

# Bulletin: Fast Track Infill Housing

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## What is the Fast Track Process?

The Fast Track process is a specialized development approval process intended to expedite the necessary approvals for infill housing as a method to try and increase housing supply and lower the barriers for construction of new housing.

Only pre-approved designs are eligible for the fast track process. Approved designs allow 4 to 6 dwelling units per property.

## What is the benefit of the fast track process?

The fast-track process combines a Development Permit and Building Permit application and aims to have both issued within 10 days of submitting a complete application.

This timeline is substantially reduced from a typical Development Permit and Building Permit application for infill housing which may take between 2 to 4 months.

## How were the fast track designs determined?

The City of Kelowna held the Infill Design Challenge 2.0, which was an open design competition for infill development. The design competition set out to generate innovative new ideas for infill housing that enhance affordability, diversity, resiliency, inclusivity and livability in Kelowna's Housing System. The competition was judged by a multi-disciplinary panel of experts. The winning designs from this competition were developed into the approved fast-track designs.

## Is my lot eligible for a fast track design?

In general, eligibility requirements include the width and depth of the lot, the Official Community Plan designation, zoning, lot configuration, Development Permit areas, grade, soil conditions, and connection to sewer. To find out whether your lot is eligible, launch the chatbot at [www.kelowna.ca/infill](http://www.kelowna.ca/infill) and enter your address.

Opportunities to expand the fast track program to additional designs, lots, and housing forms are being explored for future implementation.

**Lots that are not eligible for the fast track may still be eligible for redevelopment. Contact the Planning Department at 250-469-8626 or [planninginfo@kelowna.ca](mailto:planninginfo@kelowna.ca) for more information about development potential.**

### Development Planning

1435 Water Street  
Kelowna, BC V1Y 1J4  
TEL 250-469-8626  
[planninginfo@kelowna.ca](mailto:planninginfo@kelowna.ca)

## How do I apply?

Select the fast-track design you want to use and contact the designer. Designers can help coordinate application requirements. Design and contact information can be found at [www.kelowna.ca/infill](http://www.kelowna.ca/infill). Once a complete application package is put together, applications can be made through the City's [permitting](#) webpage.

## Can I stratify fast track infill housing?

A fast track design can typically be stratified to create individual units which can be sold separately. If you are interested in stratifying your property, you will require the services of a lawyer and land surveyor. The City of Kelowna is not involved in the stratification process where there are no buildings on the parcel that have been previously occupied.

## How much does the application process cost?

The following municipal fees apply to fast track development applications:

- Building Permit fee: \$175.00 application fee per building due at the time of application and includes the first \$10,000 worth of construction. The construction value will be used to calculate the remainder of the fee and is due at Building Permit issuance.
- Development Permit fee: \$1320.00 due at the time of application
- Development Cost Charges (DCC): Between \$99,000.00 and \$235,000, depending on the number of units in the design and the location within the City. This range assumes one dwelling unit is located on the parcel prior to redevelopment. If additional units exist prior to redevelopment, DCC fees will be reduced.
- Development Engineering Fees: Typically between \$2935.00 and \$3820.00 per linear metre of frontage (ex: between \$60,000 to \$100,000 for a 21 m wide lot)

Separate from fees paid to the City, a fee must also be paid to the designer of the fast track design you wish to use. These fees are set by each individual building designer independently of the City.

## What do I need to apply?

The building designer of the fast track design you choose can help to coordinate application requirements, along with your builder. The following application requirements must be submitted in order for your application to be deemed complete:

Requirement	Details
Application Checklist	The Application Checklist must be completed indicating that <u>all</u> required materials have been submitted as part of the application. If required documents are not provided as part of the application, it will not be accepted as complete.
Application Fee	The application fee includes both the Building Permit application fee (\$175.00 per building) and Development Permit application fee (\$1320.00). There are other fees that may apply, including DCCs, Landscape Bonding, and Development Engineering fees at Permit issuance.
Current State of Title (within last 30 days) & any Registered Easements, Covenants, ROW's, etc.	A State of Title Certificate is a copy of the title that is certified correct at the time of issuance by the Land Title Office. They can be obtained directly from the Land Title Office at <a href="http://www.ltsa.ca">www.ltsa.ca</a> .  Covenants, statutory rights-of-way and easements are legal documents filed with the Land Title Office and registered on the title of a property. They may restrict development of a property. To ensure that development does not conflict with any restrictions that might be on your property's title, you must provide a copy of each covenant, statutory right-of-way and easement registered on title.
Owner's Authorization Form (if applicant is not the registered owner on Title)	The Owner's Authorization Form is required when the person making the application is not the registered owner of the subject property. The Owner's Authorization Form authorizes the applicant to make the application. It must be signed by all legal owners of the property that are listed on Title.
Owner's Acknowledgement Form	The Owner's Acknowledgement Form accepts responsibility for any damage to City-owned property that may happen during construction.
Letter of Eligibility from Designer	The Letter of Eligibility from an approved Fast Track Designer authorizes the applicant to submit the fast track design. It also indicates that the designer has reviewed the property to confirm it is eligible for the fast track process.
BC Energy Step Code Pre-Build Compliance Report	For more information, check out the <a href="#">Energy Step Code</a> webpage.
BC Housing Home Warranty Approval with Registered Form Number	Proof of licensing and home warranty insurance is required before you can obtain a Building Permit. More information can be found on the BC Housing <a href="#">webpage</a> .
Engineered Truss & Beam Layouts & Designs	Engineered Truss & Beam Layouts & Designs are prepared by a structural engineer and are typically coordinated by the builder and/or truss manufacturer. These must include the exact size and

	location of unfactored loads over 4000 lbs. Solar panel locations must be noted on roof truss layouts if applicable.
Water Letter from irrigation district (if GEID, BMID, or RWD is the water provider)	If your property is not within the City of Kelowna Water Service Area, you must provide a water letter from your water provider to confirm they will service the development (eg: Glenmore Ellison Improvement District, Black Mountain Irrigation District or Rutland Waterworks District).
Geotechnical Report	A Geotechnical Report prepared by a Professional Engineer competent in the field of geotechnical or hydrogeological engineering as applicable. The report must address, at minimum, any of the applicable items below: <ul style="list-style-type: none"> <li>a. Site suitability for development;</li> <li>b. Area groundwater characteristics;</li> <li>c. Site soil characteristics (i.e. soil types and depths, fill areas, infiltration rate, unsuitable soils such as organic materials, etc.);</li> <li>d. Any special requirements for construction of roads, utilities, and building structures;</li> <li>e. Recommendations for erosion and sedimentation controls for water and wind;</li> <li>f. Recommendations for roof drains, perimeter drains, and septic tank effluent on site.</li> </ul>
Lot Grading Plan/Stormwater Management Plan	Lot Grading and Stormwater Management are typically provided on a single combined plan. They will be provided by the fast track designer.
Architectural Drawings	Complete Development Permit and Building Permit drawings, including a site plan, floor plans, cross-sections, foundation drawings, elevation drawings and a materials board will be provided by the designer of the fast-track design.
Landscape Plan	A Landscape Plan will be provided by the designer of your fast-track design showing the location and type of plants being proposed on the site.