

## FAQ: Form and Character Development Permits

This document answers frequently asked questions about Form and Character Development Permits. Anyone seeking to develop properties for uses related to commercial, industrial, business park, small lot residential, and multi-family residential (including duplex) in the City of Langford will require a Form and Character Development Permit.

### What is a Form and Character Development Permit?

Pursuant to the Local Government Act, where land has been designated in the Official Community Plan (OCP) as a "Form and Character Development Permit Area," the landowner must obtain a Development Permit, authorized for issuance by a resolution of Council, before developing the land. Council has delegated the approval of all Development Permits that conform to the Official Community Plan (OCP) and the applicable development permit area guidelines appended to the Zoning Bylaw to the Director of Planning.

The development permit sets forth the conditions under which the development may take place and ensures that all new developments are of high-quality design and best suited to both the surrounding properties and the vision of the community established in the Official Community Plan. Once issued, it becomes binding on the existing and future owners of the property.

### When is a Development Permit Required?

A Form and Character Development Permit is required before any building or structure may be constructed, added to, or altered, unless a specific exemption has been granted by the City of Langford. Please see the FAQ: Environmentally Sensitive and Hazardous Areas Development Permits for additional information, if any of these DP Areas apply in addition to a Form and Character DP Area.

Please note, a Development Permit does NOT constitute approval of subdivision or structural building details. A separate application for subdivision approval and/or a building permit may be submitted to the City after a Development Permit is issued and must be submitted (if required) before any development occurs on site.

Additional requirements, e.g., frontage improvements, maybe applicable at the time of building permit application.

### How will my application be evaluated?

The Planning Department will review three key documents in conjunction with your development proposal: The City's OCP, Design Guidelines and Development Permit Areas, and Langford's Land Use Regulation – Zoning Bylaw No. 300.

The Zoning Bylaw establishes regulations for the development of land in the City of Langford (e.g., setbacks, density, lot coverage, parking etc.), whereas the Design Guidelines provide guidance and direction on a variety of features related to site layout, architectural design and landscaping.

In addition to the basic application requirements outlined in the FAQ: Land Use Applications, a complete set of fully dimensioned plans should be provided with an application, that may include, as appropriate: a BCLS site plan (including a digital plan) with the location of the building; a parking layout; architectural building plans; colour and materials plan; the location of all water courses on or within 30 m of the property; and a landscape plan prepared by a Landscape Architect

Staff may request additional information on specific details of a proposal during the processing of the application.

The OCP helps guide where we locate housing and how we provide municipal services.

## **What is the process and timeline for obtaining a Form and Character Development Permit?**

Depending on the complexity of the project, it can take up to 6 weeks to obtain and Form and Character Development Permit. Please refer to the process guide on our [website](#) for a summary of the Development Permit process.

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