



# Application for Development Permit or Development Variance Permit

This application form and accompanying checklist must be completed **in full** by the registered owner of the land or by the authorized agent acting on behalf thereof. This will assist the City in its processing of the application.  
PLEASE PRINT

## TYPE OF DEVELOPMENT PERMIT BEING APPLIED FOR:

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Joseph Creek              | <input type="checkbox"/> Wildfire                 | <input type="checkbox"/> Multi Family Residential |
| <input type="checkbox"/> Aquifer Protection        | <input type="checkbox"/> Commercial               | <input type="checkbox"/> Baker Hill               |
| <input type="checkbox"/> Environmentally Sensitive | <input type="checkbox"/> Highway Commercial       | <input type="checkbox"/> Industrial               |
| <input type="checkbox"/> Geothermal                | <input type="checkbox"/> Downtown Commercial      | <input type="checkbox"/> Development Variance     |
| <input type="checkbox"/> Steep Slopes              | <input type="checkbox"/> Neighbourhood Commercial |   |

## PROPERTY INFORMATION:

Civic Address: .....

Legal Description: .....

Parcel Identifier Number (PID): .....

Property Size: ..... (dimensions or area of parcel area)

OCP Land Use Designation: .....

Present Zoning: .....

## REGISTERED OWNERS:

Registered Property Owner Name:  
.....

Day Time  
Telephone Number: .....

Alternate Number  
(Cell / Pager): .....

Mailing Address:  
.....

Fax Number: .....

Email Address: .....

## APPLICANT OR AUTHORIZED AGENT:

Contact Name:  
.....

Day Time  
Telephone Number: .....

Alternate Number  
(Cell / Pager): .....

Mailing Address:  
.....

Fax Number: .....

Email Address: .....

Date Received: ..... Date Deemed Complete: .....

File No: Dev Permit 3060.20. .... / Dev Variance Permit 3090.20. .... City Official: .....

**THE FOLLOWING MUST ACCOMPANY AN APPLICATION FOR A DEVELOPMENT PERMIT OR DEVELOPMENT VARIANCE PERMIT TO BE DEEMED COMPLETE:**

**Application Form**

Completely filled out and including all supporting information. Any questions with regards to zoning or relationship to Official Community Plan (OCP), contact Planning Staff.

**Development Proposal**

An accompanying letter, site plan and related drawings with the following information clearly articulated:

- Existing Use
- Proposed Use and Development
- Reasons & Comments in Support of the Application

**Copy of Current Certificate of Title(s) for the lands involved**

Dated no more than 10 days prior to the date of application. Include copies of all Restrictive Covenants and Caveats registered on Title.

**Letter of Authorization**

If any agent is making the application on behalf of the current property landowner, a letter from the property owner must authorize the application, dated no more than 10 days prior to date of application.

**Land Owned by Numbered Companies**

If the owner of the land is registered as a numbered company, the names of the principals of the numbered company shall be supplied.

**Payment of Fees Applicable**

- Commercial / Multi-Family / Industrial.....\$600
- Commercial Façade Improvement.....\$300
- Natural Environment/Hazardous Conditions...\$300
- Baker Hill Development Permit.....\$100
- Baker Hill-Accessory Building DP.....\$ 50
- Development Variance Permit.....\$400
- Site Profile (if required).....\$100

**Proof of Submission of Related Applications (if required)**

- ALR Application (Agricultural Land Commission)
- Site Profile (Ministry of Environment)
- Controlled Access Permit (Ministry of Transportation)

**Miscellaneous Information**

Any other information deemed necessary by the City, including but not limited to:

- Legal Survey Certificate**  
May be required to confirm land parcel dimensions, shape, size and location of all built structures and improvements. The survey shall be undertaken by a registered BC Surveyor.
- Color Photographs**  
That provides a comprehensive visual account of the entire site and the adjacent area.
- Technical Documentation**  
May be required to provide support for the proposed Amendment Application.

Personal information contained on this form is collected under the *Local Government Act* and in accordance with the *Freedom of Information and Protection of Privacy Act* and will be used only for the purpose of processing the application. For questions or additional information pertaining to your personal information, contact City Hall at 250.426.4211.

**Please Note: The land owner in the process of submitting or authorizing this application hereby recognizes and accepts that this material will become available to the public as part of the application, review and approval process.**

\_\_\_\_\_  
Land Owner's Initials

The applicant is advised to discuss the proposed Permit Application with City Staff to clarify what additional information may be required.

**PLEASE NOTE: The City reserves the right to request additional information once they have reviewed the application.**

**I/We hereby declare that the information contained herein is, to the best of my/our knowledge, factual and correct.**

\_\_\_\_\_  
Owner/Agent Name

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date