

Development Permit Application Fees

- Residential or Rural —\$300
- Other than Residential or Rural—\$1500

Environmental protection is everyone's responsibility!

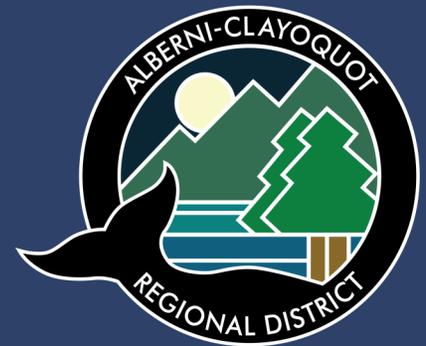


ALBERNI-CLAYOQUOT REGIONAL DISTRICT

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DEVELOPMENT PERMIT PROCEDURE





What is a Development Permit?

The Alberni-Clayoquot Regional District is made up of the following six electoral areas; A—Bamfield, B—Beaufort, C—Long Beach, D—Sproat Lake, E—Beaver Creek, and F—Cherry Creek. Each area has its own Official Community Plan (OCP).

Within each OCP, there are areas designated as Development Permit Areas (DPA's). If a property owner is considering construction, development, and/or alteration of land within any of the DPA's, approval of a development permit would be required **prior to beginning**.

Each electoral area designates different DPA's. There are currently four DPA categories; Riparian Areas Protection, Natural Hazard Areas Protection, Coastal Protection and Form and Character. Summaries of Development Permit requirements are available on the ACRD website and at the office. These are provided to help residents and property owners get a clear picture of what may be required when planning construction, development, and/or alteration of their land.

The following procedure outlines the basic steps of the development permit (DP) application process. Each application is unique and has the potential for various requirements to be satisfied prior to the issuance of the permit. It is recommended that all property owners who are considering development of property consult with the ACRD Planning Department prior to application in order to identify any additional steps that may be required.

PROCEDURE:

1. If you are considering construction or development of a piece of property, first determine whether or not the property is within a development permit area (DPA). If it is, make an application prior to development. An **Application for Development** form can be obtained from the ACRD office and/or online. Payment of the applicable fee will be required.
2. Once the fee has been received, the application will be reviewed by the Planning Department. A planning report is prepared and will include recommendations and requirements to ensure compliance with all relevant regulations.
3. **Environmental DP Applications** (Riparian, Natural Hazard, and Coastal Protection) require a report completed by a Qualified Environmental Professional (QEP). Criteria to be assessed by the QEP is relevant to the type of DPA. This report will be included as a schedule to the final permit. It is the recommendation/conclusion of the QEP that will determine the approval or denial of the permit. DP reports, including the QEP report, are shared with the area Director and DP's are issued by ACRD staff.
4. **Form and Character DP Applications** require a number of submissions, made by the applicant, depending on the development. A planning report is prepared by staff and, along with applicant submissions, is shared with the area Director. DP's are issued by ACRD staff.
5. A permit can only be denied if the DPA guidelines are not met (ie. a QEP says the DPA guidelines cannot be met). Alternatively, planning staff may set additional conditions on approval of the permit, or deny the permit upon consideration of the QEP report or non-compliance with the OCP objectives.
6. Notice of the Development Permit is forwarded to the Victoria Land Title office for registration to the Certificate of Title for the subject property. The Development Permit remains registered to the subject property throughout ownership changes and is valid for two years.

IMPORTANT! Please Note: If at any stage, the proposal is not supported , the applicant would be notified immediately and given the opportunity to amend the proposal and/or provide justification for the proposal as submitted.

