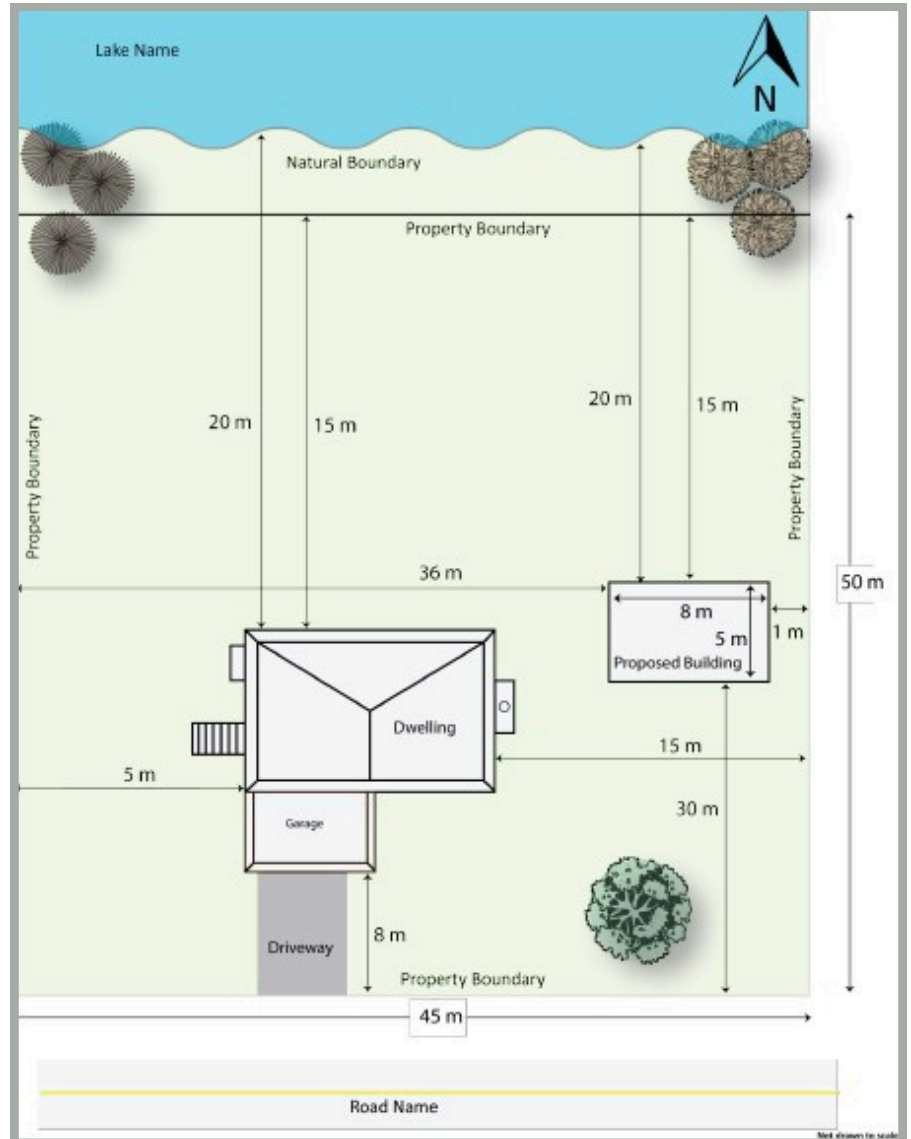
**6 Approval and Notice on Title**  
If approved the Development Permit will be issued and Village of Burns Lake staff will register a Notice of Permit on the title of the subject property.

\*The Regional District of Bulkley-Nechako (RDBN) is contracted by the Village of Burns Lake to provide planning services.

## Application Checklist

- Copy of the Certificate of Title or Title Search, and relevant charges, dated within 30 days of the date of application
- Letter of Authorization signed by all registered property owners if the agent is not the owner
- Application fee (paid to the Village of Burns Lake after application is submitted to the RDBN)
- Completed and signed application form
- Elevation drawings
- Site plan drawn to scale showing the following as appropriate:

- Boundaries and dimensions of the parcel
- Size and location of all existing and proposed buildings, structures, and uses on the site, including measurements from all proposed and existing structures to the nearest parcel line.
- Location and name of road(s) adjacent to the property
- Existing and proposed parking and driveways
- Landscape plans and cost estimate
- Topographic features, water bodies and waterways, including measurements from all proposed and existing structures to the natural boundary, stream centre line, or top of bank, whichever is applicable
- North arrow and scale



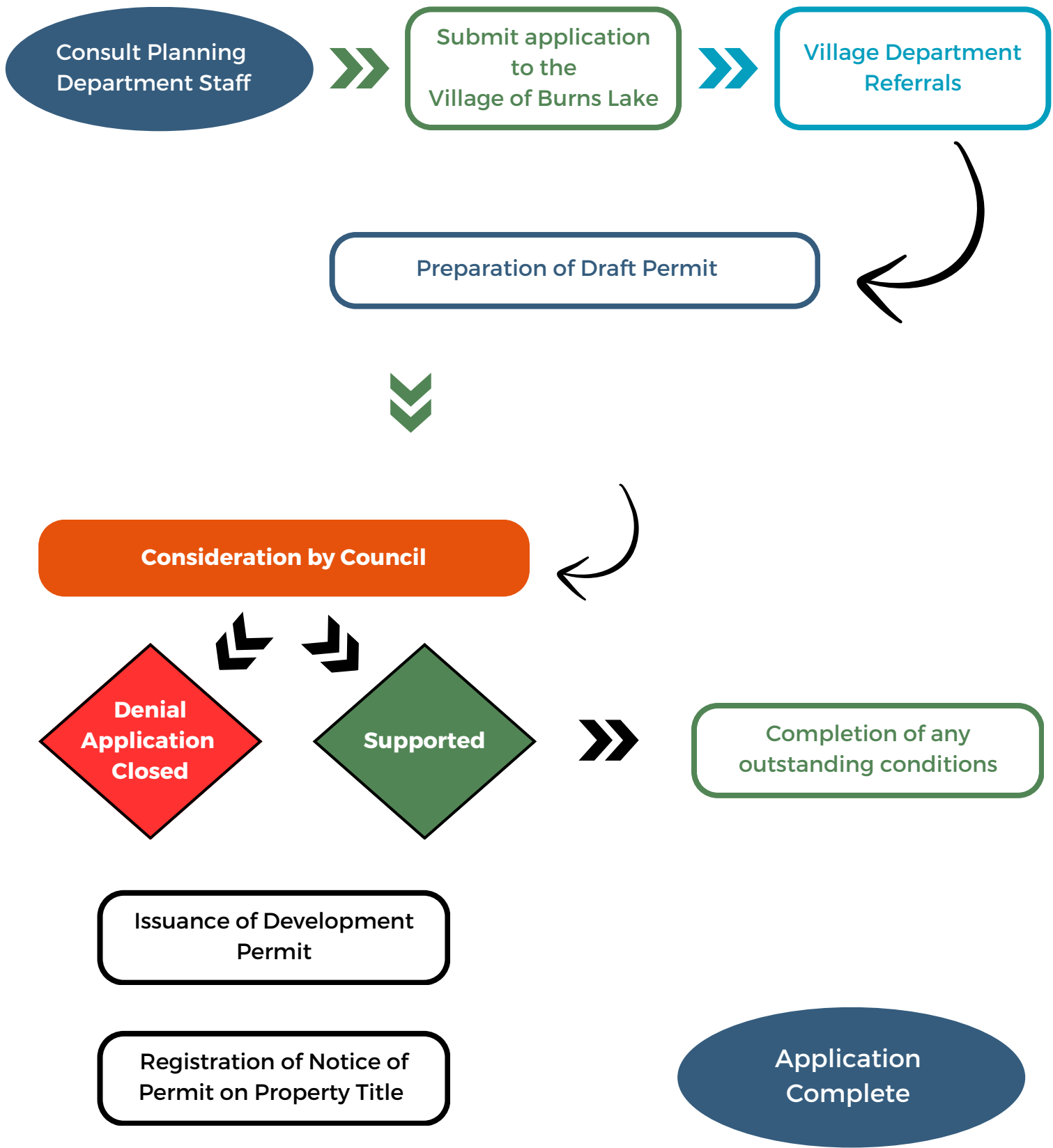
## Fee Schedule

Schedule F of the Village of Burns Lake Fees and Charges Bylaw No. 1098, 2025

**Development Permit**

**\$400**

# The Approval Process





# Application Form

## Development Permit

The Regional District of Bulkley-Nechako (RDBN) is contracted by the Village of Burns Lake to provide planning services. Applicants are advised to consult with RDBN Planning Staff before submitting an application. Applications can be submitted in person at the RDBN office (37 3<sup>rd</sup> Ave, Burns Lake) or emailed to [planning@burnslake.ca](mailto:planning@burnslake.ca).

### 1 APPLICANT

**Property Owner(s):** \_\_\_\_\_

**Name(s):** \_\_\_\_\_

**Company Name:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

\_\_\_\_\_

**Phone (Home):** \_\_\_\_\_

**Phone (Cell):** \_\_\_\_\_

**Email:** \_\_\_\_\_

### 2 PROPERTY OWNER

Applicant/Agent (if you are an agent acting on behalf of a property owner please fill out this section and have the property owner complete section 3.)

**Name:** \_\_\_\_\_

**Company Name:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

\_\_\_\_\_

**Phone(Home):** \_\_\_\_\_

**Phone(Cell):** \_\_\_\_\_

**Email:** \_\_\_\_\_





# Development Permit

## 3 AGENT AUTHORIZATION

If the applicant is not the sole registered owner of the subject property. ALL owners of the subject property must sign the application below, or provide a signed letter, authorizing the applicant to act as the agent on their behalf in regard to the application.

As owner(s) of the land described in this application, I/we authorize (please print) \_\_\_\_\_ to act as Applicant, and as our \_\_\_\_\_ to act as Applicant, and as our agent in regard to this application.

Owner Name (print)

Signature

Date

Owner Name (print)

Signature

Date

Owner Name (print)

Signature

Date

## 4 PROPERTY INFORMATION

Legal Description(s) of the land which is the subject of this Application (subject property): \_\_\_\_\_

Civic Address(House #. Street Name): \_\_\_\_\_

Parcel Identifier (PID): \_\_\_\_\_

Property Size(s): \_\_\_\_\_

*(Hectares/Acres)*



## 6 APPLICATION FEES

Applications are reviewed by the RDBN. After review the RDBN will provide applicants with a payment form showing amount to be paid to the Village of Burns Lake.

When payment form is provided by the RDBN fees can be paid in the following ways:

- Cheques payable to the Village of Burns Lake
- Debit card or cash payments can be made at the Village office, 15-3<sup>rd</sup> Ave Burns Lake
- Online banking bill payment at RBC , CIBC or BVCU
- Credit card through option pay

The following fees are required:

Development Permit	\$400
--------------------	-------

*An application is not considered complete until the required application fee is received.*

## 7 INDUSTRIAL OR COMMERCIAL PURPOSE OR ACTIVITIES

Has the site been used for any industrial or commercial purposes or activities described in SCHEDULE 2 of the Contaminated Sites Regulations? (SCHEDULE 2 included in application package). If yes, complete the Site Disclosure Statement located on the following provincial site and attach to application.

([www2.gov.bc.ca/gov/content/environment/air-land-water/site-remediation/guidance-resources/forms](http://www2.gov.bc.ca/gov/content/environment/air-land-water/site-remediation/guidance-resources/forms))

YES       NO



# Development Permit

## FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY

Personal information requested on this form is collected under the *Freedom of Information and Protection of Privacy Act* section 26(c) and will be used for the purpose of processing your application. Any information relating to the use and development of the land provided to the Village of Burns Lake for consideration in relation to the application may be made available for review by any member of the public. If you have any questions about the collection and use of this information, please contact the Village of Burns Lake Information and Privacy Coordinator.

## DECLARATION

I, the undersigned, hereby declare that the attached information, provided with respect to this application is a true statement of facts, and authorize RDBN or Village of Burns Lake staff to conduct site inspections of the subject property for the purpose of confirming information submitted as part of this application, and for the purpose of processing this application.

---

**Owner(s) Agent Signature**

**Date**

---

**Owner(s)**

**Date**

---

**Owner(s)**

**Date**