



DEVELOPMENT PERMIT APPLICATION

APPLICATION NO. DP-_____

THE INFORMATION REQUESTED IN THIS FORM IS REQUIRED TO EXPEDITE THE APPLICATION AND ASSIST THE STAFF IN PREPARING A RECOMMENDATION. PERSONAL INFORMATION CONTAINED ON THIS FORM IS COLLECTED UNDER THE **FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT** AND WILL BE USED ONLY FOR THE PURPOSE OF PROCESSING YOUR APPLICATION.

This form is to be completed in full and submitted with all requested information to the City of Castlegar, 460 Columbia Avenue, Castlegar, B.C. V1N 1G7 (Phone : 365-7227, Fax: 365-4810)

Registered Owners' Name(s): _____

Address: _____ Postal Code: _____

Telephone: Business _____ Home _____ Fax: _____

Email _____

Applicant's Name: _____

Address _____ Postal Code _____

Telephone: Business _____ Home: _____ Fax: _____

Email _____

Please indicate preferred method of correspondence: Email Fax Mail

Owner Authorization of Applicant:

As owner(s) of the land described in this application, I/we hereby authorize _____

_____ to act as applicant in regard to this Development Permit Application.

Owners' Signatures: _____

- (1) An Application Fee as set out in Schedule 'C' (applicable section of which is attached) shall be made payable to the City of Castlegar and shall accompany the Application.
- (2) Where the applicant is not the sole registered owner of the land described in this application, the authorization clause, noted above, must be completed and signed by the owner(s).

I/We _____ hereby make application under the provisions of the Municipal Act to the City of Castlegar for a Development Permit to undertake the following development (provide **full** description of proposed use/development):

The following information is to be provided:

1. Current Legal Description of the Land in Full: _____

2. Location of the Land (Street Address): _____
3. Present Zoning of the Land: _____
4. Description of the Existing Use/Development of the Land: _____

5. Do any buildings currently exist on the land? Yes _____ No _____

**DEVELOPMENT APPROVALS
 APPLICATION FEES AND APPLICABLE REFUNDS**

APPLICATION TYPE	APPLICATION FEE
Development Permit	\$400.00
Development Permit (facade only)	\$20.00
Development Variance Permit	\$400.00
Land Use Contract Amendment (only)	\$500.00
Land Use Contract Amendment with OCP Amendment	\$600.00
Official Community Plan Amendment (only)	\$600.00 plus advertising costs
Temporary Use Permit	\$500.00
Zoning Bylaw Amendment (only)	\$600.00 plus advertising costs
Zoning Bylaw Amendment with OCP Amendment	\$815.00 plus advertising costs

Refunds:

1. No refund shall be granted for application fees received for development permits, development variance permits or temporary commercial/industrial use permits.
2. One Hundred (\$100.00) Dollars of the application fee for a zoning bylaw amendment, land use contract amendment and/or official community plan amendment shall be withheld by the City if the application is withdrawn or declined by City Council prior to Council passing a resolution that a Public Hearing be held on the application.
3. No refund shall be granted for a zoning bylaw amendment, land use contract amendment or official community plan amendment application after the City Council has authorized by resolution that a Public Hearing be held regarding the application.

(Bylaw 920)

Development Permit Application Checklist

Required Items

All Development Permits Require the Following

- Application Fee
- Completed Development Permit Application Form
- Completed Checklist (dated and signed)
- Copy of Certificate of Title
- Site Plan
- Development Data

All Form & Character Development Permits Require the Following

- Building Elevations Drawings
- Coloured Renderings
- Design Rationale

All Steep Slope Development Permits Require the Following

- Geotechnical Report
- Environmental Assessment
- Tree Management Plan
- Rain Water (*Storm Water*) Management Plan

Additional Items

Additional Required Items

- Owner Authorization
- Landscape Plan
- Landscape Quote and Deposit
- Variance Rationale
- Riparian Area Assessment
- Neighbourhood Context / Streetscape
- Rain Water (*Storm Water*) Management Plan
- Geotechnical Report
- Material / Sample Board of Exterior Finishings
- Site Profile Form
- Traffic Impact Study
- Massing Model
- Fire Interface Assessment
- Site Grading Plan
- BCLS Height Survey

 CASTLEGAR

Please note: a pre-development meeting with staff is required to determine additional application requirements.

Incomplete applications will be returned to the applicant.

I / we hereby declare that all of the above statements and the information and materials have been submitted in support of this application.

Date

Applicant Signature (*print name below*)

Relevant Documents and Plans Must be Sealed by the Appropriate Professional.
Documents and plans will not be accepted if they are bound or stapled. Plans must be folded.

Copy of Certificate of Title

Certificate of Title for subject land(s), and a copy of all relevant covenants, no older than 2 weeks at the time of application.

Site Plan (1 full size 24" x 36" copy / 1 reduced 8.5" x 11" copy)

Legal data (survey) showing dimensions of all property lines, rights-of-way and easements, utilities, adjacent sidewalks, labelling of adjacent properties, north arrow, scale and date of plan. Dimensions and setbacks of proposed and existing buildings, landscaped areas, retaining walls, waste/recycling enclosures, snow storage, and outdoor amenity areas. Location, numbering and dimensions of all off-street parking and loading spaces/docks and driveways. Drainage, elevation grades and all watercourses, including their natural boundary and top of bank (where applicable).

Development Data (to be provided on Site Plan)

This should be provided as a table on the site plan in order to summarize the proposed development and compliance with zoning regulations: parking requirements, site area, site coverage, number of units, gross floor area height of building based on average, natural or finished grade, floor area ratio, open space location and amenity area provided.

Design Rationale (1 copy)

Written explanation of how project conforms to relevant OCP Development Permit guidelines, such as form and character, surrounding context and building materials.

Geotechnical Report (1 copy)

Report by qualified professional to assess the suitability of the site if land stability problems are suspected.

Environmental Assessment (1 copy)

To include, but not limited to, watercourse, wildlife and bird habitat, discharges to air and water, land disturbance and clearing, and proposed mitigation.

Tree Management Plan (TMP) (1 copy)

To show general location and type of vegetation, description of trees and tree groupings, listing species, size of trees, and identifying any significant trees.

Rain Water (Storm Water) Management Plan (1 copy)

A report identifying how storm water will be dealt with. The objective is to manage flows at pre-development levels.

Owner Authorization

Required if the applicant is not the registered owner of the subject property. Complete relevant section on application.

Landscape Plan (1 full size 24" x 36" copy / 1 reduced 8.5" x 11" copy)

Including, but not limited to, written landscape rationale, existing trees, proposed planting palette with legend, required perimeter landscape buffers, mitigation plans to retain trees, significant site features, surface materials, specific grading information for retaining walls, berms and swales, kiosks, landscape structures, fencing, waste/recycling enclosures and lighting.

Landscape Quote and Deposit (1 copy)

Quote for all costs necessary to implement the Landscape Plan and a fully refundable (upon completion and inspection by City staff) deposit equalling the amount of the quote.

Variance Rationale (1 copy)

A written rationale for all proposed variances.

Riparian Area Assessment (1 copy)

As per the Provincial Riparian Area Regulations (RAR), this assessment must be completed for projects which propose development within the riparian setback. Prior to issuance of the development permit, confirmation is required from the Ministry that they have received the report. The assessment must be completed by a Qualified Environmental Professional (QEP).

Neighbourhood Context / Streetscape (1 copy)

A drawing or photomontage showing how the proposed development fits in the street relative to the built environment.

Site Profile Form (1 copy)

Forms and information available at <https://www2.gov.bc.ca/gov/content/environment>

Traffic Impact Study (1 copy)

To include, but not limited to, impacts to area traffic patterns, additional loads on local and major intersections, proposed improvements to area street systems, and a rationale for vehicle access points.

Fire Interface Assessment (1 copy)

A signed report by a Registered Forest Professional identifying potential hazards and mitigation measures.

Site Grading Plan (1 copy)

A plan showing the final grade of the property (1 metre contour interval).

BCLS Height Survey (1 copy)

The survey, which must be completed by a BCLS, must include the natural and finished grade for all outer points of a building or the natural grade for any fence or retaining wall variance.