

## 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 must be applied for and issued, prior to applying for a building permit.

## WHY IS A DEVELOPMENT PERMIT REQUIRED?

To implement special conditions in the form of development guidelines used for the following reasons:

- Protection of the natural environment;
- Protection of development from hazardous conditions;
- Revitalization of an area in which a commercial use is permitted;
- Establishment of definitive objectives and to treat the form and character of light industrial, service commercial and multi-family development in lands located in the City of Grand Forks.

The City of Grand Forks Official Community Plan Bylaw No. 1541 contains the following development permit areas:

- Multiple Family General
- Light Industrial
- Commercial
- Hillside
- Environmentally Sensitive Area

## WHEN IS A DEVELOPMENT PERMIT REQUIRED?

A Development Permit is required for all development (construction, alterations or subdivisions of commercial, multi-family or light industrial property) occurring in a development permit area.

## WHERE IS A DEVELOPMENT PERMIT REQUIRED?

As per the Official Community Plan Bylaw No. 1541, Schedule “C” map.

## DEVELOPMENT PERMIT APPLICATION PROCESS

A property owner identifies a need to construct a new building, renovate and/or change the use of an existing building within a development permit area.

The owner or authorized agent applies at the City office for a Development Permit. The fee for this permit is \$200.00. The following information is required:

Applications for a development permit for new construction should include site elevations with identified colours and building materials proposed and a detailed site plan identifying parking areas, access, landscaping, location of buildings, ramps, garbage bins and traffic flow patterns.

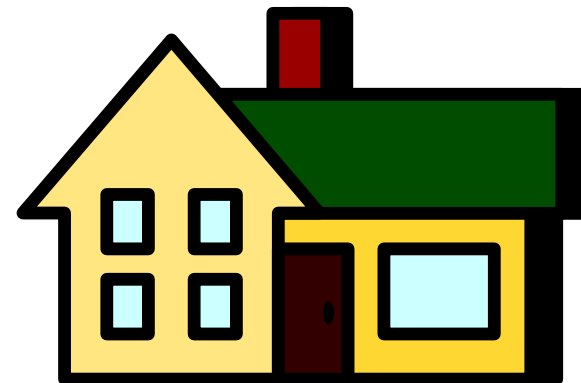
A development permit for additions or renovations should include a site plan of the existing building and proposed addition/renovation; show existing parking area and access; identify garbage bin area and traffic flow patterns.

The application for a development permit for new construction or substantial renovation or addition to an existing building shall be submitted to the Zoning & Planning Department for their review. The Committee can request more information regarding the project, if necessary.

Please allow at least 2 weeks for the committee to set up a meeting to review the application. The applicant is welcome and encouraged to attend the meeting.

Once the application has been reviewed by the Committee a recommendation is sent to the Council for the City of Grand Forks, who will ultimately approve, modify or deny the application.

Once the application has been approved by Council, the applicant is in the position to apply for a building permit.



## WHAT IS A DEVELOPMENT VARIANCE PERMIT?

A Development Variance Permit allows a property owner to vary requirements of the City of Grand Forks Zoning Bylaw No. 1606. Use, density and requirements for building in the floodplain CANNOT be varied.

All requirements for applying for a Development Variance Permit are the same as for a Development Permit. The fee for Development Variance Permit is \$350.00.

A Public Hearing is set and the surrounding property owners are notified in writing, of the proposed application and are invited to attend a Public Hearing to discuss the variance request of the applicant.

If for some reason Council denies the Development Variance application, the property owner can appeal to the Board of Variance, c/o City of Grand Forks.

The Board of Variance consists of one person appointed by Council, one appointed by the Minister of Community, Aboriginal & Women's Services and one person appointed by the other 2 appointees.

The City will send the surrounding property owners letters informing them of the appeal and invite them to attend a Board meeting to discuss the appeal.

After hearing from the public, the Board of Variance makes the final decision whether to approve or deny the appeal.

**CITY OF GRAND FORKS OFFICIAL COMMUNITY PLAN  
DEVELOPMENT PERMIT AREA MAP**

**See Schedule 'C'  
Official Community Plan  
Development Permit  
Area Map**

**Other Government Agencies**

B.C. Assessment Authority  
#201; 3115 Skaha Lake Road  
Penticton, B.C. V2A 7Z3  
(250)492-5740

Land Titles Office  
#114; 455 Columbia Street  
Kamloops, B.C. V2C 6K4  
(250)828-4455

Regional District Building Inspectors  
2140 Central Avenue  
Grand Forks, B.C.  
(250)442-2708

Regional District Kootenay Boundary  
#202; 843 Rossland Avenue  
Trail, B.C. V1R 4S8  
(250)368-9148

Ministry of Transportation & Highways  
555 Central Avenue  
Grand Forks, B.C.  
(250)442-5477

Ministry of Environment  
#201; 3547 Skaha Lake Road  
Penticton, B.C. V2A 7K2  
(250)490-8200

Ministry of Health  
7275 Riverside Drive  
Grand Forks, B.C.  
(250)442-5470



**GUIDE TO  
DEVELOPMENT PERMITS  
AND DEVELOPMENT  
VARIANCE PERMITS**

**WHY?**

**WHEN?**

**HOW?**

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