

# DEVELOPING PROPERTY



DEPARTMENT OF  
COMMUNITY PLANNING  
AND BUILDING

## IS YOUR PROPERTY SUITABLE FOR DEVELOPMENT?

Some sites are easier to develop than others. Site specific conditions, such as flood risk or steep slopes, may result in different regulations applying to your property. Provincial legislation or City policy may require public consultation for some developments. We recommend you consider whether the proposed development is suitable for the property and compatible with surrounding land uses.

## SHOULD I HIRE CONSULTANTS TO PREPARE MY APPLICATION?

Depending on the complexity of the application and your own experience in development, you may find it helpful to hire professionals to assist with aspects of your project or to manage the project for you. Where several groups are working on your project, coordination is essential. In these cases, we recommend that coordination is handled by one person for optimum efficiency and communication.

## UNDERSTANDING THE PROCESS

Local governments in BC operate within the legislative confines of the *Local Government Act*, the *Community Charter*, and other key provincial statutes. However, each jurisdiction maintains its own bylaws and application processes. The following are key planning processes in the City of Parksville:

- Subdivision
- Rezoning/zoning amendments
- Official Community Plan amendments
- Development Permits
- Development Variance Permits

Projects may undergo different processes depending on a variety of factors and they may require several of the above processes. Please discuss your ideas with City staff before you invest a lot of time and effort.

## PRE-APPLICATION RESEARCH

Before purchasing property, planning a project, or applying for approvals, you should gather some basic information, including, but not limited to, the following:

- Current zoning and Official Community Plan designations for the property;
- Site conditions, such as lot size, topography, drainage, soil types, hazards, etc.;
- History of the property and surrounding properties;
- Permit fees and development costs;
- Availability of services (water, sanitary sewer, storm water, etc.)  
Contact the Engineering Department for information: (250) 951-2484;
- Legal notations on the State of Title Certificate;
- Provincial or federal regulations pertaining to the property, if applicable.

## APPROVALS PROCESS

Your project may require several approvals to proceed. In some cases, there may be sequencing requirements you need to consider (i.e. first the rezoning stage, then the development permit stage, then the building permit stage).

We advise that applicants obtain information to support all or many of the approvals at an early stage. For example, professional reports done to support a rezoning application may also be used for a subsequent development permit or building permit application.

## PRE-APPLICATION MEETING

Please consult with planning department staff before investing time and money into a project. We can arrange a pre-application meeting with you to go over the specifics of the approvals process and what items may be required as part of your application(s).

### Photo Captions

Cover photo: *The site plan line drawing of the former Bank of Australasia.* Public domain.

*Information is for convenience only. Contact department staff to discuss current and applicable bylaws*



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