

The purpose of this bulletin is to inform the reader of the purpose and process followed in considering Development Permit Exemption Applications.

Any disturbance of land is subject to the Development Permit Areas guidelines set out by the Official Community Plan (OCP) unless otherwise exempt. Disturbance of land includes but is not limited to: construction of garages, shops, residential additions, sheds, accessory suites, and tree removal.

Please review the [Lake Country GIS Map](#) to determine which Development Permit Areas (DPA) affect your property.

Development within a Development Permit Area will require you to apply for a Development Permit (DP) unless you meet the explicit exemptions outlined in the Official Community Plan. The DP process typically takes between 3-6 months to receive a decision. The application fee will be between \$780.00 and \$1480.00 and other additional fees may be required ([2021 Planning Fees](#)).

The Official Community Plan also provides the option where there are unique circumstances to be considered for an exemption even though your proposed development does not meet the exemption criteria in the OCP. You may apply for an [Exemption Application](#). If an Exemption is granted, you will avoid the Development Permit process. An Exemption application typically takes 1-2 weeks to review. The Director of Planning & Development has the authority to approve or deny Exemptions. Simply applying for an Exemption application does not guarantee it will be granted.

Section 21.3 of the [Official Community Plan](#) outlines the exemption clauses for each Development Permit Area. Please review these clauses when writing the rationale for your Exemption Application. Please also review the [Planning and Development Application Checklist](#) for required documentation for each type of application. Staff will **not** accept any applications that are incomplete.

If your Exemption request is not granted you will be required to apply for a [Development Permit Application](#) to continue with your proposal prior to any application for Building Permit.

In addition to a Development Permit or Exemption Application you will be required to apply for an [Access Permit](#), a tool staff use to ensure your current or newly proposed driveway meets the minimum standards of the [Highway Access and Driveway Regulation Bylaw](#). An Access Permit is a **requirement** for all Development Permit and Exemption Applications regardless of the scope of the project. The Access Permit Application must be accompanied by all required documents to be accepted.

Once an Exemption Application or Development Permit is granted or issued you may proceed with a [Building Permit Application](#).

For more information please contact the Planning and Development Department at 250-766-6674.

Please note: Bulletins are prepared to provide convenient information for customers and should not be considered a replacement for reviewing the bylaw or associated legal documents. If there is any contradiction between this guide and relevant municipal bylaws and/or applicable codes, please refer to the bylaws and/or codes for legal authority.