

Process for Form and Character Development Permit

1. The applicant makes preliminary enquiries to the Planning Department to discuss the scope and details of their project.
2. The applicant submits a Development Permit application along with the attachments listed below:
 - a. A title search of the subject property dated within five (5) days of the application.
 - b. One copy of a BCLS site plan (including a digital plan) showing the location of all existing and proposed buildings and structures to be developed, the location of all watercourses on or within 30 m of the property and any non-disturbance areas, if applicable.
 - c. One set of fully dimensioned plans showing the location of all existing and proposed streets, lanes, driveways, parking and loading areas, refuse and recycling locations, streams, and other topographic features of the site, as required.
 - d. A plan showing the existing and proposed site grades and the relation to the elevations of adjoining properties.
 - e. A schedule detailing planned floor space by use, site coverage, and building heights.
 - f. A written description of the present and intended use of the site and reasons for the proposal.
 - g. A BCLA prepared plan showing the location and treatment of open spaces, landscaping, fences, botanical and common names of plants, and underground irrigation systems.
 - h. Plans and specifications for the proposed siting, size, type, and appearance of all signs and lighting on the property.
 - i. Preliminary architectural plans for any proposed buildings, including full elevations and details on exterior materials, finish, and colour.
 - j. Dimensional building section illustrating average grade.
 - k. Plans and specifications for the provision of all sewerage, water and drainage facilities and the construction of street lighting, underground wiring and sidewalks, as required.
 - l. A complete Site Disclosure Statement, pursuant to the Environmental Management Act.

Application forms and fee schedules are available on our [website](#).

For those Development Permit applications that are also within Hazardous or Environmentally Sensitive Areas, please refer to the [Guide for Preparing Development Permits for Environmentally Sensitive and Hazardous Areas](#).

3. Once submitted, an application will be referred to the following staff and agencies for review:
 - a. City of Langford Engineering Department
 - b. City of Langford Building Department
 - c. City of Langford Fire Department
 - d. City of Langford Land Development Department
 - e. City of Langford Parks Department
 - f. CRD Water
 - g. Ministry of Environment and Climate Change (as necessary)
 - h. Ministry of Transportation and Infrastructure (as necessary)
 - i. School District No. 62 (as necessary)
 - j. West Shore Environmental Services
 - k. Other agencies as necessary
 - l. BC Hydro, Fortis and Telus (as necessary). Please note that underground hydro and telephone services are required in Langford. It is the responsibility of the applicant to contact these agencies to determine servicing requirements for hydro and telephone service.

4. The Planner or other agencies may request additional information on specific details of a proposal during the processing of an application.

PLEASE NOTE: Development Permits that meet the Development Permit Guidelines set out in the Official Community Plan and do not require variances that are not supported by the Official Community Plan and/or the Development Permit Guidelines may be approved by the Director of Planning. If the Director of Planning does not approve a Development Permit or sets conditions the applicant does not agree with, the applicant can submit an appeal to Council.

5. Once all required information is provided and deemed to be compliance with the applicable Development Permit Guidelines, a Development Permit containing the relevant conditions of approval is prepared for approval by the Director of Planning and issued to the applicant following approval.
6. The Planning Department files notice with the Land Title Office that a Development Permit has been issued. Development Permits are registered on the legal title of a property.
7. Bonding by cash or Irrevocable Letter of Credit for landscaping and engineering works, as required by a Development Permit, must be provided prior to issuance of a building permit or subdivision approval, as appropriate.

Depending on the complexity of the project, the Development Permit process requires approximately **6 weeks** to complete. Processing of applications will not begin until all documentation has been submitted. Prior to retaining a consultant, developers and/or land- owners are encouraged to review the City's FAQ page or contact the City of Langford Planning Department to discuss the scope and specific terms of their project.

This document is intended for general guidance only and is not to be regarded as a right to development approval if the steps indicated are followed. Consult the *Local Government Act*, the *Land Title Act*, the Zoning Bylaw, the Subdivision and Development Services Bylaw, and other city bylaws for definite requirements and procedures.

If you have any questions on the Development Permit application procedure as outlined above, please contact the Langford Planning Department.

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