



**DEVELOPMENT APPLICATIONS
BYLAW NO. 2300, 2011
CONSOLIDATION**

This is a consolidation of the Development Applications Bylaw and adopted bylaw amendments. The amendments have been combined with the original Bylaw for convenience only. This consolidation is not a legal document.

September 7, 2018

BYLAW AMENDMENTS				
Bylaw No.	Amend. No. / Yr.	Adopted	Short Citing	Legal Description
2385	1/12	06 Jul 12	Development Applications Bylaw No. 2300, 2011	Text Amendment
2415	2/12	01 Feb 13	(Campground / RDEK)	Text Amendment
2429	3/12	04 Jan 13	Development Applications Bylaw No. 2300, 2011 – Amend. BL 3/12	Text Amendment
2435	4/13	01 Mar 13	Development Applications Bylaw No. 2300 – Amend. BL 4/13	Text Amendment
2567	5/14	03 July 15	Miscellaneous / RDEK	Text Amendment
2778	6/17	07 April 17	Miscellaneous / RDEK	Text Amendment
2878	7/18	07 Sep 18	Miscellaneous / RDEK	Text Amendment

REGIONAL DISTRICT OF EAST KOOTENAY

BYLAW NO. 2300

A bylaw to regulate development application and approval procedures, establish fees and provide for notice of public hearing and notice of permit.

WHEREAS the Regional District is required to adopt procedures to amend a plan or bylaw or to issue a permit;

AND WHEREAS for specific applications the Regional District may impose application fees;

AND WHEREAS for specific applications the Regional District must give notice to all parcels within a specified distance of the area subject to application;

NOW THEREFORE the Board of the Regional District of East Kootenay in open meeting assembled, enacts as follows:

1.01 Title

This Bylaw may be cited for all purposes as "Regional District of East Kootenay – Development Applications Bylaw No. 2300, 2011".

2.01 Definitions

In this bylaw:

Board means the Board of Directors of the Regional District of East Kootenay.

Development Application means an application for any of the following:

- (a) map or text amendment to an Official Community Plan, Land Use Bylaw or a Zoning Bylaw including the creation of a new land use designation;
- (b) Temporary Use Permit;
- (c) Development Variance Permit;
- (d) Development Permit;
- (e) Housing Agreement and Bylaw;
- (f) Site Specific Exemption to a Floodplain Bylaw;
- (g) Strata Conversion;
- (h) Agricultural Land Reserve applications submitted to the Regional District of East Kootenay as per Section 34 of the Agricultural Land Commission Act; or
- (i) Campground Permit.

RDEK means the Regional District of East Kootenay.

2.02 Applications

- (1) All development applications must:
 - (a) be made and signed by the owner(s) of land involved or by a person authorized in writing by the owners(s);
 - (b) be made to the Manager of Planning & Development Services on a form provided by the RDEK; and
 - (c) be accompanied by all the required information identified on the application form.
- (2) Every application will be processed by the Manager of Planning & Development Services or his designate and will be forwarded to the Board or the Provincial Approving Officer as appropriate.
- (3) Where an application has been refused by the Board, the Manager of Planning & Development Services will notify the applicant in writing within fifteen (15) days of the date of the decision.

BL 2567
03 July 15

BL 2415
01 Feb 13

2.03 Fees

- (1) Every development application must be accompanied by the appropriate fee as set out in Schedule A of this Bylaw.
- (2) Upon receipt of a subdivision application referral by the Province, the applicant must submit to the RDEK the appropriate fee as set out in Schedule A of this Bylaw. The RDEK will not provide referral comments to the Province until the required fee is paid.
- (3) When a public hearing is required, the fee includes the cost of the hearing. Where more than one public hearing is held, as required by the RDEK, the applicant shall pay the appropriate additional fee as set out in Schedule A.
- (4) Where a public information meeting is requested by the Board, the applicant shall pay all costs associated with the public information meeting, including any required newspaper advertisement, mailing of notices, facility rental and staff overtime.

2.04 Refund

- (1) In the case of development applications requiring newspaper advertising and prior to the RDEK incurring the expense of newspaper advertising, 50% of the application fee shall be refunded if the application is withdrawn by the applicant, refused or cancelled. Subsequent to the RDEK incurring the expense of newspaper advertising, no portion of the application fee shall be refunded.
- (2) In the case of a subdivision application referral by the Province, prior to the RDEK commencing to process the application, 100% of the application fee shall be refunded if the application is withdrawn by the applicant. Subsequent to the RDEK issuing preliminary subdivision comments, but prior to the RDEK issuing final comments, 50% of the application fee shall be refunded if the application is withdrawn by the applicant. Subsequent to the RDEK issuing final comments, no portion of the application fee shall be refunded.
- (3) In the case of a development application where staff request Development Approval Information, prior to the application having been processed by the RDEK, 100% of the application fee shall be refunded if the application is withdrawn by the applicant. If staff have issued a letter requesting Development Approval Information, 50% of the application fee shall be refunded if the application is withdrawn by the applicant. Subsequent to a staff report having been prepared to accompany the application, no portion of the application fee shall be refunded if the application is withdrawn by the applicant, refused or canceled.
- (4) In the case of all other development applications, prior to the application having been processed by the RDEK, 100% of the application fee shall be refunded if the application is withdrawn by the applicant. Subsequent to a staff report having been prepared to accompany the application, no portion of the application fee shall be refunded if the application is withdrawn by the applicant, refused or cancelled.

BL 2435
01 Mar 13

BL 2567
03 July 15

2.05 Procedures

(1) General

Development applications shall be processed in compliance with the following steps, except those applications described in Sections 2.05(2) and 2.05(3), or when the application process has been varied by Board resolution:

- (a) A staff report shall be prepared for every application.
- (b) The application shall be referred to the applicable advisory commissions and referral agencies.
- (c) Comments received in response to referrals shall be integrated with the staff report.
- (d) The staff report shall be presented to the Board.
- (e) After considering the application, the Board, in accordance with provincial legislation, may:
 - (i) advance the application;

- (ii) advance an amended application;
- (iii) postpone consideration of the application until a future meeting;
- (iv) refer the application to staff for more information; or
- (v) refuse the application.

(2) Development Permit Applications

Applications for a Development Permit shall be processed in compliance with the following steps:

- (a) Applications for Development Permits may be referred to applicable referral agencies for comment.
- (b) A staff report shall be prepared for every application, including any referral agency comments.
- (c) The Manager or Planning & Development Services may refer the application to the Board for decision.
- (d) Following consideration of the application, the Manager of Planning & Development Services, or the Board, as applicable, in accordance with provincial legislation, may:
 - (i) advance the application;
 - (ii) advance an amended application;
 - (iii) postpone consideration of the application until a future Board meeting;
 - (iv) refer the application to staff for more information; or
 - (v) refuse the application.
- (e) Notwithstanding section 2.07(a) and (b), the owner of land that is the subject of a development permit application may request that the Board reconsider a decision of the Manager of Planning & Development Services.

BL 2567
03 July 15

(3) Site Specific Floodplain Exemptions

Applications for a Site Specific Floodplain Exemption shall be processed in compliance with the following steps:

- (a) Applications for Site Specific Floodplain Exemptions may be referred to applicable referral agencies for comment.
- (b) A staff report shall be prepared for every application.
- (c) The staff report shall be presented to the Board, including any referral agency comments.
- (d) After considering the application the Board, in accordance with provincial legislation, may:
 - (i) advance the application;
 - (ii) advance an amended application;
 - (iii) postpone consideration of the application until a future meeting;
 - (iv) refer the application to staff for more information; or
 - (v) refuse the application.

(4) Subdivision Referrals

A subdivision application referral to the RDEK by the Province shall be processed in compliance with the following steps:

- (a) The RDEK shall request the appropriate fee as set out in Schedule A from the applicant.
- (b) Except as provided in Sections 2.05(4)(c), once the application fee has been paid the RDEK shall issue preliminary comments to the Province.
- (c) For subdivisions requiring a bylaw amendment, preliminary comments shall not be issued until after third reading of the amending bylaw.
- (d) Once all RDEK requirements have been met, the RDEK shall issue final comments to the Province.
- (e) Subdivision referral comments are valid for 24 months from the date of issue. Renewal of comments for up to an additional 24 months is subject to the submission of a written request by the applicant and the applicable renewal fees.

BL 2435
01 Mar 13

(5) Agency Referrals

- (a) At the discretion of the Corporate Officer, agency referrals provided to the RDEK shall be added to a Board or Committee meeting agenda either as correspondence or as New Business.
- (b) In the case of items to be considered as New Business, agency referrals shall be processed in compliance with the following steps:
 - (i) A staff report shall be prepared.
 - (ii) The application shall be referred to the applicable advisory commissions.
 - (iii) Comments received in response to referrals shall be integrated with the staff report.
 - (iv) The staff report shall be presented to the Board.

(6) Liquor Licences

Applications for liquor and cannabis retail licences will be processed in accordance with the RDEK's Liquor and Cannabis License Policy.

(6A) Campground Permits

- (a) Applications for a Campground Permit where a rezoning is required will be processed in compliance with the following steps:
 - (i) Applications for Campground Permits may be referred to the applicable referral agencies for notification.
 - (ii) A staff report shall be prepared for every application.
 - (iii) The staff report shall be presented to the Board concurrently with the corresponding rezoning application.
 - (iv) After considering the Campground Permit the Board may:
 - (A) advance the Campground Permit concurrently with the corresponding rezoning application;
 - (B) advance an amended Campground Permit concurrently with the corresponding rezoning application;
 - (C) postpone consideration of the Campground Permit application until a future meeting;
 - (D) refer the Campground Permit application to staff for more information; or
 - (E) refuse the Campground Permit application.

BL 2878
07 Sept 18

BL 2415
01 Feb 13

BL 2415
01 Feb 13

- (b) Applications for a Campground Permit where a rezoning is not required will be processed in compliance with the following steps:
- (i) Applications for Campground Permits may be referred to the applicable referral agencies for notification.
 - (ii) A staff report shall be prepared for every application.
 - (iii) Following consideration of the application, the Manager of Planning & Development Services may:
 - (A) advance the application;
 - (B) advance an amended application;
 - (C) refer the application to staff for more information; or
 - (D) refuse the application.

2.06 Covenants

BL 2435
01 Mar 13

Where restrictive covenants are necessary or have been negotiated as part of the development application, it shall be the applicant's responsibility to prepare and file the covenant and provide proof of Land Title registration to the satisfaction of the RDEK.

2.07 Reapplication, Reconsideration, Cancellation and Renewal

BL 2435
01 Mar 13

- (a) Reapplication in the identical format to that which has been refused by the Board, or its delegate, shall not be considered within a six (6) month period immediately following the date of refusal.
- (b) A request to have the Board reconsider a development application or Liquor License Referral decision must be based on new information and a request must be received in writing no more than 30 days after the date of decision. Requests to have the Board reconsider a development application or Liquor License referral decision must be accompanied by the appropriate fee and application form.
- (c) Notwithstanding subsections (a) and (b), the owner of land that is the subject of a development permit application may request that the Board reconsider a decision of the Manager of Planning & Development Services.
- (d) Development applications that have not been approved or refused within one year of the date of application, or one year after the most recent Board resolution pertaining to the application, whichever is most recent, shall be deemed to have been abandoned and the application will be cancelled and the file closed, subject to subsections e), f) and g). This includes those applications postponed or referred by the Board, held inactive by the applicant, or where the conditions of adoption or approval have not been completed.
- (e) Three months prior to the cancellation of an application, the Manager of Planning & Development Services or his designate will notify the applicant in writing that cancellation is pending and application renewal is required.
- (f) Prior to cancellation, and upon submission of a written request by the applicant and the applicable renewal fees, development applications may be renewed once for a period of up to one year. Further renewals are subject to Board approval.
- (g) Cancelled applications will be refunded the applicable fees in accordance with section 2.04.

2.08 NotificationsBL 2435
01 Mar 13

A notice, where required, shall be mailed or otherwise delivered to owners and occupiers of all land within a distance of one hundred (100) metres from the property under consideration.

BL 2435
01 Mar 13**2.09 Proprietary Rights in Information**

The information that is provided to the RDEK pursuant to this Bylaw is required by the RDEK in the exercise of its powers under provincial legislation. Every report or other document provided to the RDEK pursuant to this Bylaw is deemed to have been submitted with an express grant of permission to the RDEK to use and reproduce the information contained in the report or other document for non-commercial purposes.

BL 2435
01 Mar 13**2.10 Severability**

If a portion of this Bylaw is found invalid by a court, then it will be severed and the remainder of the bylaw will remain in effect.

BL 2435
01 Mar 13**2.11 Repeal**

- (1) Bylaw No. 1968 and all bylaws enacted in amendment thereto are hereby repealed.
- (2) Bylaw No. 1556 and all bylaws enacted in amendment thereto are hereby repealed.

READ A FIRST TIME the 6th day of May 2011.

READ A SECOND TIME the 6th day of May 2011.

READ A THIRD TIME the 6th day of May 2011.

ADOPTED the 6th day of May 2011.

"Rob Gay"

VICE CHAIR

"L. V. Crane"

CORPORATE OFFICER

**SCHEDULE A
APPLICATION FEES**

DEVELOPMENT APPLICATION FEES

BL 2567 03 July 15	1.	Official Community Plan, Land Use Bylaw or Zoning Bylaw Map or Text Amendment	\$1200.00
	2.	Official Community Plan, Land Use Bylaw or Zoning Bylaw Map and Text Amendment	\$1400.00
	3.	Official Community Plan and Zoning Bylaw Map and / or Text Amendment	\$1600.00
	4.	New Land Use Designation - Zoning Bylaw (in addition to applicable bylaw amendment fee)	\$500.00
	5.	New Land Use Designation - Official Community Plan (in addition to applicable bylaw amendment fee)	\$250.00
	6.	Temporary Use Permit Issued by Resolution	\$1000.00
	7.	Temporary Use Permit Issued by Bylaw	\$1200.00
	8.	Development Variance Permit	\$300.00
	9.	Development Permits	
BL 2778 07 April 17	(a)	Wildfire Hazard Development Permits	
	(i)	requiring staff review of professional reports	\$300.00
	(ii)	not requiring staff review of professional reports	\$100.00
	(b)	All other development permits	\$300.00
	10.	Housing Agreement and Bylaw	\$225.00
BL 2778 07 April 17	11.	Floodplain Management Bylaw Site Specific Exemption	
	(a)	Flood Construction Level and Floodplain Setback	\$300.00
	(b)	Floodplain setback exemption including a Development Variance Permit	\$500.00
BL 2567 03 July 15	12.	Strata Conversion	\$300.00 plus \$80.00 per lot/unit created
	13.	Non-Farm use as per Schedule A in Electoral Area A ALC Delegation of Authority Agreement	\$300.00
	14.	Campground Permit	\$300.00

SUBDIVISION REFERRAL FEES

15.	Subdivision Referrals (by number of parcels created)	
(a)	Two parcels	\$270.00
(b)	Three parcels	\$340.00
(c)	Four parcels	\$470.00
(d)	Five or more parcels	\$470.00 plus \$50.00 / parcel > 4
16.	Amendment of subdivision comments	50% of original referral fee
17.	Renewal of subdivision comments	\$100.00

OTHER FEES

BL 2878 07 Sept 18	18.	(a) Liquor and Cannabis Licence Referrals	
	(i)	No public consultation required	\$150.00
	(ii)	Mailing of notices required	\$300.00
	(iii)	Mailing of notices and public hearing required	\$1200.00
	19.	Land Use Contract Discharge	\$1000.00
	20.	Request for the discharge or amendment of a restrictive covenant requiring Board approval	
	(a)	No public consultation required	\$250.00
	(b)	Mailing of notices required	\$300.00
	(c)	Mailing of notices and a public hearing required	\$1200.00

- 21. Request for reconsideration \$100.00
- 22. Development Application Renewal \$100.00
- 23. In addition to the above application fees, where an application requires additional public hearings the following fees apply:
 - (a) Hearings requiring additional advertising or notification \$1200.00 per hearing
 - (b) Hearings not requiring additional advertising or notification \$250.00 per hearing
- 24. Title Search Print \$15.00

BL 2778
07 April 17