



Development Permit Application

It is recommended that the applicant consult Planning Services staff before submitting an application. A pre-application meeting may be scheduled by providing the Planning Department with a detailed proposal summary and a concept plan of the proposed development.

OWNER(S) INFORMATION	
Name:	Name:
Mailing Address:	Mailing Address:
Phone:	Phone:
Email:	Email:

**If there are additional owners registered on title, please attach their information on a separate sheet*

AGENT INFORMATION (IF APPLICABLE)
Name:
Mailing Address:
Phone:
Email:

NOTICE OF COLLECTION OF PERSONAL INFORMATION
The personal information on this form is being collected in accordance with Section 26 of the <i>Freedom of Information and Protection of Privacy Act (FIPPA)</i> 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

APPLICATION INFORMATION	
Civic Address:	Electoral Area:
Legal Description:	Parcel Identifier (PID):
Zoning:	Official Community Plan Designation:
Existing Land Use and Structures:	
Are there any restrictive covenants registered on the subject property:	No Yes
• <i>If yes, please ensure copies are submitted with application package</i>	
Are there any registered easements or right-of-ways over the subject property:	No Yes
• <i>If yes, please ensure copies are submitted with application package</i>	
Is the property in the Agricultural Land Reserve:	No Yes
Is there a watercourse on/adjacent to the property:	No Yes
If yes, Watercourse name:	

TYPE OF DEVELOPMENT PERMIT			
<input type="checkbox"/> Watercourse	<input type="checkbox"/> Industrial	<input type="checkbox"/> High Density	<input type="checkbox"/> Comprehensive Development
<input type="checkbox"/> Environmentally Sensitive	<input type="checkbox"/> Commercial	<input type="checkbox"/> Residential Cluster	<input type="checkbox"/> Gravel/Quarry
<input type="checkbox"/> Resort Commercial	<input type="checkbox"/> Farm		

AGENT AUTHORIZATION	
As owner(s) of the land described in this application, I/we hereby authorize: _____ to act as agent in regard to this land development application.	
Owner Signature:	Date:
Print Owner Name:	
Owner Signature:	Date:
Print Owner Name:	

**If there are additional owners registered on title, please attach their authorization on a separate sheet*

REQUIRED DOCUMENTATION	
Certificate of Title	A copy of the property(s) Title, issued not more than 30 days prior to the application date. Copies of titles can be obtained by our Office, the Land Title Office, a notary, lawyer, or search company. If a title is not submitted, the RDCK will obtain a copy for a fee of \$17.
Copy of Non-Financial Charges on Title (if applicable)	A copy of all non-financial charges (covenants, easements, right-of-ways, etc.) registered on the subject property(s) title. Copies of these documents can be obtained by our Office, the Land Title Office, a notary, lawyer, or search company. If the documents are not submitted, the RDCK will obtain a copy for an additional fee of the cost of the documents.
Application Fee	An application fee as set out in Schedule 'A' of the <i>RDCK Planning Procedures and Fees Bylaw</i> . The fees are as follows: <ul style="list-style-type: none"> • \$500 for a Development Permit • \$600 for a Development Permit with a Variance • Applications that arise from Bylaw Enforcement action are subject to an additional \$2,000 fee
Site Disclosure Statement or Site Disclosure Form	Review <u>Schedule 2</u> of the <i>Environmental Management Act</i> to determine whether a Site Disclosure Statement is required, or if the Site Disclosure Form is sufficient.
Site Plan	Drawn to scale and shall include the following (if applicable): <ul style="list-style-type: none"> • North arrow and scale • Address, Legal Description and PID • Dimensions and boundaries of property lines, right of way, covenant areas and easements • Location and dimensions of existing and proposed structures and setbacks to parcel lines, right of ways, covenants and easements • Location of existing access roads, driveways, parking spaces, pathways, screening and fencing • Natural and finished grades of site, at buildings and retaining walls • Location of any physical or topographic constraints (ie: watercourses, slopes, hazard areas, etc) on or adjacent to the property • Location of all existing and proposed water lines, wells, septic fields, sanitary sewer and storm drainage on or adjacent to the property
Proposal Summary	The summary must include the type of development permit being applied for, the reason for which the permit is being requested, and what works will be conducted for the project to conform to the relevant guidelines.

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 of the report are outlined in the RDCKs prescribed terms of reference.
Design Plans	Development permit applications for the form and character of development should include design plans, drawn to scale including the following (if applicable): <ul style="list-style-type: none"> • Elevation drawings • Building sections • Floor plans • Coloured rendering of the building elevation facing all public roads abutting the site noting all exterior elements (e.g. cladding, roofing, trim, etc.) • Signage plans for free standing and fascia, canopy or projecting signs, including the location, dimensions, height, materials and total sign area for each sign
Landscape Plans	Drawn to scale and shall include the existing and proposed landscaping, screening and fencing.
Landscape/Restoration Plan Cost Estimate	Timeline and cost estimate for the associated landscaping prepared by a Landscape Architect or other persons approved by RDCK staff. This estimate will be used to determine the amount of any security required. For additional information regarding the procedure for calculating security deposit, please refer to Schedule 'Q' of RDCK Planning Procedures and Fees Bylaw .
Subdivision Plan	Development permit applications submitted to facilitate the subdivision of land should include the proposed subdivision plan, including dimensions, lot areas and any proposed easements, covenant and right of ways.

**Additional material or more detailed information may be requested by the Regional District upon review of an application.*

DECLARATION	
I, the undersigned, hereby certify that the information provided with respect to this application is full and complete and is, to the best of my knowledge, a true statement of the facts related to this application.	
<hr/> Signature of Owner or Authorized Agent	<hr/> Date
<hr/> Print Name of Owner or Authorized Agent	