

Development Permit Process



Prior to Submitting an Application

© Determine Application Requirements:

- (1) See the Development Permit Application form or the City of Nanaimo's website (www.nanaimo.ca) for base requirements.
- (2) Book a pre-application meeting with Staff to determine additional items required.
- (3) Book a site meeting with appropriate consultants in attendance. ***A coordinated design team is important***

© Prepare application requirements and/or hire the appropriate professional(s) for the necessary information

1

Submit Application

- Ensure all requirements are provided. Incomplete applications will be returned to applicant

Process Begins

2

Design Advisory Panel Meeting (DAP)

- Presentation to committee by owner (or representative), architect, landscape architect
- Recommendation from committee
- Written response to committee recommendation required

Weeks 1 - 2

3

Comprehensive Review

- Referrals sent to internal City departments and external agencies
- Correspondence with applicant re: outcome of comprehensive review
- Submission of revised plans and additional documents if necessary
- Staff's position formalized

Weeks 1 - 4

4a

Council (Major Variances)

- Report formalizing Staff's recommendations goes to Council for approval

Weeks 5 - 8

4b

Posting (No Variances / Minor Variances)

- Project Summary prepared and "posted" for Council's review and approval by General Manager

Weeks 5 - 8

5

Development Permit & Registration

- Upon approval, a Development Permit is prepared and forwarded to applicant/owner
- Notice of Permit is forwarded to the Land Title and Survey Authority of BC for registration on title

Additional Information

Once approved, a Development Permit is valid for two years. If the project has not been substantially started within two years and an extension is required, a new application must be submitted, along with an application fee and a written rationale indicating the reasons for the extension.

If the project has been substantially started and the building process requires no amendments, the original Development Permit is in effect until the project is completed.