



## Town of Regina Beach Development Application

### Development Permit vs Building Permit

Development permits relate to community planning; specifically, what can and cannot be done on or to a property. Regulations for development are found in our Zoning Bylaw (ZB) and Official Community Plan Bylaw (OCP). The ZB and OCP are regulated by The Planning and Development Act, 2007.

Building Permits relate to the construction of structures and the regulations are found in our Building Bylaw. The Building Bylaw is regulated by The Construction Code Act, including The National Building Code. The Town of Regina Beach contracts Professional Building Inspections, Inc. (PBI).

No person shall undertake a development or commence a use unless a development permit has first been obtained, where required. A development permit cannot be issued in contravention of any of the provision of the Zoning Bylaw.

Development: The carrying out of any building, engineering, mining, or operations in, on, or over land, or making of any material change in the use or intensity of use of any building, or land, and shall include, but not be limited to, excavating, filling, grading or drainage of land.

### Development Application

A development application is required for all development except as listed in section 3.7 of the zoning bylaw.

### Zoning Bylaw 11/2021

The applicant/developer is responsible to review the zoning bylaw regarding the proposed development.

The zoning bylaw includes the regulatory information such as what is permitted, required setbacks, etc. Information Guides are available for quick reference purposes.

Please do not hesitate to contact our office to discuss your proposed development and any questions you may have. Applicants may request a meeting to discuss the proposal prior to application submission.

### Submitting Your Development Application

Please submit your application package to the town office. You may submit your application package via email to: [rbtax@reginabeach.ca](mailto:rbtax@reginabeach.ca)

Application Package must include:

- Application Fee(s)
- Development Permit Application
- Applicable Development Form(s)
- Required Documents as indicated on Development Form

Once the full application package is received the review process begins. All development must meet the requirements of the Zoning Bylaw and Official Community Plan. Please allow 2-4 weeks for the review process. Please note more complex applications may require additional time for review.

*Please visit our Planning & Development page on our website at [www.reginabeach.ca](http://www.reginabeach.ca)*

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### Development Application Process

#### Permitted Use Application Process

##### Once complete application received:

- Application is reviewed for the following:
  - Location, zoning and the surrounding land uses
  - Parcel size and compliance with the minimum requirements for the zoning district and the proposed use
  - Adherence to setback and building size requirements in the bylaw
  - Compliance with other general bylaw regulations, policies or planning recommendations
  - Other factors required to determine the suitability for the site for the intended use

##### Expected Timeframe for Permitted Use Process: 2-4+ weeks

Timeline starts upon receipt of complete application and may very dependent upon complexity of application.

#### Discretionary Use Application Process

A discretionary use must be approved by Council prior to a development permit being issued.

The application should include as much information as possible to assist in making an informed decision

##### Once complete application received:

- Application is reviewed for the following:
  - Location, zoning and the surrounding land uses
  - Parcel size and compliance with the minimum requirements for the zoning district and the proposed use
  - Adherence to setback and building size requirements in the bylaw
  - Compliance with other general bylaw regulations, policies or planning recommendations
  - Other factors required to determine the suitability for the site for the intended use

##### If proposed development complies:

- Council is advised of the application. Council may decide to refer the application to whichever government agencies or interested groups, as Council may consider appropriate. Council also may require the application to be reviewed by planning, engineering, legal or other professionals, with the cost of this review to be borne by the applicant. Any cost will be invoiced.

##### If additional review or referral requested by Council:

Administration will send the application for review or referral, as applicable.

Note: If additional review or referrals are made this will extend the expected timeline.

##### If no additional review or referral requested by Council OR when additional review and referral received:

##### Public Notice

- Council meeting date is set for Council consideration of application.
- Public Notice posted at the entrance to the property in question and mailed to the assessed owner of each abutting property and each assessed owner of property within a minimum radius of 75 meter – cost is of the applicant. Any cost will be invoiced.

##### Council Meeting for Application Consideration

- Applicants are strongly encouraged to attend the Council meeting to speak to the proposed development and answer any questions.
- Council approves or rejects the application with or without development standards or conditions. Applicant is advised of Council's decision
- If approved by Council, Development Permit is issued and then the next steps as needed, such as Move Application & Building Application can be completed. If rejected by Council - no further action.

##### Expected Timeframe for Discretionary Use Process: approximately 6 – 8+ weeks

Timeline starts upon receipt of complete application and may vary depending upon the complexity of the application and if additional referrals and/or reviews are requested by Council.

This information is intended as a guide only. Each application is unique. The Town looks forward to working together with you through this process.