



Box 590, 202 Lakeside Drive, Nelson, BC V1L 5R4  
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 Email: [rdck@rdck.bc.ca](mailto:rdck@rdck.bc.ca) Website: [www.rdck.ca](http://www.rdck.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 Industrial or Commercial 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\*\***

<b>APPLICATION TYPE</b>	
Check appropriate box(s)	
<input type="checkbox"/> Bylaw Amendment (Community Plan)	<input type="checkbox"/> Temporary Industrial or Commercial 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

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

<b>FOR OFFICE USE ONLY</b>	
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: _____	Owner Signature: _____
Date: _____	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 pursuant to Part 14 of the Local Government Act and Regional District of Central Kootenay Planning Procedures and Fees Bylaw No. 2457, 2015 for the purpose of processing the development application. The collection, use and disclosure of this personal information is subject to the provisions of the BC Freedom of Information and Protection of Privacy Act (FOIPPA). If you have any questions about the collection of your personal information, contact the Privacy Officer at 250.352.8166, awinje@rdck.bc.ca, or RDCK Privacy Officer, Box 590, 202 Lakeside Drive, Nelson, BC V1L 5R4.

## DEVELOPMENT APPLICATION SUBMISSION CHECKLIST

DEVELOPMENT APPLICATION TYPE	REQUIRED ATTACHMENTS
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
Development Variance Permit	A, B, C, D, E, F
Board of Variance	A, B, C, D, E, F
Temporary Industrial or Commercial 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
Manufactured Home Park Permit	A, B, C, D, E, F, G, K
Strata Title Conversion	A, B, C, D, E, F, G, J, K, L

NOTE: All applications may be subject to 'M'

## 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, 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 this Bylaw and amendments thereto.
D. PROVINCIAL SITE PROFILE	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"> <li>• The civic address and full legal description of the property</li> <li>• Lot dimensions</li> <li>• Existing or required rights-of-way or easements.</li> <li>• Location and dimensions (including setbacks) of existing and proposed buildings and structures on the site (a recent survey plan is preferable)</li> <li>• Detailed drawings of the proposed development, including building sections, elevations and floor plans proposed for the site.</li> <li>• Location of existing wells or other water sources on property</li> <li>• Location of any existing or proposed septic fields</li> <li>• Location of any watercourses, steep banks or slopes on or adjacent to the property</li> <li>• Location of any existing community services of sanitary sewer, water, storm drainage and rights-of-way on the site or adjacent to the site</li> <li>• Location and width of existing or proposed access(es) to the property, driveways, maneuvering aisles and parking layout</li> </ul> <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"> <li>• The number of proposed lots, units and/or increase to gross floor area</li> <li>• Explanation of proposed variance or exemption (if applicable)</li> <li>• Explanation of purpose or rationale for application</li> </ul>
G. LANDSCAPE PLAN	<ul style="list-style-type: none"> <li>• Site plan drawn to scale and showing dimensions; including any existing or proposed screening, landscaping and fencing.</li> <li>• Timeline and cost estimate prepared by a Landscape Architect or other persons approved by RDCK staff in accordance with Schedule 'R' – Security Deposit Calculation Procedure</li> </ul>
H. DEVELOPMENT SIGN	In accordance with the specifications outlined in Schedule 'C' of this Bylaw and amendments thereto.

ATTACHMENT	DETAILS
I. ENGINEERS REPORT	As identified in the Requirements for Professional Engineers/Geoscientists undertaking Geotechnical Reports/Flood Hazard Assessment Reports.
J. 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"> <li>• age and repair of all buildings or structures, physical condition, and state of repair</li> <li>• general condition and repair of the foundation</li> <li>• heating, plumbing and electrical systems and fixtures</li> <li>• roof structure and condition</li> <li>• elevator or other mechanical lift if applicable</li> <li>• fire and sound separations</li> <li>• common amenities if applicable</li> <li>• compliance with egress and exiting requirements</li> <li>• the methodology used to evaluate the building and source of information on which the report is based</li> <li>• the disclosure of any direct or indirect interest the writer of the declaration may have in the building or ownership</li> </ul>
K. 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. 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"> <li>• 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</li> <li>• Proof of application for a water license(s)</li> <li>• 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</li> <li>• 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</li> </ul>
L. 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.
M. ADDITIONAL INFORMATION THAT MAY BE REQUIRED	<ul style="list-style-type: none"> <li>• Contour plan showing land contours before and after lot grading for the subject property and the adjacent properties</li> <li>• Geotechnical analysis</li> <li>• Survey certificate to identify the location of existing buildings/structures or watercourses, top of banks or other physical features</li> <li>• Location of existing or proposed refuse enclosures, refuse and recycling bins</li> <li>• Architectural rendering drawing which depicts the design, finish and color of proposed buildings, landscaping detail and signage location</li> <li>• Signage plans for free standing and fascia, canopy or projecting signs, including the location, dimensions, height, materials and total sign area for each sign</li> </ul>



**SCHEDULE 'B': FEE SCHEDULE**

1. Land Development Application Fees:

<b>DEVELOPMENT APPLICATION</b>	<b>FEE SCHEDULE</b>
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 (and minor variance)	\$600.00
Development Permit (minor amendment)	\$100.00
Development Variance Permit	\$500.00
Board of Variance Permit	\$500.00
Temporary Industrial or Commercial 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	\$550.00 for review \$90.00 per additional lot over 5 lots

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 Industrial and/or Commercial Use Permits; 50% of the application fee for an amendment to a 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 Industrial and/or Commercial Use Permits, Development Permits, 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 Manager of Development Services for consideration.

## NOTICE OF DEVELOPMENT SIGN SPECIFICATIONS

These requirements apply to applications for amendments to Comprehensive Land Use Bylaws, Official Community Plans, Zoning Bylaws, and to applications for Temporary Industrial and Commercial Use Permits.

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 by the Board or within one week of the application being withdrawn by the applicant.

### Specifications

5. The Notice of Development 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 Development sign(s).

**NOTICE OF DEVELOPMENT  
SIGN FORMAT SHEET**

**NOTICE OF DEVELOPMENT**

**SITE DESCRIPTION:**

**FROM:**

**TO:**

**IN ORDER TO DEVELOP:**

**FOR FURTHER INFORMATION PLEASE CONTACT:  
PLANNING DEPARTMENT  
REGIONAL DISTRICT OF CENTRAL KOOTENAY**

**1-250-352-8165 or 1-800-268-7325 (RDCK)**

**NOTICE OF DEVELOPMENT 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 DEVELOPMENT"**

1. 3" (7.6 cm) black letters

**"SITE DESCRIPTION"** (and all wording therein)

**"FROM"** (and all wording therein)

**"TO"** (and all wording therein)

**"IN ORDER TO DEVELOP"** (and all wording therein)

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

**"FOR FURTHER INFORMATION PLEASE CONTACT:**

**PLANNING DEPARTMENT**

**REGIONAL DISTRICT OF CENTRAL KOOTENAY**

**1-250-352-6665 or 1-800-268-7325 (RDCK)**

3. 1" (2.5 cm) black letters