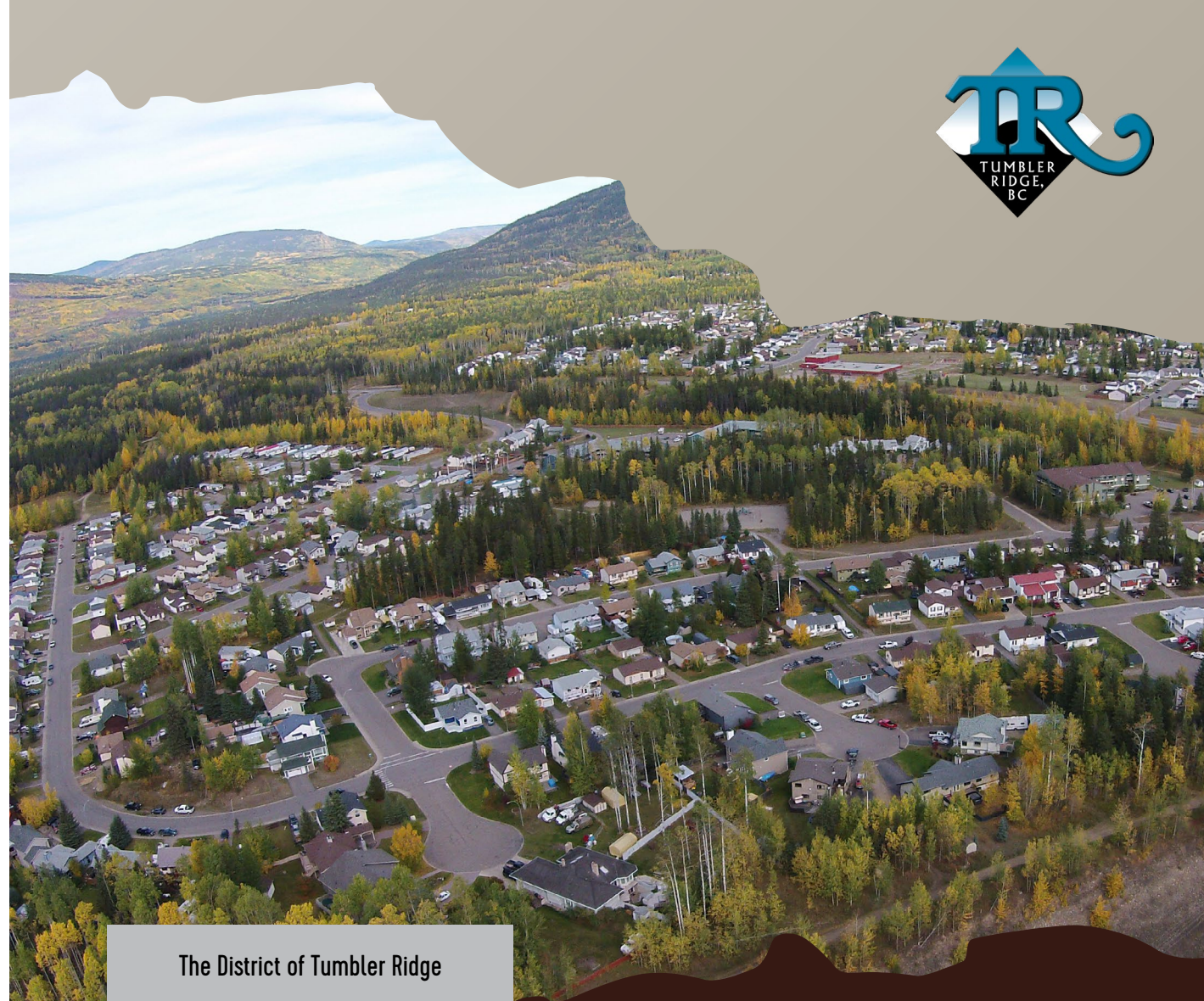


# General Overview of Process



## The District of Tumbler Ridge

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## District of Tumbler Ridge

a guide to the  
Development Permit Process

2017

## What is a Development Permit?

Development Permits are required for areas designated within the Official Community Plan (OCP). A Development Permit allows the District 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 can not vary the use or density of the land as outlined in the City Zoning Bylaw.

Development Permit Areas are permitted by the Local Government Act for the following purposes:

- Protection of the natural environment
- Protection of development from hazardous conditions;
- Protection of farming;
- Revitalization of commercial areas;
- Regulate the form and character of commercial, industrial or multi-family or intensive residential development.

A Development Permit is not a Building Permit. A Building Permit is still required before an applicant can proceed with construction.

## When is it necessary to apply for a Development Permit?

A development permit application is required for the following:

- if a property is located within a Development Permit Area as outlined in the OCP
- if changes are proposed to an existing Development Permit Area
- if Council determines that the development proposal requires a Development Permit

## Before you apply..

It is recommended that the property owner gather as much information regarding their property as possible (e.g., legal description, drawings and surveys) and meet with District staff to discuss their proposal. District staff will offer advice on which application/s will need to be completed, necessary information that will be required and give the property owner the most current application package.

## Submitting your application

The completed application forms and necessary additional information along with the appropriate fees must be submitted to the District of Tumbler Ridge for processing and referral.

## Does the permit Require a sign?

The District requires applicants to post a Development Proposal Notice (Sign) on the lands that are subject to the application. The District has pre-made signs which are to be posted within seven (7) days after Council authorizes notification that the application has been approved in principle. A deposit of \$400 is required; this will be refunded to the application when the sign is returned to the District in good condition.

## What is the cost?

The Applicant is required to submit a fee of \$300 for Development Permits plus a \$400 deposit (refundable upon removal for a Development Proposal Notice. If a Site Profile is required, an application fee of \$50 must also be submitted. All application fees are to be made payable to the District of Tumbler Ridge.

## Who approves Development Permit?

The Council of the District of Tumbler Ridge authorizes final approval of a Development Permit by resolution following prior approval by the Ministry of Transportation if applicable.

## How long is the process?

The permit process will take approximately 2-4 months to complete. Approval time may be affected by application accuracy/completion, the need to obtain other land use approvals and/or compliance with other applicable agency requirements.

## Note

The process described here briefly will involve more detailed procedures, correspondence and/or requirements. Please contact the District of Tumbler Ridge to ensure all obligations are understood in order to expedite the approval process. This brochure is meant for guidance only and should not be construed by anyone as a right to approval if the steps indicated are followed. Please consult the Local Government Act and its regulations and other District of Tumbler Ridge bylaws for definitive requirements and procedures.

