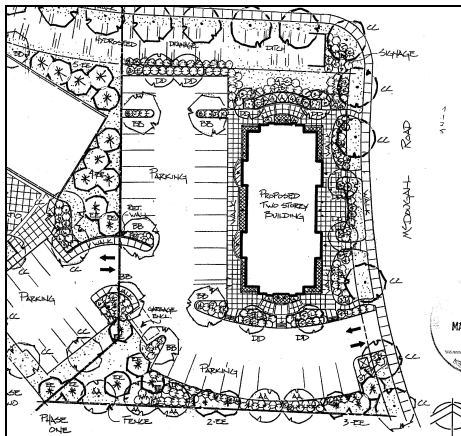


# Form, Character and Landscaping Development Permits

*A guide to the Form, Character and Landscaping Development Permit Requirements in the Regional District of Central Okanagan (Accompanies the Guide “Development Permits: A Guide to the Development Permit Process”)*

## This Guide accompanies a full Brochure

This guide is intended to help in preparing an application for a development permit (DP) for the form, character and landscaping of commercial, industrial, and multiple-unit housing development. It does not answer general questions about DP's or processing the application. This Guide is a supplement to the Development & Environmental Services Department Brochure, “**Development Permits: A Guide to the Development Permit Process**”. It is important to use the following information in conjunction with that brochure (available from Planning Staff or the Regional District website).



## What is a DP area for Form, Character and Landscaping?

The form, character, appearance and landscaping of commercial, industrial and multiple-unit housing is an important part of what makes an area attractive and liveable. Design should create an attractive development that fits and contributes to the fabric of a neighbourhood. DP's for the form, character and landscaping of commercial, industrial and multiple-unit housing establish objectives and guidelines to ensure a good standard of development.

## What are the guidelines for development this DP area?

DP areas for the form, character and landscaping of commercial, industrial and multiple-unit developments are defined in the text and maps of the applicable Official Community Plans (OCPs), or in the case of Joe Rich in the Joe Rich Rural Land Use (RLUB) Bylaw. Each type of DP area is defined in the section of the OCP (or RLUB) entitled “Development Permits” and has a corresponding set(s) of Guidelines in the Appendix of the document.

Planning Staff can help identify the specific development permit guidelines that must be considered for a particular proposal. There may be more than one set of guidelines that must be considered. For example a multiple-unit housing development usually is required to consider three sets of guidelines: for building design, landscaping, as well as fencing and the street interface.

There is a flow chart showing how to determine development permit application requirements in this guide.

## Are professional reports required for DP applications?

The Manager of Development & Environmental Services has the jurisdiction to request that a landscape plan be prepared by a registered professional landscape architect. This is likely for most projects of size or complexity. There is no specific requirement for a professional architect although most applicants typically employ an architect.

Obtaining the services of competent professionals is highly recommended. The guidelines require skill and knowledge to interpret, and to use in developing a good design for a site. The inability to utilize guidelines well can result in inadequate plans and drawings. This can lead to the need for multiple revisions and result in considerable delay in the processing of an application.

Typically, this type of DP requires:

- Interpretation and utilization of DP design guidelines
- A site plan(s) showing information such as property lines, buildings, topography, retaining walls, parking, signage, and fencing,
- Building drawings, elevation drawings and design details such as material and colour,
- Landscape plan showing plant types and locations, (irrigation is required)
- Security provided to the Regional District to ensure completion of the landscaping. (An estimate for the cost of landscaping and irrigation is required as part of the application. This estimate is used in determining the amount required for the security).

It is strongly recommended that the applicant and designer(s) have a meeting with Planning Staff prior to the submission of the application. This allows an opportunity to review preliminary concepts, go over requirements, and go through the development permit guidelines prior to the production of detailed drawings.

## What happens if other DP's are required in addition to the form, character and landscaping DP?

It is possible that a property may have several development permits required for one proposal. For example, an industrial development may be in both a sensitive terrestrial ecosystem DP area as well as a DP area for the form, character and landscaping of the building.

It is important that the design of the proposal respond to all the different guidelines for each DP type.

The guidelines for different DP's are intended to be used for a variety of different proposals and different sites. Some resolution between overlapping guidelines for different types of DP's may be necessary. For example, the decorative landscaping around a new building may need to include the use of native Okanagan plants to enhance and protect a neighbouring ecosystem, or, the placement of buildings and parking may need to be done in a way that avoids a stream and wetland.

Typically the professionals involved, in consultation with Planning Staff and the applicant, merge the various guidelines into one design for the site. This one design, along with the professional reports required by the guidelines for any of the other DP types, will form the basis of the application.

## Determining DP Application Requirements

### Determine if the particular proposal requires a development permit for form, character and landscaping according to the conditions in the bylaw

Staff can help in interpreting the requirements. There are circumstances, such as for small alterations, where a DP is not required. There are also circumstances for minor construction where there is a reduced application fee.

### Review the Guidelines for the development permit in the Appendixes

There may be more than one set of guidelines to be considered. The guidelines for this DP, along with the guidelines for any other required DP's, will form the foundation for evaluating the application.

### Review the guidelines and development concepts with staff prior to producing final drawings

Staff can help in understanding the guidelines and how they apply to a particular proposal. Preliminary discussions will help to avoid delays and multiple revisions to drawings.

### Review completed application with staff and submit for formal consideration