



Box 590, 202 Lakeside Drive, Nelson, BC V1L 5R4
 Phone: (250) 352-6665 Toll Free: 1-800-268-7325 Fax: (250) 352-9300
 Email: plandept@rdck.bc.ca Website: www.rdck.bc.ca

DEVELOPMENT APPLICATION

Applicants are advised to consult with Planning Services staff before submitting an application.

Please note that applicants for a Development Permit and/or a Temporary Use Permit may be required to provide security by an irrevocable letter of credit as a condition of the issue of the permit.

****This application will not be accepted unless it is complete and the required fee and plans are attached****

APPLICATION TYPE	
Check appropriate box(s)	
<input type="checkbox"/> Bylaw Amendment (Community Plan)	<input type="checkbox"/> Temporary Use Permit
<input type="checkbox"/> Bylaw Amendment (Zoning)	<input type="checkbox"/> Site Specific Floodplain Exemption
<input type="checkbox"/> Development Permit	<input type="checkbox"/> Soil Removal and Deposit Permit
<input type="checkbox"/> Development Variance Permit	<input type="checkbox"/> Manufactured Home Park Permit
<input type="checkbox"/> Board of Variance	<input type="checkbox"/> Strata Title Conversion

APPLICATION INFORMATION			
Please complete as appropriate			
LEGAL DESCRIPTION OF PROPERTY (under application)			
CIVIC ADDRESS OF PROPERTY (under application)			
CURRENT OCP DESIGNATION		PROPOSED OCP DESIGNATION	
CURRENT ZONING DESIGNATION		PROPOSED ZONING DESIGNATION	
ALR	YES <input type="checkbox"/>	NO <input type="checkbox"/>	FLOOD AND/OR HAZARD
WATERCOURSE	YES <input type="checkbox"/>	NO <input type="checkbox"/>	NAME OF WATERCOURSE
EXISTING LAND USE			
PROPOSED LAND USE			
REQUESTED VARIANCE/EXEMPTION			

FOR OFFICE USE ONLY	
Application Fee Paid: \$ _____	Receipt Number: _____
Received by: _____	
File Number: _____	

APPLICANT:	OWNER(S):
Name: _____	Name: _____
Mailing Address: _____ _____ _____	Mailing Address: _____ _____ _____
<i>(include Postal code)</i>	<i>(include Postal code)</i>
Phone: (Bus.): _____ (Home): _____	Phone: (Bus.): _____ (Home): _____
Email: _____	Email: _____

If the applicant is not the registered owner, complete the owner information and attach a letter of authorization from the property owner(s) or have the owner sign the following authorization:

As owner(s) of the land described in this application, I/we hereby authorize: _____
to act as applicant in regard to this land development application.

Owner Signature: _____ Date: _____
Owner Signature: _____ Date: _____

I have attached the required documentation, as noted on the Development Application Submission Checklist, along with the required application fee and hereby agree to submit further information deemed necessary for processing this application. Furthermore, I hereby acknowledge that any fees paid are non-refundable except as noted on the fee schedule.

Applicant Signature: _____ Date: _____

The personal information on this form is being collected in accordance with Section 26 of the *Freedom of Information and Protection of Privacy Act (FIPPA)* and will be collected, used or disclosed only in a manner consistent with the administration of the management of development of the Regional District of Central Kootenay. If you have any questions about the collection, use or disclosure of this information, please contact the Regional District of Central Kootenay Privacy Officer at 250-352-6665 (toll free 1-800-268-7325), foi@rdck.bc.ca, or RDCK Privacy Officer, Box 590, 202 Lakeside Drive, Nelson, BC V1L 5R4.

DEVELOPMENT APPLICATION SUBMISSION CHECKLIST

DEVELOPMENT APPLICATION TYPE	REQUIRED ATTACHEMENTS
Bylaw Amendment (Community Plan)	A, B, C, D, E, F, G, H
Bylaw Amendment (Zoning)	A, B, C, D, E, F, G, H
Development Permit	A, B, C, D, E, F, G, J, N
Development Variance Permit	A, B, C, D, E, F, H
Board of Variance	A, B, C, D, E, F
Temporary Use Permit	A, B, C, D, E, F, G, H
Site Specific Floodplain Exemption	A, B, C, D, E, F, I
Soil Removal and Deposit Permit	A, B, C, D, E, F, G, H
Manufactured Home Park Permit	A, B, C, D, E, F, G, L
Strata Title Conversion	A, B, C, D, E, F, G, K, L, M

NOTE: All applications may be subject to 'N'

REQUIRED DEVELOPMENT APPROVALS INFORMATION

ATTACHMENT	DETAILS
A. CERTIFICATE OF TITLE	A copy of the Title, issued not more than 30 days prior to the application date, for any parcel of land subject to the application and a copy of all non-financial charges (i.e. restrictive covenants, easements and right-of-ways, etc.) registered on the subject property(s). A copy of the Title and the related documents can be obtained directly from our Office, the Land Title Office, a notary, lawyer, or search company.
B. AGENT AUTHORIZATION	Written consent of <u>ALL</u> property owners on title, with one or more owners appointing an applicant to act as agent for all purposes associated with the application.
C. APPLICATION FEE	An application fee as set out in Schedule 'B' of the Planning Procedures and Fees Bylaw and amendments thereto.
D. SITE DISCLOSURE STATEMENT	As per current Contaminated Sites Legislation.
E. SITE PLAN	<p>Site plan of the proposed development drawn to scale and showing dimensions. The site plan must include:</p> <ul style="list-style-type: none"> • The civic address and full legal description of the property • Lot dimensions • Existing or required rights-of-way or easements. • Location and dimensions (including setbacks) of existing and proposed buildings and structures on the site (a recent survey plan is preferable) • Detailed drawings of the proposed development, including building sections, elevations and floor plans proposed for the site. • Location of existing wells or other water sources on property • Location of any existing or proposed septic fields • Location of any watercourses, steep banks or slopes on or adjacent to the property • Location of any existing community services of sanitary sewer, water, storm drainage and rights-of-way on the site or adjacent to the site • Location and width of existing or proposed access(es) to the property, driveways, maneuvering aisles and parking layout <p>Submission must include one small scale (8/12" x 11") copy of the proposed site plan.</p>
F. PROPOSAL SUMMARY	<p>An outline of the 'type of development' or 'land use proposed' including:</p> <ul style="list-style-type: none"> • For a Bylaw Amendment: the existing bylaw, its sections and provisions, the proposed new or amended wording and the rationale behind the change. This shall include the effects, positive or negative, to surrounding property. • For a Development Permit: explanation of project conformity to relevant guidelines • For a Development Variance Permit or Board of Variance: the existing bylaw, its sections and provisions, the variance required and the rationale behind the change. This shall include the effects, positive or negative, to surrounding property.

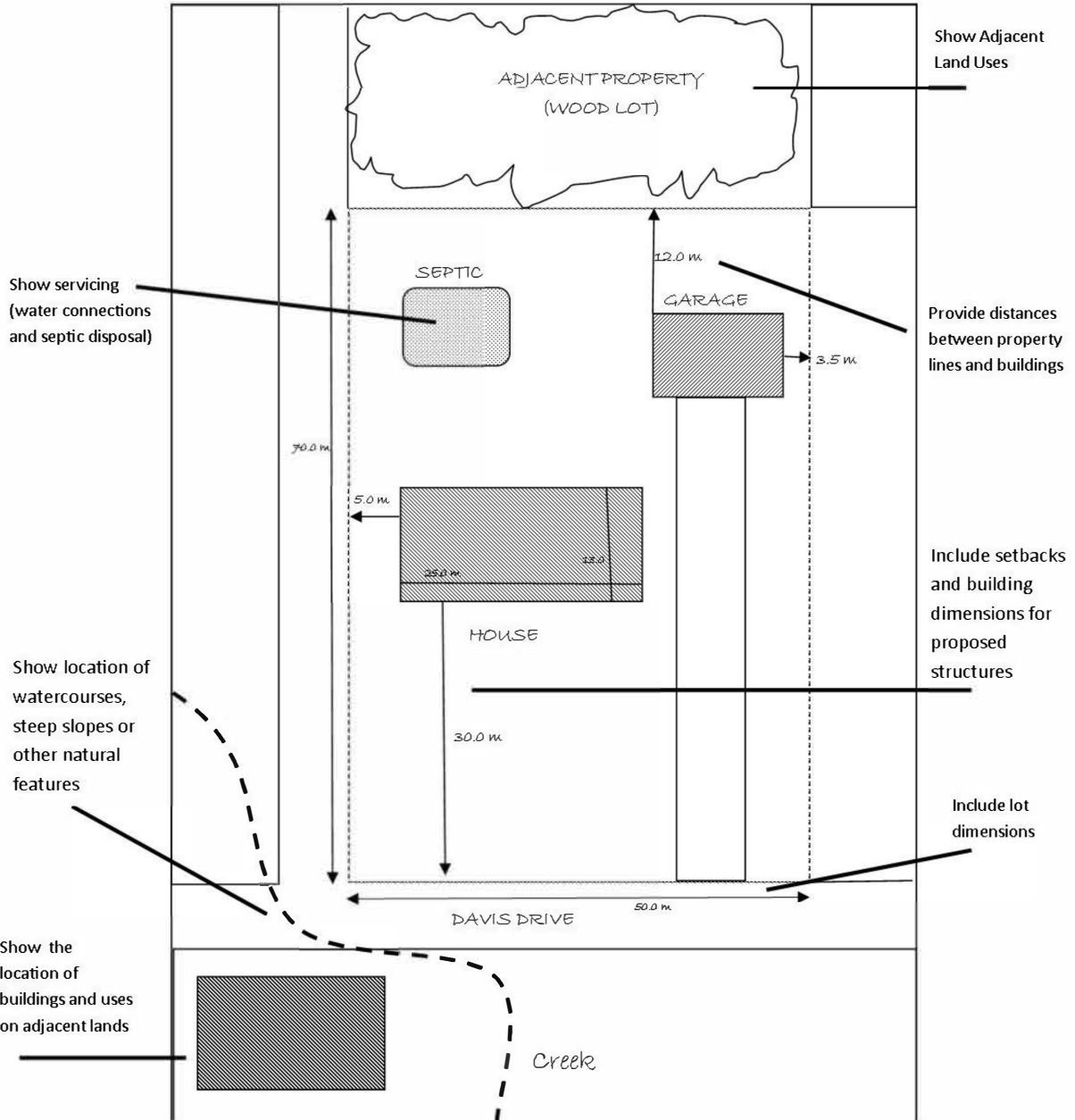
ATTACHMENT	DETAILS
	<ul style="list-style-type: none"> • For a Temporary Use Permit: description of use, its location and length of operation, periodic and holistic. Detailed plans for remediation of the property to original state (or bettered) including the expected timeframe for start, on-going monitoring and completion, if required. • For a Site Specific Floodplain Exemption: the existing bylaw, its sections and provisions, the exemption requested and the rationale for hardship. • For a Soil Removal and Deposit Permit: description of use, its location and length of operation, periodic and holistic. Detailed plans for remediation of the property to original state (or bettered) including the expected timeframe for start, on-going monitoring and completion, if required. • For a Manufactured Home Park Permit: Description of development including area of property, number of existing and proposed mobile home sites.
G. LANDSCAPE PLAN	<ul style="list-style-type: none"> • Site plan drawn to scale and showing dimensions; including any existing or proposed screening, landscaping and fencing. • Timeline and cost estimate prepared by a Landscape Architect or other persons approved by RDCK staff
H. NOTICE OF PROPOSAL SIGN	In accordance with the specifications outlined in Schedule 'C' of the Planning Procedures and Fees Bylaw and amendments thereto.
I. ENGINEERS REPORT	As identified in the Requirements for Professional Engineers/Geoscientists undertaking Geotechnical Reports/Flood Hazard Assessment Reports.
J. QUALIFIED ENVIRONMENTAL PROFESSIONAL'S REPORT	Required for all Development Permit Areas designated for protection of the natural environment, its ecosystems and biological diversity. Required contents as per RDCK's prescribed terms of reference
K. STRUCTURAL ENGINEER OR ARCHITECT'S REPORT ON EXISTING STRUCTURE	<p>A report prepared by a professional engineer or architect. The report will evaluate the condition of the building, compare construction methods to the requirements of the current B.C. Building Code, and identify any areas where the building does not meet the health and safety requirements of the current B.C. Building Code. The report will specifically address the following:</p> <ul style="list-style-type: none"> • age and repair of all buildings or structures, physical condition, and state of repair • general condition and repair of the foundation • heating, plumbing and electrical systems and fixtures • roof structure and condition • elevator or other mechanical lift if applicable • fire and sound separations • common amenities if applicable • compliance with egress and exiting requirements • the methodology used to evaluate the building and source of information on which the report is based • the disclosure of any direct or indirect interest the writer of the declaration may have in the building or ownership
L. SERVICING REQUIREMENTS	<p>A current (dated not more than 12 months prior to the date of application) Compliance Letter and Septic Report addressing the state of the septic system from a Registered Onsite Wastewater Practitioner (ROWP). Where the scope of the project is sufficiently large, a community sewage disposal system with the appropriate permit from the Province will be required.</p> <p>Additionally, proof of an adequate supply of potable water must be submitted. This can be obtained by the following means:</p> <ul style="list-style-type: none"> • A letter from the owner/operator of the community water system confirming that all units can be or are currently connected to the water system and that fees have been paid for connection to the water system • Proof of application for a water license(s) • Proof of application for an amendment to an existing water license suitable for diversion, which entitles each unit in the proposed strata conversion to at least 2,270 litres (500 imp. gal.) of water per day for domestic purposes

ATTACHMENT	DETAILS
	<ul style="list-style-type: none"> • A well log or pump test for each unit confirming that each well is capable of producing at least 15 litres (3 imp. gal.) per minute of water
M. RELOCATION OF EXISTING TENANTS PLAN	A list of the names and mailing addresses of the persons occupying the units, together with copies of any lease agreements and the proposal/intentions regarding the relocation of persons who may be affected by the proposed Strata Title Conversion.
N. ADDITIONAL INFORMATION THAT MAY BE REQUIRED	<ul style="list-style-type: none"> • Contour plan showing land contours before and after lot grading for the subject property and the adjacent properties • Geotechnical analysis • Survey certificate to identify the location of existing buildings/structures or watercourses, top of banks or other physical features • Location of existing or proposed refuse enclosures, refuse and recycling bins • Architectural rendering drawing which depicts the design, finish and color of proposed buildings, landscaping detail and signage location • Signage plans for free standing and fascia, canopy or projecting signs, including the location, dimensions, height, materials and total sign area for each sign

SAMPLE SITE PLAN

You must submit a site plan or sketch plan at the time of application.

The sketch may be drawn freehand or drawn by a professional. It must contain the following information.



Subject Property: 636 Davis Drive
 Lot A, District Lot 306 KD Plan NEP4366
 (PID 002-354-762)

Indicate the parcel under application, including civic address and full legal description

FEE SCHEDULE

1. Land Development Application Fees:

DEVELOPMENT APPLICATION	FEE SCHEDULE
Amendment Application (Community Plan)	\$1600.00
Amendment Application (Zoning)	\$1600.00
Amendment Application (CLUB or RLUB)	\$1600.00
Amendment Application (Joint OCP/Zoning)	\$1800.00
Development Permit	\$500.00
Development Permit with Variance	\$600.00
Amendment to Issued Development Permit	\$100.00
Development Variance Permit	\$500.00
Board of Variance Permit	\$500.00
Temporary Use Permit	\$1000.00
Site Specific Floodplain Exemption	\$500.00
Soil Removal and Deposit Permit	\$300.00
Manufactured Home Park Permit	\$600.00 for application \$100.00 per unit
Strata Title Conversion	\$600.00 for application \$100 per unit
Subdivision review including final document subdivision applications	\$550.00 for review \$90.00 per additional lot over 5 lots
Liquor and Cannabis Retail Licensing	\$500 for review and notification

2. In the case of applications to amend a Comprehensive Land Use Bylaw (CLUB), Official Community Plan (OCP), and/or Zoning Bylaw, or applications for Temporary Use Permits; 50% of the application fee shall be refunded, provided the application is withdrawn by the applicant, or is denied by the Board, prior to the Regional District incurring expenses towards public notifications of a public hearing.
3. In the case of development applications to amend a Comprehensive Land Use Bylaw (CLUB), Official Community Plan (OCP), and/or Zoning Bylaw, applications for Temporary Use Permits, or Soil Removal and Deposit Permits, or where applications are required to go before additional public hearings or public meetings, the applicant shall pay for the advertising costs (\$400.00 per additional public hearing or public meeting).
4. In the case of all other development applications; 50% of the application fee listed in Section 1 shall be refunded if the application is withdrawn prior to proceeding to the decision making authority as indicated: Board of Variance, to the Board, or to the General Manager of Development Services for consideration.

5. Administrative Fees (where LTSA means Land Title and Survey Authority):

SERVICE AND MAPPING FEES	FEE SCHEDULE
Title Search	\$17.00 per title
Registration, Amendment or Removal of Charges on Title	Current LTSA Fee
Assignment and Change of Address	\$75.00 per address
Addressing Signage	\$40.00 per individual sign (optional)
Maps	\$25.00
Photocopy Charges Individual Documents Bylaw (less than 100 pages) Bylaw (over 100 pages) Building Drawings Full Size	\$0.25 per page (not to exceed \$10.00) \$10.00 per copy \$15.00 per copy \$5.00 per page
NSF Cheques	\$50.00
Archived Document Retrieval	\$50.00 for initial review (one hour) \$15.00 per additional half hour increment
Comfort Letter	\$50.00 for initial review (one hour) \$15.00 per additional half hour increment \$15.00 annual renewal fee

NOTICE OF PROPOSAL SIGN SPECIFICATIONS

These requirements apply to applications for Land Use Amendments, Development Variance Permits, Temporary Use Permits, Soil Removal and Deposit Permits, and Liquor and Cannabis Retail Licensing.

Where an application as referenced above is submitted the applicant shall prepare and post notification sign(s) on the subject property(s), and shall:

Location

1. Erect one sign on each street frontage of the site to inform the public about the nature and purpose of the application(s). The sign(s) shall be located within 6 metres (20 feet) of the street frontage and approximately the mid point of the subject property. The sign(s) shall be clearly visible from the street and be securely fixed to the ground. The sign shall be located a minimum 1.2 metres (4 feet) above the ground. Signage requirements, such as any additional signs, or for small corner sites will be at the discretion of Planning Division staff.

Posting

2. Prepare and post the notification sign in accordance with the sign specifications within 10 days of making the application to the Regional District and verify to RDCK planning staff that the sign(s) have been erected.
3. It is the responsibility of the applicant to make, buy, or rent the sign(s) and to post the same. Failure to install the sign(s) according to these requirements will result in a postponement in the processing of the application.
4. Remove the sign(s) within one week of the application being refused or approved, or within one week of the application being withdrawn by the applicant.

Specifications

5. The Notice of Proposal sign(s) shall be a minimum of 1.2 m X 1.2 m (4 feet by 4 feet) in size and constructed of 1.3 cm (1/2 inch) plywood or other durable material with a white background and black letters. The Format Sheet specifies the requirements regarding the materials and format of the Notice of Proposal sign(s).

**NOTICE OF PROPOSAL
SIGN FORMAT SHEET**

NOTICE OF PROPOSAL

RDCK FILE NO.:

SITE DESCRIPTION:

Address, Legal Description, Parcel Identifier
Map and/or rendering (if applicable)

APPLICATION TYPE:

TO FACILITATE:

Description of application proposal and details of site development

**FOR FURTHER INFORMATION, PLEASE CONTACT:
PLANNING DEPARTMENT, REGIONAL DISTRICT OF CENTRAL KOOTENAY
1-250-352-8165 or 1-800-268-7325
OR VISIT
www.rdck.ca > services > land use planning > applications in progress**

NOTICE OF PROPOSAL SIGN SPECIFICATIONS

Sign Material: 1/2" (1.3 cm) plywood or durable material

Sign Size: 48" (122 cm) x 48" (122 cm)

Sign Lettering: Black enamel paint or
Black vinyl block lettering
(i.e., Helvetica, Switzerland Black)

"NOTICE OF PROPOSAL"

1. 3" (7.6 cm) black letters

"RDCK FILE NO." (and all wording therein)

"SITE DESCRIPTION" (and all wording therein)

"APPLICATION TYPE" (and all wording therein)

"TO FACILITATE" (and all wording therein)

2. 1 1/2" (3.8 cm) black letters

"FOR FURTHER INFORMATION" (and all wording therein)

3. 1" (2.5 cm) black letters