



Every project is different and includes different land-use/building considerations, please contact us to discuss your project.

Need help completing this application? Contact us!

OFFICE USE ONLY - Application Number: _____

Applicant Information

Full Name: _____

Mailing Address: _____ Postal Code: _____

Phone: _____ Cell: _____ E-mail: _____

Comments or contact instructions: _____

Property Owner Information (if different from above)

Full Name	Address and Postal Code	Phone	Email
_____	_____	_____	_____
_____	_____	_____	_____

Property Information

Address: _____

Legal Description: _____

Property Identification Number (PID): _____

Zoning Designation: _____

Land Use Designation: _____

Development Permit Area: _____

Lot Size (m²/ha/acre): _____

Proposed Development Information

Please describe the proposed development. Include details such as size of building or addition, purpose, and anticipated changes from current existing use, traffic, and parking. Include impact on water bodies, riparian areas and natural vegetation if in Water Corridor Development Permit Area. Please see development permit area information in the City's Official Community Plan. Attach additional pages if necessary.

Building Permit Application

Building Permit Application Submission Date: _____

Submitting your Building Permit Application at the same time as this application is strongly encouraged.



Development Permit Application

Servicing Information

Is the property serviced by municipal water? Yes No

Is the property serviced by sanitary sewer? Yes No

Parking Information

of current parking spaces: _____ # of spaces after development: _____

Comments: _____

Landscaping Information

Describe changes or improvements to landscaping: _____

Estimated landscaping costs: _____

Comments: _____

Signage Information

Are you making any changes to signage? Yes No

Application Acknowledgment

Personal Information provided on this form is collected under the authority of the Community Charter/Local Government Act and will be used only for purposes related to your application. Your name will be treated as public information. Home address and telephone number will not be released except in accordance with the Freedom of Information and Protection of Privacy Act. Questions about the collection of personal information may be referred to City Hall at 250-992-2111.

Should there be any change in ownership or legal description of the property, I undertake to notify the Planning and Development Services Department immediately to avoid any unnecessary delay in processing the application.

I accept responsibility for delay caused by incorrect or insufficient submission materials. Processing begins only when an application is certified as complete. To be considered complete, the application must include this completed form, required fees, and supporting plans, relevant property title charges, documents and/or drawings as required.

Applicant or Authorized Representative Name (Print)

Signature

Date

Authorization of Applicant

By signing this application I authorize the above applicant to apply for this permit, receive and submit information regarding this property and this application, and otherwise act on behalf of the property owner regarding this application.

Owner's Name (Print)

Owner's Signature

Date

Note: A Letter of Permission stating the above is also accepted.



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This checklist must be followed and submitted with your application form. If the application is incomplete it will affect the processing time of the pending application. Please complete the application by initialling in the box under "Copies Attached" to verify completion of each submittal requirement. City staff will review the checklist and application package. Only complete applications will be accepted and assigned for review.

Forms and Fees

Document	Copies Required	Details	Notes	Copies Attached	Accepted (staff)
Application Form	1	A Development Permit application form must be completed and signed at time of submission.		<input type="checkbox"/>	
Application Fee	1	A non-refundable application fee, based upon the current effective Fee Schedule.		<input type="checkbox"/>	
Current title search	1	Documentation of current ownership, including relevant property title charges (i.e. covenant), if applicable.	The title search must have been completed within 30 days of submission.	<input type="checkbox"/>	

Drawings and Documents Required

Document	Copies Required	Details	Notes	Copies Attached	Accepted (staff)
Site Plan	2	Showing the proposed development in context of buildings and property lines. (Overhead view).	Max size: 11"x17" PDF file if digital	<input type="checkbox"/>	
Landscape Plan	2	Showing the existing and proposed landscaping.	Max size: 11"x17" PDF file if digital	<input type="checkbox"/>	
Parking Plan	2	Showing the existing and proposed parking.	Max size: 11"x17" PDF file if digital	<input type="checkbox"/>	
Floor Plan	2	Including existing and proposed building floor areas.	Max size: 11"x17" PDF file if digital	<input type="checkbox"/>	
Elevations	2	Detailed elevations showing height and dimensions and overall exterior building design.	Max size: 11"x17" PDF file	<input type="checkbox"/>	
Signage Plan	2	Signage locations and dimensions of sign areas.	Max size: 11"x17" PDF file	<input type="checkbox"/>	
Exterior Building Material (Cladding)	2	Information on proposed building materials and colours.	Max size: 11"x17" PDF file	<input type="checkbox"/>	



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Additional Documents - ONLY if the City deems necessary

Document	Copies Required	Details	Notes	Copies Attached	Accepted (staff)
Site Profile Plan	1	Site profiles are a screening tool used to identify potentially contaminated sites.	Contact the City for more information.	<input type="checkbox"/>	
Photographs	1		Contact the City for more information.	<input type="checkbox"/>	

Water Corridor Development Permit (if applicable)

Document	Copies Required	Details	Notes	Copies Attached	Accepted (staff)
Site Plan	2	<ul style="list-style-type: none"> Showing the proposed development in context of natural features, water bodies, riparian areas, buildings, and property lines Changes to natural features, vegetation, or any land alteration activities. Any proposed changes to existing riparian areas, including restoration and mitigation proposals. 		<input type="checkbox"/>	
Environmental Assessment Report	1	Prepared by a Qualified Environmental Professional		<input type="checkbox"/>	