



DEVELOPMENT PERMIT APPLICATION GUIDE

What is a Development Permit?

The City of Duncan has designated six unique Development Permit Areas (DPA) within the Official Community Plan (OCP) for the purpose of providing:

- Protection of the natural environment, its ecosystems and biological diversity
- Protection of the development from hazardous conditions
- Protection of farming
- Revitalization of an area in which a commercial use is permitted
- Establishment of objectives for the form and character of intensive residential development
- Establishment of objectives for the form and character of commercial, industrial, or multi-family residential development

Development Permits (DP) are permits approved by council used to ensure that development occurs in accordance with the unique guidelines established for each DPA in the OCP.

In addition to DPA's, the entire area within the City is designated a Development Permit Information Area (DPIA). This gives the City the ability to request further information for major developments in order to determine impacts to the natural environment, surrounding properties, and the character of the neighborhood.



When is a DP Required?

DP's are required for the following circumstances:

- Before a property owner begins subdividing land or constructing, adding to, or altering a building
- If you wish to significantly change an existing DP
- Before applying for a Building Permit

If the proposed alterations to the property are cosmetic improvements and estimated to be less than \$50,000, a Minor Development Permit may only be required. The benefits of an Minor DP are:

- An Minor DP may be approved by the CAO and does not require council approval
- An Minor DP requires less time to process

How Long Will the Process Take?

The DP approval process can be expected to take between two and five months depending on the following factors:

- The complexity of the proposal
- The completeness of the application
- If a variance or OCP amendment is also required
- Staff workloads
- Timely response of the applicant to staff requests



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Prior To Application:

DP's should be well-planned prior to application in order to ensure the efficiency of the process. It is recommended that the following steps be taken prior to application:

- Review the [Official Community Plan](#) to determine in which Development Permit Area (DPA) your property is located and which Guidelines apply
- Review the [Zoning Bylaw](#), specifically, the General Regulations, Permitted Uses, and Development Regulations that apply to your property
- Review the [Works and Services Bylaw](#) and contact the Public Works Department for information on existing services
- Review the requirements listed in the [Development Permit Application Checklist](#)
- Arrange an informal meeting with the Development Services Department to discuss the project
- Contact service providers such as hydro, telephone, gas, and cable to discuss their servicing needs and availability
- Consult with neighbours, community groups, or anyone else that may potentially be impacted by the development



Submitting a DP Application:

In order to submit a DP Application, you will need to provide a completed [Development Permit Application](#) form, as well as all relevant information required in the [Development Permit Application Checklist](#), including the completed checklist. Failure to provide required information may result in delays to the application process.

Tips for a Successful Application:

The rate at which your DP is processed can be increased if:

- All information requested in the Development Permit Application and Development Permit Application Checklist is included with your initial application submission
- Your proposal adheres to all of the required regulations established in City bylaws
- Your proposal fits the context of the site and meets DPA Guidelines established in the OCP
- Your proposal is flexible, and able to accommodate alterations as requested
- A detailed written rational and impact assessment if variances are required

Once a DP is Submitted:

After a completed DP is submitted, the following steps are undertaken before the DP is issued:

