



Regional District of Okanagan-Similkameen

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Office use only	
File No.:	
Received:	
Application Fee:	
Title Search Fee (1-1-5000-9000):	
Receipt No:	

Development Permit Application

It is recommended that applicants consult Development Services staff prior to submitting an application. This application will not be accepted unless it is complete and the required fee and plans are attached.

APPLICANT:		OWNER(S):	
Name:		Name:	
Address:		Address:	
City/Town:		City/Town:	
Province:	Postal Code:	Province:	Postal Code:
Day Phone:	Fax:	Day Phone:	Fax:
Cell Phone:		Cell Phone:	
Email:		Email:	

AGENT AUTHORIZATION:	
If the registered owner(s) of the subject property elects to have someone act on their behalf in submission of this application this section must be completed:	
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.	
Signature of Owner:	Date:
Signature of Owner:	Date:

NOTICE OF COLLECTION OF PERSONAL INFORMATION:
Personal information on this form is collected for the purpose of processing this application and for administration and enforcement. The personal information is collected under the authority of the <i>Local Government Act</i> and the bylaws of the Regional District of Okanagan-Similkameen. Documentation / information submitted in support of this application can be made available for public inspection pursuant to the <i>Freedom of Information and Protection of Privacy Act</i> . Contact the Freedom of Information Officer at the Regional District of Okanagan-Similkameen for information.

PROPERTY DESCRIPTION:

Civic address:	Electoral Area:
Legal Description:	
Current Zoning:	OCP designation:
Current land use:	
Surrounding land uses:	
Current method of sewerage disposal:	<input type="checkbox"/> Community Sewer <input type="checkbox"/> Septic Tank <input type="checkbox"/> Other
Current method of water supply:	<input type="checkbox"/> Community Water <input type="checkbox"/> Well <input type="checkbox"/> Other
Any restrictive covenants registered on the subject property:	<input type="checkbox"/> Yes <input type="checkbox"/> No (if yes, provide details)
Any registered easements or rights-of-ways over the subject property:	<input type="checkbox"/> Yes <input type="checkbox"/> No (if yes, provide details)
Does the subject property possess a legal road access:	<input type="checkbox"/> Yes <input type="checkbox"/> No (if no, provide details)
Agricultural Land Reserve: <input type="checkbox"/> Yes <input type="checkbox"/> No	MoT Approval: <input type="checkbox"/> Yes <input type="checkbox"/> No (required for development within 4.5 metres of a road reserve)

TYPE OF APPLICATION:

<input type="checkbox"/> Watercourse	<input type="checkbox"/> Multiple Family	<input type="checkbox"/> Protection of Farming	<input type="checkbox"/> Commercial
<input type="checkbox"/> Environmentally Sensitive	<input type="checkbox"/> Industrial	<input type="checkbox"/> Town Centre	<input type="checkbox"/> Hillside
Is this an Expedited Development Permit Application: <input type="checkbox"/> Yes <input type="checkbox"/> No			

TECHNICAL DOCUMENTATION:

An assessment report prepared by a suitably qualified individual is required for certain types of development permit applications. Please refer to the applicable OCP Bylaw for your Electoral Area for specific reporting requirements. The following list is subject to change and is only provided for information purposes:

Environmentally Sensitive Development Permit (ESDP)

- Environmental Impact Assessment (EIA), to be completed by a Registered Professional Biologist (RPBio); or
- Rapid Environmental Assessment (REA) completed by an RPBio.

Watercourse Development Permit (WDP)

- *Riparian Areas Regulation* assessment report to be completed by a qualified environmental professional (QEP).

Hillside/Steep Slope Development Permit (HDP)

- Geo-technical report to be completed by a qualified professional (Registered Engineer or Geoscientist); and
- Site survey prepared by a qualified professional (e.g. BC Land Surveyor).

Protection of Farming Development Permit (PFDP)

- Site assessment regarding buffering and landscape design measures.

Industrial Development Permit (IDP)

- Aquifer Protection Report to be completed by a qualified professional (Registered Engineer or Geoscientist).

REQUIRED DOCUMENTATION:

All plans and drawings referred to in this section should be submitted with one full scale and one reduced copy (i.e. 11 x 17) suitable for black and white reproduction. When possible, Adobe PDF versions should also be included.

Certificate of Title – to provide proof of ownership, copies of titles should be dated no more than 30 days prior to the date of application. Copies of titles are available from the Land Titles Office, or through a Government Agent’s Office, a notary, lawyer or search company.

Technical Documentation – an assessment report prepared by a suitably qualified individual is required for certain types of development permit applications. Please refer to the preceding section for more information.

Site Plan – drawn to scale and showing dimensions, shall include the following (as applicable):

- North arrow and scale;
- Dimensions and boundaries of property lines, rights-of-way, existing covenant areas and easements;
- Location and dimensions of existing structures and setbacks to parcel lines, rights-of-ways, easements;
- Location of existing access roads, driveways, vehicle parking spaces, pathways, screening and fencing;
- Natural & finished grades of site, at buildings & retaining walls (indicate source of grade data)
- Location of any physical or topographical constraints (i.e. watercourses, slopes, rock outcrops, etc.); and
- Location of all existing water lines, wells, septic fields, sanitary sewer & storm drain facilities.

Development Plan - shall be drawn to scale and indicate the following:

- detailed drawings of the proposed development, including building sections, elevations, finishes, floor plans, landscaping, access roads, driveways, vehicle parking spaces, pathways, and screening and fencing proposed for the site;
- a project summary sheet outlining density and number of dwelling units, site coverage, heights, setbacks, and other relevant data; and
- location and width of proposed access(es) to the property, driveways, manoeuvring aisles and parking layout.

Development Plan - shall be drawn to scale and indicate the following

Site Survey - If the proposed development involves a variance to the siting or building envelope of a structure, or is within 10% of a watercourse setback, or involves a bend or a hardship application, a current BC Land Surveyor’s survey certificate (in metric) shall be required. This may be combined with the requirements for a **Site Plan**, where appropriate.

Landscape Plan – where applicable, the Landscape Plan shall be drawn to scale and shall show existing and proposed landscaping and to include an estimate of the cost of landscaping, provided by a Landscape Architect or qualified professional. This estimate will be used to determine the amount of any security required.

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.

Signature of Owner or Authorized Agent

Date

Print name of Owner or Authorized Agent