

## Planning and Development Services FAQ

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### **I would like to know the land use history of my property; how do I request a property information letter?**

Village Staff can prepare a letter on land use items such as the zoning and building permit records for property owners, law firms or real estate agents wanting to know the status of a property. There is a \$50 fee for residential properties, and \$75 for other properties, for this service.

[Property Information Request Form](#)

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### **How do I find a map or aerial photo of my property?**

Zoning, Official Community Plan, Development Permit Area and Floodplain mapping can be found on the Village of Telkwa [Planning and Development](#) web page.

The Regional District of Fraser Fort George provides a mapping framework called [Property Map](#) where you can access mapping data for the Village of Telkwa.

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## Building Permits

### Do I need a Building Permit?

A building Permit is required for the following:

- Construction, altering or repairing a building greater than 10 m<sup>2</sup> (107 ft<sup>2</sup>)
- Fireplace, wood stove and chimney installations
- Plumbing works
- Remodeling or construction of a deck
- Moving a building
- Demolition of a building

### How do I apply for a Building Permit?

A building permit application, fee, recent certificate of title and drawings can be submitted to the Village of Telkwa office. The Regional District of Bulkley Nechako provided building inspection service for the Village.

[Building Permit Application](#)

[Village of Telkwa Building Permit Application Guide](#)

[RDBN Building Permit Application Guide](#)

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## Subdivision

### When is a subdivision application required?

A subdivision application is required for subdivision including:

- Property line adjustment
- Creating a new parcel
- Creating bareland strata parcels
- Converting a previously occupied multi-unit development to strata title ownership

### What is the subdivision process?

A subdivision application and fee are required, the application will be considered in conjunction with the [Subdivision and Development Servicing Bylaw](#), Zoning Bylaw and Official Community Plan and also referred to external agencies. The Approving Officer will provide a Preliminary Layout Review and ultimately subdivision approval.

[Subdivision Guide](#)

### How do I apply for a subdivision?

Subdivision Application

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## **NEW WATER SERVICE**

### **What is the process to add a new water or sewer service connection for a subdivision or new building? Is there a fee for this?**

New water connections are regulated by the [Village of Telkwa Rates, Regulations and Connections Bylaw No. 564, 2006](#).

New sewer connections are regulated by the [Village of Telkwa Sewer Rates, Regulations and Connections Bylaw No. 556, 2004](#).

An application is required for a new service, including approval of the work and inspection prior to backfill. The application and inspection fee is \$100 plus the cost of the service installation.

[New Water Service Application](#)

[New Sewer Service Application](#)

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## **Official Community Plan**

### **What is an OCP?**

An Official Community Plan (OCP) is the principal planning document for a community. The OCP guides decisions on future growth and development including, but not limited to desired future locations of land uses such as residential, commercial, industrial, parks and utilities.

### **When is an OCP Amendment Required?**

If a rezoning application varies from the planning and land use designations set out in the OCP. If an amendment is required to the OCP, the OCP and zoning amendments can be made together as one process.

[Official Community Plan Bylaw](#)

## Development Permit

### What is a Development Permit?

A Development Permit is a land use permit used by local governments to review proposed developments to ensure they meet the policies and objectives of the Official Community Plan.

### Is my property in a Development Permit Area?

There are two Development Permit Areas:

- Tyhee Gateway Centre
- Old Town Centre.

[Development Permit Area Map](#)

### How do I apply for a Development Permit?

[Development Permit Application](#)

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## Zoning

### What is Zoning?

Zoning regulates land use for residential and commercial properties. Zoning indicates land use, density, lot coverage, lot size, setback requirements, building size and height, parking and landscaping, home businesses, fence height, accessory buildings, etc.

[Village of Telkwa Zoning Bylaw](#)

### What is my property zoned?

You can find your zoning on the Zoning Bylaw Map or ask Village of Telkwa Staff for assistance in determining the zone and permitted uses.

[Zoning Map](#)

### When is Rezoning necessary?

If the existing zone does not permit the proposed use or density, then it is necessary to apply for a rezoning. A rezoning cannot be approved if it is contrary to the guidelines set out in the Village of Telkwa Official Community Plan.

## Development Variance Permit

### What is a Development Variance Permit?

If the proposed development does not conform to the Zoning Bylaw regulations (setbacks, height, etc.) you can apply to vary the regulation. You cannot vary the use or density.

### What is the Development Variance Permit Process?

An application and fee is required, neighbours are notified and the Village Council will make the decision to issue the permit.

[Development Variance Permit Guide](#)

### How do I apply for a Development Variance Permit?

[Development Variance Permit Application](#)

## Board of Variance

### What is the Board of Variance? Is it different from a Development Variance Permit?

The Board of Variance is an independent body which consists of three people appointed by Council. The Board considers and makes decisions on minor variances regarding the siting, size and dimensions of buildings.

The Board's authority is limited to consider whether or not compliance with the Zoning Bylaw will cause an "undue hardship".

[Board of Variance Guide](#)

[Board of Variance Application](#)

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## Floodplain

### What is a floodplain?

A floodplain is a lowland area which by reasons of land elevation, is susceptible to flooding from an adjoining watercourse. The Village of Telkwa, designated certain land as floodplain and has established **flood construction levels** and **floodplain setback** requirements in relation to those areas through the Village of Telkwa Floodplain Management Bylaw No. 709, 2020.

[Floodplain Bylaw](#)

### **Is my property affected? Is my property within the floodplain?**

You can determine if your property is within the floodplain on the Floodplain Bylaw mapping or ask Village of Telkwa Staff for assistance in determining the flood construction level or floodplain setback.

[Floodplain Maps](#)

### **What kind of development is regulated by the Floodplain Bylaw?**

New dwellings and some additions to existing dwellings, businesses and the storage of any goods damageable by water are required to meet the flood construction levels and floodplain setbacks.

The Floodplain Bylaw does not apply to some additions to existing dwellings, carports, garages and farm buildings. See Section 17 General Exemptions for additional information.

### **Can I apply for an exemption from the flood construction level or floodplain setback?**

In accordance with Section 545 of the Local Government Act the Village of Telkwa Council may exempt a person from the requirement of the floodplain bylaw if it is advisable.

Typically a report from a professional engineer and additional conditions to protect the development of the property from flooding are required. A letter requesting exemption from the requirements of the floodplain bylaw is required.

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## **Contaminated Site Disclosure Statement**

### **What is a Site Disclosure Statement?**

A Site Disclosure Statement is a document that identifies if a property has been used for industrial or commercial purposes and considers the potential that the site may be subject to further investigation for soil contamination.

### **Do I need to submit a Site Disclosure Statement?**

A Building Permit, Subdivision, Zoning Bylaw Amendment or Development Permit cannot be issued without the submission of a **Site Disclosure Statement** completed by the owner as required by the Environmental Management Act.

[Site Disclosure Statement](#)