

## Process for Form and Character Development Permits for Carriage and Garden Suites

### Requirements for Carriage and Garden Suites

All Garden suites and Carriage suites require a Development Permit prior to applying for a Building Permit. Please review the following list prior to submitting your application.

1. Check the [zoning bylaw](#) to determine if a Garden Suite or Carriage Suite is a permitted use in your area.
2. Check the OCP to ensure you are not in the City Centre. Garden Suites and Carriage Suites are **not** permitted in the City Centre.
3. Review your lot size to determine that's it's large enough to accommodate the type of detached suite you are proposing. This information can be found in Bylaw 300 section 3.08, [on the City's website](#).
4. Do you currently have a secondary suite in your home? If so, it must be decommissioned in order to have a detached suite. Only one suite is permitted per lot.
5. Review the setback requirements for a Garden Suite or Carriage Suite. These can be found in Bylaw 300 section 3.08. on our website.
6. Review the allowable lot coverage in your zone to determine whether you have enough space to add the Garden Suite or Carriage suite. See Zoning Bylaw 300 for more information.
7. The design of the Garden Suite or Carriage Suite must be complimentary to the primary residence. See our Design Guidelines Appendix U for more information.
8. The design and use of the detached suite are secondary to the primary use, which is a single-family home. The design of the suite must reflect this and not appear as a full second home on the lot. See our Design Guidelines Appendix U for more information.
9. Only one driveway is permitted per lot.
10. Ensure you have sufficient parking to accommodate a suite. Two stalls are required for the primary residence and one uninterrupted stall is required for the suite. All the stalls must be located on the property and not on the boulevard or street.

### Submission of Application

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. Fee payment is required at the time of application. The development permit fees can be located on our website under [Schedule D](#).

- b. A title search of the subject property dated within five (5) days of the application.
- c. One (1) 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 existing and proposed site grades and the relation to the elevations of adjoining properties, the location of all watercourses on or within 30 m of the property and any non-disturbance areas, if applicable.
- d. A written description of the present and intended use of the site and reasons for the proposal.
- e. A BCLA prepared landscape plan showing the location and treatment of open spaces, landscaping, fences, and walls will be required and must include botanical and common names of plants, as required.
- f. Plans and specifications for the proposed siting, size, type, and appearance of all signs and lighting on the property, as required.
- g. Preliminary architectural plans for any proposed buildings, including full elevations and details on exterior materials, finish, and colour, a schedule detailing planned floor space by use, site coverage, and building heights as well as dimensional building cross-section illustrating average grade.
- h. A complete Site Disclosure Statement, pursuant to the Environmental Management Act. A space has been provided on the application form for signed confirmation.
- i. A clear 1.2 m wide pedestrian access to the detached suite will need to be shown on the submitted drawings.

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](#). A joint application may be submitted.

3. The Planner or other agencies may request additional information on specific details of a proposal during the processing of an application.
4. 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. Vancouver Island Health Authority (as necessary)
  - h. Ministry of Environment and Climate Change (as necessary)
  - i. Ministry of Transportation and Infrastructure (as necessary)
  - j. School District No. 62 (as necessary)
  - k. West Shore Environmental Services
  - l. Other agencies as necessary
  - m. 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.

**PLEASE NOTE: Development Permits that meet the Development Permit Guidelines set out in the Official Community Plan (OCP) and do not require variances that are not supported by the OCP 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.**

## Final Approval

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.

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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