



Information on Land Development in the RDBN

The Planning Department of the Regional District uses a number of tools to plan the orderly development and use of land. Building Permits, Official Community Plans, the Zoning Bylaws, and other tools are used to effectively achieve community objectives. This brochure will help answer some common questions regarding land development. Contact information for agencies mentioned in this brochure is on page 7.

Official Community Plans

An Official Community Plan (OCP) outlines in general terms the community's vision for the future development and growth of an area. The Regional District Board, staff, and others use the OCP to guide their land use and development decisions, and the manner in which regulations are developed and implemented.

An OCP provides the public with information on how their community may develop so that there is increased certainty regarding future land use in a given area.

Currently, the RDBN has seven different OCPs which cover most of the land within the RDBN. The Planning Department is continually updating the OCPs. Public input is an critically important part of the OCP development process. Community members are encouraged to become involved in the process of determining how their community should develop over time.

Look for notice of an official community plan review in your local newspaper.

Zoning

Zoning regulates the permitted use of land, the density of use, and the size and siting of structures, among other things. Each property is assigned a zone which contains the regulations for the land. It is important that residents understand the zone that applies to property when making decisions regarding use or development.

Variances

A Development Variance Permit (DVP) is a permit that varies a section of the zoning bylaw. The most commonly requested variance is to reduce the setback from a building to a property boundary. Development variance permits cannot be used to vary use, density, or flood-plain specifications.

Applications for a DVP are made to the RDBN.

Zoning Amendments

Rezoning is the process to amend the zone applied to a specific property. A rezoning application is typically made by a property owner when they want to use the land for a use that is not currently permitted in the applicable zone.

When a rezoning application is made to the RDBN the policies in the OCP help evaluate the application. The application is reviewed with consideration of any potential impacts on residents in the immediate area. All zoning changes should be consistent with the policies in the area's OCP, or an amendment to the OCP may be required. The Regional District Board is the approving authority for all applications.

Property Information

Legal Description

The legal description of your property can be found on your property tax notice, assessment notice, or certificate of title. The Planning Department can help you locate your property on a map and identify the legal description.

The Legal Description usually consists of the following

- the Lot Number
- the Plan Number,
- the District Lot Number, or
- the Section and Township Numbers.

Assessment Information

The assessed value of a property is available at BC Assessment. You can search for your property online at www.bccassessment.ca or contact toll free. Contact information is on page 7.

House Numbers

The Regional District has assigned addresses to all rural homes and businesses in the region. The primary purpose of building numbering is to allow emergency service vehicles to find a specific location. If you need an address assigned to your property, please contact the Planning Department.

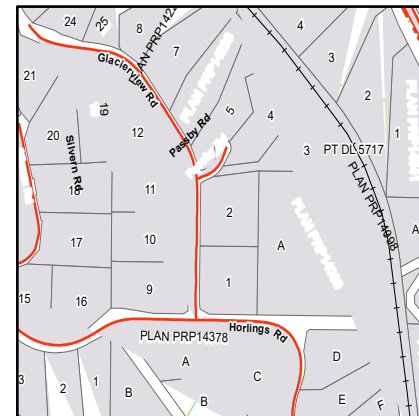


Property Titles and Land Ownership

Certificates of titles are the official record of ownership and also contain important information regarding land such as right-of-ways, easements, covenants, permit notices, etc.

You can obtain a certificate of title for any property online at www.ltsa.ca. When you request a title search you will receive the name and address of the property owner. To search for a title, you will need either the nine-digit Parcel Identifier (PID) number, or legal description associated with the property. The Land Title Office charges a fee for this information.

Property Map



Flooding

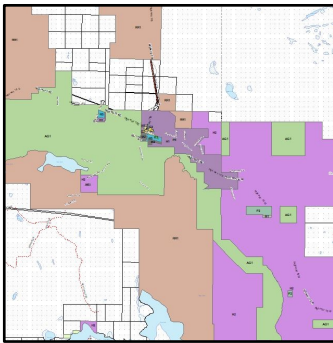
The Regional District has regulations that limit development in areas prone to flooding. These regulations are enforced during the Building Permit approval process.

Some properties may have had covenants placed on their title which controls the use or development of the land in flood prone areas. Contact the Land Titles Office or the LTSA web site to obtain any covenants that may be on title.

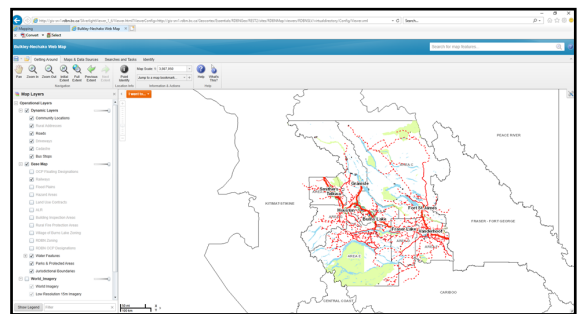
Maps, Survey Plans, and Web Mapping

The Regional District provides a GIS Web Map service to the public. The web application provides information on civic addresses, parcels, boundaries, zoning, ALR and other features such as water bodies and roads within the Regional District. The map is optimized for Internet Explorer and Mozilla Firefox. On first use, you may be asked to download a plug-in for Microsoft Silverlight. The web map can be found at: www.rdbn.bc.ca/planning-department/mapping.

Zoning Map



Mapping Website



Building Permits

Building permits may be required for:

- New Construction
- Additions
- Structural Alterations
- Demolition
- Renovations
- Wood Heating Installation
- Installing a Manufactured Home
- Decks

Building permits may be required for construction in most areas of the RDBN. Prior to building please contact the RDBN to determine if a building permit is required for your project.

It is important that persons considering building a home understand the Provinces Owner Builder Regulations. Building Permit for a new house cannot be approved

Maps showing various other information may be obtained from the Regional District depending upon availability. For further information please contact the planning department

A copy of a registered survey plan with dimensions can be obtained from the Land Title Office. The Planning Department can, in most instances, make a copy of a portion of the survey plan. Costs vary depending on map size.

until you have submitted the necessary paperwork to the Northern Health Authority pursuant to the Sewerage System Regulations. Northern Health can provide you with information on health regulations and the qualifications of the person who must be involved in designing and installing your sewer system.

The local electrical inspector and gas inspectors should be contacted regarding electrical and gas installations. They can be contacted through the government agent.

If you are moving or installing a manufactured home outside of a municipality, obtain a relocate permit from Service BC and a building permit from the RDBN before the move or installation. If you are moving a building along a public road, obtain a moving permit from Service BC..

Please contact an RDBN Building Inspector if you have any questions.

Provincial Government

The Provincial Government is the regulatory authority in a number of areas in regional districts. Subdivision, the ALR, water quality, and sewage disposal are all areas of provincial control. The Ministry of Environment and Department of Fisheries and Oceans should be contacted before any action is taken that could impact fish or fish habitat.

Subdivision Approval

Subdivision is the process of dividing a parcel of land into two or more parcels. The term subdivision is also used for lot line adjustments and consolidation of parcels.

The Ministry of Transportation and Infrastructure is the approving authority for subdivisions in the rural areas. Subdividing is a complex process involving many overlapping interests and regulations.

When the Ministry receives an application to subdivide land, the application is referred to the Regional District. The Planning Department reviews the application to determine whether it meets requirements relating to the zoning bylaw, the Agricultural Land Reserve, floodplain restrictions, minimum road frontage, etc.

Service BC

Service BC is where the public receives information regarding the sale of Crown land, Provincial Government Acts and regulations, topographic maps, air photos, electrical permits and code books, gas/propane permits, manufactured home transport permits, Queen's Printer (Government) publications, accepting payments for Crown Land leases and water license rentals, rural property tax and assessment information, and recording of mineral and placer claims.

Water

All water in British Columbia is owned by the Crown on behalf of the residents of the province. A variety of laws and rules govern water use, protection, conservation and sustainability. The Ministry of Environment works together with the Ministry of Forests, Lands and Natural Resource Operations (FLNR); the Ministry of Health; and other provincial agencies to manage and protect water in B.C.

Most rural properties have an on-site water supply; however, some rural areas are supplied by a community water system. Contact the Ministry of Environment, Water Stewardship Division, to determine if your property lies within an area serviced by a community water system.

Water licenses are required to divert water, or to construct, maintain and operate a waterworks. An approval is needed to alter a stream, channel or shoreline. Contact the Water Stewardship Division for these permits. Also check with the Water Stewardship Division to determine the status of existing water licenses.



Sewage Disposal

All buildings with running water and indoor plumbing need to have a sewage disposal system that is in compliance with the *Sewerage System Regulation*. Every property owner who wants to construct a new on-site sewage disposal system, or alter or repair an existing system, must retain the services of an Authorized Person (AP) who may be a professional engineer or a registered onsite waste water practitioner to design and oversee construction of the system. The Health Authorities no longer approve or issue permits for onsite wastewater treatment and dispersal systems. The Sewerage System Regulation places primary responsibility on owners and the persons who construct onsite wastewater systems.

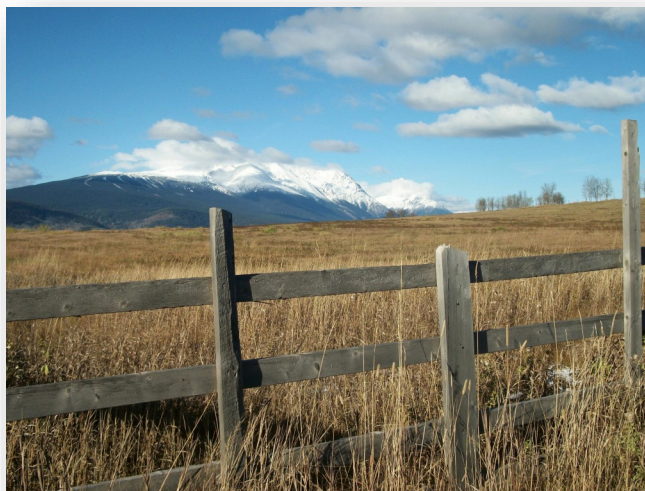
Septic tanks should be inspected every year and may need servicing every two to five years. The servicing schedule depends on the number of people using the system and the volume of daily sewage flow. A properly maintained system will function better and last longer.

If your septic system was installed after May 30, 2005, there should be a maintenance plan for the system. Owners of systems built before 2005 should contact an AP to develop a maintenance plan. For more information about septic system requirements, how to find an AP, or how to search for a sewerage system filing on a property, please contact your local Northern Health - Environmental Health office or visit their website at: www.northernhealth.ca

Agricultural Land Reserve

A large portion of the land within the Regional District is within the Agricultural Land Reserve (ALR). The ALR is a provincial land use zone in which agriculture is recognized as the priority use. Farming uses are protected, and non-agricultural uses are regulated. The ALR takes precedence over, but does not replace other legislation and bylaws that may apply to the land. Local and regional governments, as well as other provincial agencies, are expected to plan in accordance with the provincial policy of preserving agricultural land.

If you wish to subdivide, use your land for non-farm purposes or exclude your land from the ALR, you must submit an application to the Agricultural Land Commission (ALC) and obtain its approval. The RDBN plays a notable role processing these applications for the Province. For further information about the ALR or the application process, please visit the ALC website: www.alc.gov.bc.ca



Contact Information

Northern Health Authority

Smithers Public Health Unit

Bag 5000
3793 Alfred Ave
Smithers, B.C. V0J 2N0
Phone: 250-847-6400
Fax: 250-847-5908
(Houston to Moricetown)

Northern Interior Health Unit

3299 Hospital Rd.
Vanderhoof, B.C. V0J 3A2
Phone: 250-567-6900
Fax: 250-567-6170
(East of Houston to Cluculz Lake, including Burns Lake, Fraser Lake Fort St. James, Francois Lake, Southside)

BC Assessment

Northwest Assessment Office

4545 Lazelle Avenue – Suite 100
Terrace, B.C. V8G 4E1
Phone: 1-800-990-1116
Fax: 250-638-0156

Prince George Assessment Office

1488 Fourth Avenue – Suite 200
Prince George, B.C. V2L 4Y2
Phone: 1-866-825-8322
Fax: 250-562-7211

Land Title Office

www.ltsa.ca
Suite 300 - 88 Sixth Street
New Westminster, BC V3L 5B3
Phone: 1-877-577-5872
Fax: 604-660-4064

Agricultural Land Commission

133, 4940 Canada Way,
Burnaby, BC V5G 4K6
Phone: 604-660-7000
Fax: 604-660-7033

Home Owner Protection Office

Suite 650—4789 Kingsway
Vancouver, BC V5H 0A3
Phone: 604-646-7050
Fax: 604-646-7051
Toll Free: 1-800-407-7757

Service BC

Service BC Smithers

1020 Murray St.; Bag 5000
Smithers, BC V0J 2N0
Phone: 250-847-7207

Service BC Houston

3400 - 11th Street; Bag 2000
Houston, BC V0J 1Z0
Phone: 250-845-5828

Service BC Burns Lake

161 Highway 16
BURNS LAKE, BC V0J 1E0
Phone: 250-692-2528

Service BC Fort St. James

470 Stuart Dr.; Box 1328
Fort St. James, BC V0J 1P0
Phone: 250-996-7585

Service BC Vanderhoof

189 E Stewart St; Box 1459
Vanderhoof, BC V0J 3A0
Phone: 250-567-6301

Ministry of Transportation

Bulkley Stikine District

3726 Alfred Avenue, Bag 5000
Smithers, B.C. V0J 2N0
Phone: 250-847-7403
Fax: 250-847-7219
(Priestly Hill west to Moricetown)

Fort George District

360 – 1011 Fourth Avenue
Prince George, BC V2L 3H9
Phone: 250-565-4410
Fax: 250-565-6820
(Priestly Hill east to Cluculz Lake)

Ministry of Agriculture

Prince George Office

2000 S. Ospika Boulevard
Prince George, BC V2N 4W5
Phone: 1-800-334-3011
(East of Priestly Hill)

Smithers Office

3726 Alfred Ave, Bag 5000
Smithers, BC V0J 2N0
Phone: 250-847-7247
Fax: 250-847-7556

Ministry of Forests, Lands, Natural Resource Operations & Rural Development

Front Counter BC Offices

Smithers

1st Floor, 3726 Alfred Ave, Bag 5000
Smithers, BC V0J 2N0
Phone: 250-847-7356
Fax: 250-847-7556

Prince George

1044 - 5th Avenue
Prince George, BC V2L 4Y2
Phone: 250-565-6779
Fax: 250-565-6941

Burns Lake

185 W Highway 16
Burns Lake, BC V0J 1E0
Phone: 250-692-2200
Fax: 250-692-7461

Fort St. James

2537 Stones Bay Road
Fort St. James, BC V0J 1P0
Phone: 250-996-5200
Fax: 250-996-5290

Vanderhoof

1560 Highway 16 East
Vanderhoof, BC V0J 3A0
Phone: 250-567-6363
Fax: 250-567-6370

Ministry of Environment

Skeena Region

3726 Alfred Avenue, Bag 5000
Smithers, BC V0J 2N0
Phone: 250-847-7334
Fax: 250-847-7556

(Endako west to Moricetown)

Water Stewardship Division Office

Phone: 250-847-7260

Omineca and Peace Region & Water Stewardship Division Office

325 - 1011 Fourth Avenue
Prince George, BC V2L 3H9
Phone: 250-565-6135
Fax: 250-565-6629

(Endako east to Cluculz Lake)

RDBN Planning Department

Office Hours: 8:30 am to 4:30 pm (closed 12:00 pm—1:00pm for lunch)

Phone: (250) 692-3195

Toll Free: 1-800-320-3339

Fax : (250) 692-1220

Website: www.rdbn.bc.ca

Mailing Address

PO Box 820

37 3rd Avenue

BURNS LAKE, BC VOJ 1E0

Staff

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Development Services Clerk:	June Stratchuk	Email:	june.stratchuk@rdbn.bc.ca
Planning Technician:	Deneve Vanderwolf	Email:	deneve.vanderwolf@rdbn.bc.ca
Chief Building Inspector:	Richard Wainwright	Email:	richard.wainwright@rdbn.bc.ca
Chief Building Inspector:	Jason Belin	Email:	jason.berlin@rdbn.bc.ca
Building Inspector/ Bylaw Enforcement:	Steve Davis	Email:	steve.davis@rdbn.bc.ca





**"A WORLD OF OPPORTUNITIES
WITHIN OUR REGION"**