

DEVELOPMENT PERMIT

Application Guide

Development includes building, engineering, mining or other operations in, on, or over the land or the making of any material change in the use of a building or land.

A Development Permit is a type of development approval given by the RM. Each land use district within the RM has different development standards to ensure developments are well suited to the permitted land use types. All development applications are reviewed by the Development Officer for compliance with applicable bylaws and policies. For development types that do not require a permit, refer to Section 3.3 of the Zoning Bylaw.

Prior to applying for a Development Permit, please review the following RM publications available from the municipal office or online at www.rmvenscoy.ca:

- Official Community Plan – Bylaw No. 2/18
- Zoning Bylaw – Bylaw No. 3/18

APPLICATION REQUIREMENTS

A Development Permit application must be approved and permit fee be paid to the RM at the time of application. The Development Permit application requires the following information:

- Contact information for the property owner and or person preparing the application.
- Proposed use of site or building to be constructed.
- Legal description of the subject property.
- Site plan with North arrow, street names, lot dimensions, existing buildings, size and location of proposed buildings, distances to all property lines from buildings, and distances between proposed buildings and existing buildings.
- Certain developments or discretionary uses require additional application information (see Zoning Bylaw Section 3.5.2)

APPLICATION PROCESS

The RM will review the Development Permit application and one of the following scenarios will unfold:

1. If the application is for a permitted use and conforms to the Zoning Bylaw, a development permit will be issued.
2. If the application is for a discretionary use, council will review the application, decide whether to permit the development or not, and make a decision by resolution to issue a Development Permit (with or without conditions), require the applicant to provide further information, or issue a notice of refusal that states the reason for refusal.
3. If the application does not comply with the Zoning Bylaw, a notice of refusal will be issued that states the reason for refusal and the applicant will be given adequate opportunity to alter the application to comply with the Zoning Bylaw.

Once a Development Permit is approved and the RM has confirmed that the development project meets all municipal zoning requirements, applicants should proceed with a Building Permit application. The construction phase of the project cannot commence until a valid Building Permit is issued.

Note that all Development Permits expire one year from the date of issuance and may be extended by the Development Officer for one or more periods to a maximum of two additional years.

APPLICATION TIMELINE

Please allow up to 8 weeks for Development Permit application approval. Once the Development Permit is approved, the Building Permit application is sent to the building inspector for review. A response from the building inspector should be received within 10-14 business days.

