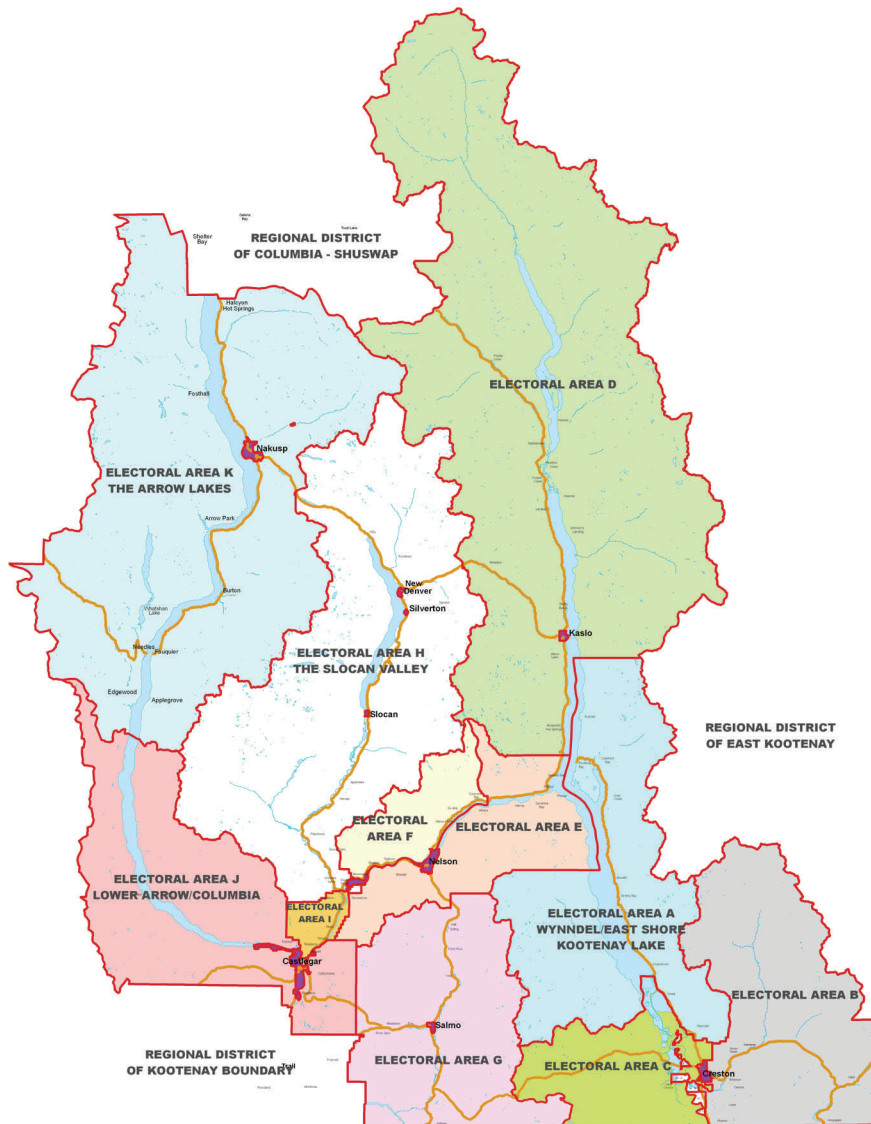




# INFORMATION ON LAND DEVELOPMENT



This pamphlet is intended to assist the general public to find answers to questions on the development of land in **RURAL AREAS** of the Regional District of Central Kootenay.

## Where should a person go to:

- ⇒ APPLY FOR a subdivision?
- ⇒ APPLY FOR a building permit?
- ⇒ OBTAIN APPROVAL for installation of a manufactured home?
- ⇒ OBTAIN APPROVAL for a septic tank?
- ⇒ FIND OUT if a land parcel is in the Agricultural Land Reserve?
- ⇒ FIND OUT if a land parcel is in the Forest Land Reserve?
- ⇒ FIND OUT if a land parcel is in a flood hazard area?
- ⇒ FIND OUT zoning or other planning information?
- ⇒ FIND OUT who owns a property?
- ⇒ APPLY FOR Crown Land?

This pamphlet will assist you to contact the appropriate government office to obtain the information you require.

## Legal Description

TO OBTAIN MOST PERMITS you will need to know the Legal Description of your property. The Legal Description consists of...

- ◆ the Lot Number
- ◆ the Plan Number, and
- ◆ the District Lot Number.

This information can be found on your PROPERTY TAX NOTICE or ASSESSMENT NOTICE.

IF YOU WANT TO KNOW the legal description of a property and you know who owns the property, contact the B.C. ASSESSMENT AUTHORITY.

IF YOU WANT TO KNOW the legal description of a property and you **do not** know who owns the property, visit the REGIONAL DISTRICT PLANNING DEPARTMENT and try to locate the property on a Cadastral map.

TO OBTAIN MOST PERMITS YOU WILL ALSO NEED to be in possession of a recent copy of the Certificate of Title for the property(ies) under application, dated within 30 days of the date of application. This can be obtained from the Government Agent's Office or from the Regional District of Central Kootenay.

## Land Ownership

IF YOU WANT TO KNOW who owns a property and you have a legal description, contact the LAND TITLE OFFICE or the BC ASSESSMENT AUTHORITY. Nominal fees are charged for this information.



## Maps and Plans

IF YOU WANT A MAP OF YOUR PROPERTY, a Cadastral map showing subdivided lots (drawn to scale without dimensions) can be obtained from the REGIONAL DISTRICT PLANNING DEPARTMENT. Costs vary depending on map size.

A copy of a registered survey plan of your own lot with dimensions can be obtained from the LAND TITLE OFFICE. The REGIONAL DISTRICT PLANNING DEPARTMENT can, in most instances, make a copy from microfiche records of a portion of the survey plan.

### Costs:

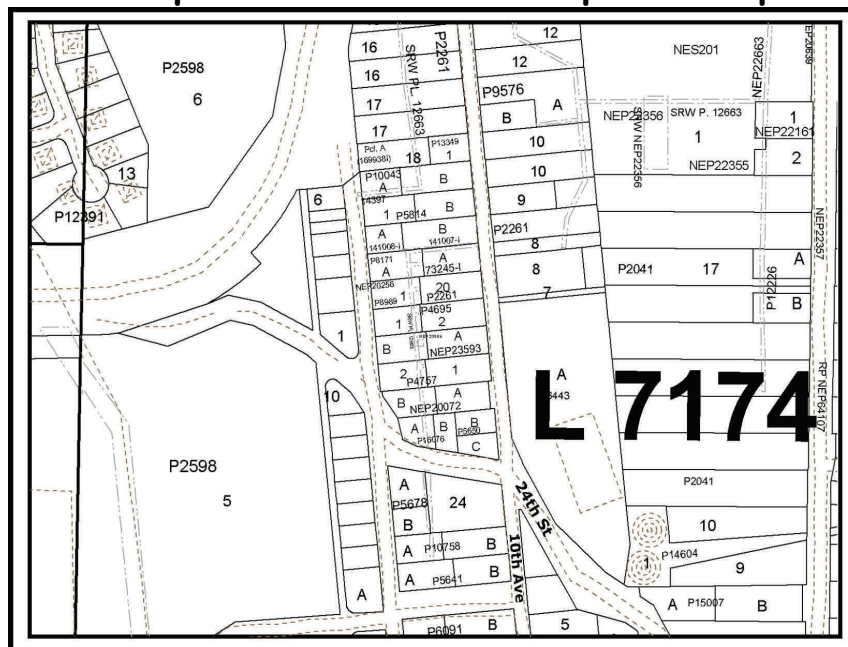
PIMS Parcel Report	\$ 25.00*
PIMS Map	\$ 25.00*
Survey Plan	\$ 25.00*
1:5000 or 1:10000 Cadastre Composite	\$ 25.00
Zoning & OCP Bylaw Maps	\$ 25.00
Contour Map	\$ 25.00
Digital Data (\$150 minimum)	\$ 150.00/mb
Special Order Mapping (\$75 minimum) plus \$25 per map sheet for any large format maps	\$ 75.00/hr
Fax Surcharge	\$ 5.00
Map Envelope—9 x 12 or larger or Map Tube *8.5 x 11 or 11 x 17 Pages	\$ 5.00



All Emailed & faxed documents require an account with the Regional District of Central Kootenay.

All prices are subject to applicable taxes.

### Example of a Cadastre Composite Map



## Planning



THE PLANNING DEPARTMENT of the Regional District is presently preparing or updating Official Community Plans and Zoning Bylaws in some areas. You are advised to contact this Department for any information relating to these projects. Planning policy, as developed by the Regional District Board, could have an impact on your development proposal.

Copies of current bylaws are available from the Regional District office for \$5.00 plus GST, or may be downloaded free of charge from our website.

## Building Permits

- ⇒ IF YOU ARE BUILDING OR ALTERING A STRUCTURE in a rural area or unincorporated community, contact the BUILDING DEPARTMENT at the Regional District Office in Nelson, or the Regional District Building Officials in Creston or Nakusp for a BUILDING PERMIT. Incomplete or inadequate building and site plans will result in unnecessary delays for the applicant. The Regional District Board has established as a policy that:



In a rural area or unincorporated community, your Building Permit will not be approved until you have obtained a HIGHWAY ACCESS PERMIT from the Ministry of Transportation, if applicable and a SEWAGE DISPOSAL PERMIT from the Health Authority.

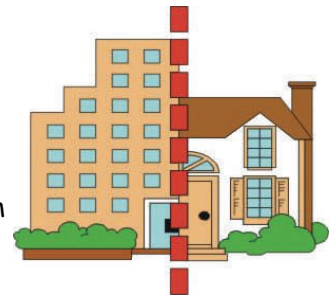
- ⇒ The HEALTH AUTHORITY can provide you with information on how to do a percolation test. A percolation test is a check to determine the drainage capacity of the soil.
- ⇒ The local ELECTRICAL, BOILER and GAS INSPECTORS should approve your electrical and gas installations, and they can be contacted at the addresses listed in this brochure.
- ⇒ WOOD HEATING INSTALLATIONS require a BUILDING PERMIT from the Regional District Building Department before installation.
- ⇒ IF YOU ARE MOVING OR INSTALLING A MANUFACTURED HOME in a rural area or unincorporated community, obtain a RELOCATE PERMIT from the GOVERNMENT AGENT and a BUILDING PERMIT from the Regional District Building Department before the move or installation.
- ⇒ IF YOU ARE MOVING A BUILDING ALONG A PUBLIC ROAD, obtain a MOVING PERMIT from the GOVERNMENT AGENT before moving the building.

**NO CONSTRUCTION SHOULD BE UNDERTAKEN  
UNTIL THE PROPER PERMITS ARE OBTAINED.**

Please refer to the Regional District of Central Kootenay brochure entitled "Building/Plumbing Permit Application Requirements" for further information.

## Subdivision Approval

- ⇒ BEFORE SPENDING TIME AND MONEY on an application for subdivision, check with the REGIONAL DISTRICT PLANNING DEPARTMENT to determine if the land is: in the Agricultural Land Reserve; in the Forest Land Reserve; or regulated by bylaws such as zoning, rural land use, subdivision, mobile home park or official community plans.
- ⇒ APPLICATIONS TO SUBDIVIDE LAND are made at the MINISTRY OF TRANSPORTATION DISTRICT OFFICE serving the area where the property is located. The Ministry of Transportation will send a copy of your proposal to several other government agencies for comment. Be prepared to wait. A decision could take several months and even longer if the land is within the Agricultural Land Reserve or the Forest Land Reserve, or if Regional District plan amendment or zoning amendment is required.
- ⇒ YOU WILL REQUIRE A PRELIMINARY SKETCH PLAN of your proposed subdivision. Please refer to the Regional District of Central Kootenay brochure entitled "Subdivision Application Requirements" for further details.
- ⇒ DURING THE SUBDIVISION APPROVAL PROCESS, the subdivision application will be referred to the HEALTH AUTHORITY by the Ministry of Transportation Subdivision Approving Officer for comment regarding the quality of drinking water and to ensure that the land is capable of sewage disposal if no community sewage system serves the property.
- ⇒ PRIOR TO FINAL APPROVAL of a plan of subdivision, the Ministry of Transportation requires proof that the property taxes have been paid on a form available from the GOVERNMENT AGENT'S OFFICE serving your area.



Please refer to the Regional District of Central Kootenay brochures entitled "Subdivision Application Requirements" and "Zoning Amendment Procedures" for further information.

## Agricultural Land Reserve

- ⇒ THE PLANNING DEPARTMENT of the Regional District can tell you if your land is within the Agricultural Land Reserve.
- ⇒ IF THE LAND IS WITHIN THE AGRICULTURAL LAND RESERVE (ALR), you cannot subdivide, use the land for any use other than farming, or have more than one single family dwelling unit on each lot unless specifically allowed by the ALR Act or you have received permission from the PROVINCIAL AGRICULTURAL LAND COMMISSION (ALC) in Burnaby.
- ⇒ Applications to the AGRICULTURAL LAND COMMISSION to remove land from the ALR, to subdivide land within the ALR, or to use ALR land for non-farm purposes, are made through the REGIONAL DISTRICT PLANNING DEPARTMENT. Assistance is available to ensure a complete application.



Be prepared to wait from two to several months before a decision to approve or reject your application is made by the Agricultural Land Commission.

For more information visit the ALC website at: [www.alc.gov.bc.ca](http://www.alc.gov.bc.ca)

## Zoning and Other Bylaws

- ⇒ ZONING BYLAWS regulate the types and locations of land uses in order to protect areas from conflicting influences. If the parcel is located outside a Municipal boundary, contact the PLANNING DEPARTMENT of the Regional District to determine if the land is zoned, and if it is, the types of uses permitted, number of dwellings, setbacks, floodplain requirements and other regulations.



## Zoning Amendments

- ⇒ IF YOUR PROPOSAL DOES NOT CONFORM to Regional District zoning, you may make application for changing the zoning at the PLANNING DEPARTMENT office of the Regional District. Be prepared to wait 4 to 6 months for a final decision of approval or rejection on your rezoning application. A rezoning requires a public hearing and approval from the Regional District Board, the Ministry of Transportation if the property is near a controlled access highway, and from the Ministry of Community Services in Victoria when no official community plan is in effect.

Please refer to the Regional District of Central Kootenay brochure entitled "Zoning Amendment Procedures" for further information.

## Variances

- ⇒ TO OBTAIN A MINOR RELAXATION from a Land Use Bylaw on items such as the siting, shape or size of a building, application can be made to the Regional District Office.

## Water



SOME RURAL AREAS are incorporated as IMPROVEMENT DISTRICTS or IRRIGATION DISTRICTS which have bylaws dealing with subdivision and water supply. Other areas are served by private water utilities, water users' communities, or Regional District owned systems. Contact LAND AND WATER BRITISH COLUMBIA INC., to determine if your property lies within an area serviced by a community water system.

- ⇒ WATER LICENSES are required to divert water, or construct, maintain and operate a water works. An Approval is needed to alter a stream, channel or shoreline. Contact LAND AND WATER BRITISH COLUMBIA INC. for these permits. Also check with Land and Water British Columbia Inc. to determine if the existing water licenses are in good standing or if all of the water has been committed to other licenses.
- ⇒ Some properties may have had RESTRICTIVE COVENANTS placed on their titles restricting development in areas subject to flooding. Contact the LAND TITLE OFFICE to obtain copies of these restrictions.

## Crown Lands

- ⇒ INTEGRATED LAND MANAGEMENT BUREAU can inform you regarding procedures to be followed to obtain Crown Land and the terms/conditions under which it can be leased or purchased.

## Government Agent

⇒ The GOVERNMENT AGENT responsibilities include the sale of Provincial Government Acts, topographic maps, air photos, electrical permits and code books, gas /propane permits, manufactured home transport permits, Queen's Printer (Government) publications, fishing/ hunting licenses, drivers' licenses and renewals, dog licenses for rural areas; accepting payments for Crown Land leases and water license rentals; providing small business information, and rural property tax and assessment information; recording of mineral and placer claims, sale of Free Miner's certificates, mineral claim tags and maps, and all other duties associated with the function of Gold Commissioner and collection of property taxes for rural areas.



## Application Fees:

**Application to Board of Variance**.....\$500.00

To obtain a minor relaxation or variance from a zoning bylaw on hardship items which could include the siting, shape or size of a building.

If Board of Variance application is withdrawn prior to proceeding to the Regional District Board or to the Board of Variance for consideration .....\$250.00 refund

**Temporary Commercial or Temporary Industrial Use Permit** .....\$1000.00

If application is withdrawn by the applicant, or is denied by the Regional District Board prior to the Regional District incurring expenses towards public notifications of an information meeting or a public hearing .....\$500.00 refund

**Renewal of Temporary Commercial or Temporary Industrial Use Permit** .....\$550.00

### Agricultural Land Commission

To subdivide property within the Reserve or use the property for non-farm purposes .....\$600.00

To have the property excluded from the Reserve .....\$600.00

To Place or Remove Soil under the Agricultural Land Commission Act.....\$600.00

### Soil Removal Permit pursuant to Soil Removal & Deposit Permit Bylaw 1183

In Electoral Areas I and J .....\$300.00

If the permit application is refused .....\$150.00 refund



## **CONTACT ADDRESSES:**

### **INTERIOR HEALTH AUTHORITY**

<http://www.interiorhealth.ca/default.htm>

#### **CASTLEGAR HEALTH UNIT**

813—10th Street  
CASTLEGAR BC V1N 2H7  
Phone: 250-365-4300 Fax: 250-365-4303

(Krestova, Pass Creek, Brilliant, Thrums,  
Ootischenia, Playmor, Raspberry, Robson, Deer  
Park, Blueberry Creek, Glade, Tarrys, Salmo to  
Nelway, Erie, Meadows & Ross Spur)

#### **NELSON HEALTH UNIT**

2nd Floor—333 Victoria Street  
NELSON BC V1L 4K3  
Phone: 250-505-7200 Fax: 250-505-7211

(Halcyon, Lardeau River Valley, Duncan Lake to  
Balfour, Proctor/Harrop, West Arm Kootenay  
Lake, Slocan Valley, Roseberry, Hills & Brouse)  
(Edgewood is out of the Vernon Office)

#### **CRESTON HEALTH UNIT**

Box 1370, 531—16th Avenue South  
CRESTON BC V0B 1G0  
Phone: 250-428-3602 Fax: 250-428-3649

(Creston Valley, Erickson, Kitchener, Yahk,  
Kingsgate, Wynndel to Riondel)

#### **B.C. ASSESSMENT AUTHORITY**

502 Victoria Street  
NELSON BC V1L 4K8  
Phone: 250-352-5581 Fax: 250-352-5531

#### **GOVERNMENT AGENT**

310 Ward Street  
NELSON BC V1L 5S4  
Phone: 250-354-6104 Fax: 250-354-6102

1050 Eldorado Street  
TRAIL BC V1R 3V7  
Phone: 250-364-0591 Fax: 250-364-0561

Box 128, 204—6th Ave., N.W.,  
NAKUSP BC V0G 1R0  
Phone: 250-265-4865 Fax: 250-265-3117

Box 580, A Avenue & 4th Street  
KASLO BC V0G 1M0  
Phone: 250-353-2219 Fax: 250-353-2316

100 Cranbrook Street North  
CRANBROOK BC V1C 3P9  
Phone: 250-426-1211 Fax: 250-426-1253

Box 1190, 1404 Canyon Street  
CRESTON BC V0B 1G0  
Phone: -250-428-3211 Fax: 250-428-3212

### **MINISTRY OF TRANSPORTATION**

[www.gov.bc.ca/trans](http://www.gov.bc.ca/trans)

#### **WEST KOOTENAY DISTRICT OFFICE**

4th Floor, 310 Ward Street  
NELSON BC V1L 5S4  
Phone: 250-354-6400 Fax: 250-354-6547  
Toll Free: 1-800-665-2515

#### **GRAND FORKS AREA OFFICE**

P O Box 850, 7290 2nd Street  
GRAND FORKS BC V0H 1H0  
Phone: 250-442-4384 Fax: 250-442-4317  
Toll Free: 1-800-665-2699

#### **ROCKY MOUNTAIN DISTRICT OFFICE**

129—10th Avenue South  
CRANBROOK BC V1C 2N1  
Phone: 250-426-1500 Fax: 250-426-1523  
Toll Free: 1-888-613-9993

(Yahk, Kingsgate)

#### **LAND TITLE OFFICE**

114 — 455 Columbia Street  
KAMLOOPS BC V2C 6K4  
Phone: 250-828-4455

⇒ Please note that Title Searches can be obtained  
through your local Government Agent's Office



**OTHER AGENCIES:**

**INTEGRATED LAND MANAGEMENT BUREAU**

**For Crown Land and Water Resource Enquiries:-**

1902 Theatre Road  
CRANBROOK BC V1C 7G1  
Reception Phone: 250-426-1766  
Water Allocation: 250-426-1776  
Fax: 250-426-1767  
<http://ilmbwww.gov.bc.ca>

**MINISTRY OF AGRICULTURE & LANDS**

Room 200, 42-8th Ave., S.,  
CRANBROOK BC V1C 2K3  
Phone: 250-426-1535 Fax: 250-426-1546  
[www.gov.bc.ca/agf](http://www.gov.bc.ca/agf)

**MINISTRY OF ENVIRONMENT**

Suite 401, 333 Victoria Street  
NELSON BC V1L 4K3  
Phone: 250-354-6333 Fax: 250-354-6332  
[www.gov.bc.ca/env](http://www.gov.bc.ca/env)

**MINISTRY OF ENERGY, MINES & PETROLEUM RESOURCES**

2nd Floor, 42-8th Ave., S  
CRANBROOK BC V1C 2K3  
Phone: 250-426-1658 Fax: 250-426-1652

**PROVINCIAL AGRICULTURAL LAND COMMISSION**

Rm 133, 4940 Canada Way,  
BURNABY BC V5G 4K6  
Phone: 604-660-7000 Fax: 604-660-7033  
[www.alc.gov.bc.ca](http://www.alc.gov.bc.ca)

***Questions?***



Telephone Number: (250) 352-8165 or 1-800-268-7325



Fax Number: (250) 352-9300



Web Site: [www.rdck.bc.ca](http://www.rdck.bc.ca)



E-Mail: [plandept@rdck.bc.ca](mailto:plandept@rdck.bc.ca) (Planning) or  
[rdck@rdck.bc.ca](mailto:rdck@rdck.bc.ca)



Address: Regional District of Central Kootenay  
Box 590, 202 Lakeside Drive  
NELSON BC V1L 5R4



Office Hours: 8:30 a.m. to 4:30 p.m., Monday to  
Friday, Except Statutory Holidays