



COUNTY OF
NEWELL



The Development Permit Process

1

Contact the Planning and Development Department to set up a meeting regarding the proposed development

2

Submit Application. This must include:

- Completed Development Permit Application Form and additional forms if required
- Site sketch drawn to scale including all buildings, utility lines and setbacks to property lines
- Certificate of Title
- Other information as requested. This may include professional soil testing, geotechnical study, concept plans
- Development Permit Application Fee

The County has 20 days to deem an application complete

3

Planning and Development Staff review the application and the Land Use Bylaw to determine if the development is a permitted or discretionary use

4

Permitted Use: Permitted Use Permits are issued by the Development Officer, provided the policies of the Land Use Bylaw are met

Discretionary Use: The application is circulated to adjacent landowners and referral agencies for comment and advertised on the County website. The decision is made by the Municipal Planning Commission (MPC)

A decision must be made within 40 days of the application being deemed complete

5

A decision may be appealed to the appropriate Appeal Board within 21 days of a decision being rendered

6

If the development permit has been issued, the applicant must obtain construction permits prior to the commencement of construction