

Process for Environmentally Sensitive and Hazardous Development Permit Areas

1. The applicant reviews the [City's mapping system](#) or contacts the Planning Department to determine if the proposed development is within a Development Permit Area. Please refer to the FAQ: Environmentally Sensitive and Hazardous Areas Development Permits on our [website](#) for details on the types of Development Permit Areas.
2. If a property is within a Development Permit Area, the applicant submits an application along with a site investigation report prepared by a professional engineer, forester, biologist, or hydrologist, depending on the nature of the project along with other relevant information (i.e. site plan). Application forms and fee schedules are available on our [website](#).
 - For those Development Permit applications that also require a Form and Character Development Permit, please refer to the Guide for Preparing Form and Character Development Permits on our [website](#). Only one application is required for a joint DP.
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 Transportation and Infrastructure (as necessary)
 - h. Ministry of Environment and Climate Change (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 the proposal during the processing of an application.

PLEASE NOTE: Development Permits that meet the Development Permit Guidelines set out in the Zoning Bylaw and do not require variances that are not supported by 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 the Development Permit, must be provided prior to issuance of a building permit or subdivision approval, as appropriate.

Depending on the complexity of the project and/or staff workloads, the Development Permit process requires approximately **4-6 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 Servicing 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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