

PLEASE NOTE: A pre-development meeting with Development Services Staff is required to complete the checklist prior to submitting your application. Please contact the Planner at **250 365 8962** or **devserv@castlegar.ca** to arrange a pre-development meeting.

PART 1. NATURE OF APPLICATION						
Application Type Check all i	that apply					
☐ Official Community Plan ☐ De Amendment ☐ Bo		velopment Variance ard of Variance velopment Permit (minor)			Development Permit (major) Temporary Use Permit (minor) Temporary Use Permit (major)	
PART 2. LAND DEVELOPMEN	NT INFORMATION					
Project Name or Owner				Permit Number		
Civic Address of Proposal					Date of Application	
Legal Description: Lot	egal Description: Lot Block		Plan		PID Number	
Current Development or Land U	Jse					
Description of Proposed Development or Land Use						
PART 3. APPLICANT AND PARTICIPATING PARTIES						
Owner: Last Name	First Nan	ne		Pho	one Number	
Email Address		Maili	ing Address			
Applicant/Agent: Last Name First Na		ne	Ph		none Number	
Email Address		Maili	ing Address			
Architect/Designer: Last Name First Name		ne	Phone Number		one Number	
Email Address		Maili	ing Address			



РΑ	PART 4. SIGNATURES				
	the applicant or authorized agent, I declare that the information and plication are, to the best of my knowledge true and correct.	I supportive documentation submitted in suppo	ort of this		
	ccept that further information may be required by the City in accorda es Bylaw 1336, and accept responsibility for processing delays that ar		es and		
	nderstand that all fees charged in connection with this application and Fees Bylaw 1336, and that further charges may be required includir				
Na	me of Agent/Owner	Signature of Agent/Owner			
PA	ART 5. AGENT AUTHORIZATION				
l, _		(name of agent) solemnly declare that I an	n the Authorized		
Ag	Agent for (owner(s) of property), who is the registered				
ou	uner(s) of the real property legally described as:				
Name of Agent Signature of Agent					
Na	me of All Registered Owners	Signature of All Registered Owners			
PA	ART 6. FEE SCHEDULE BY APPLICATION TYPE				
Fee	es and charges are refundable under these circumstances:	Official Community Plan Amendment	\$1000		
1.	Application fees for an Official Community Plan and/or Zoning	Zoning Bylaw Amendment Joint Official Community Plan	\$1000		
	Bylaw Amendment shall be refunded 50% of the application fee	and Zoning Amendment	\$1500		
	if the application is withdrawn or refused by Council prior to Public Hearing.	Public Notice (per notice)	\$500		
2.	Application fees for a Development Permit, Development	Major Development Permit	\$1000		
	Variance Permit or Temporary Use Permit shall be refunded 50%	Minor Development Permit	\$500		
	of the application fee if the application is withdrawn prior to proceeding to Council or to the Delegated Authority for minor	Development Variance Permit	\$500		
	Development Permits and minor Temporary Use Permits.	Board of Variance	\$300		
3.	Applications that are withdrawn or lapse prior to referral shall	Major Temporary Use Permit	\$700		
	be refunded for the full amount of the application fee but	Minor Temporary Use Permit	\$500		
	charged a \$100 administrative fee.	Public Notice (per notice)	\$500		

The personal information collected on this form is collected for the purposes of a development approval of the City of Castlegar as authorized by Section 26 of the Freedom of Information and Protection of Privacy Act. All information collected with this form shall be disclosed to the public upon request. Copies of any associated documentation submitted as part of this application becomes part of the local government's records and therefore subject to the Freedom of Information and Protection of Privacy Act. If you have any questions about the collection and use of information, please contact the City's Corporate Officer at (250) 365–8973.



PART 7. SUBMISSION CHECKLIST KEY

Use this key to locate the details for the required submission documents in Part 8, Submission Document Details.

Application Type	Submission Requirements	As Requested
Official Community Plan Amendment, Zoning Bylaw Amendment, Joint OCP and Zoning Amendment, Development Permit (Minor), Development Permit (Major), Temporary Use Permit	A, B, C, D, F, G, H	E, F, I
Development Variance, Board of Variance	A, B, C, D, F, G, H	E, I

PART 8. SUBMISSION CHECKLIST DETAILS

This checklist provides the basic requirements to complete an application. Depending on the nature and complexity of the application, additional requirements may be requested following internal review.

Documentation	Details	Required	Recieved
A. Pre-Development Meeting	Have you had your pre-development meeting? If not, contact the Planner at 250 365 8962 or devserv@castlegar.ca to arrange a meeting before proceeding.		
B. Completed Application Form	All forms must be submitted in person or electronically to devserv@castlegar.ca. Incomplete applications will delay review of your application.		
C. Application Fee	Application fees are set out as Schedule A of the City's Procedures and Fees Bylaw 1336. Applicable fees should be submitted at the time of application.		
D. State of Title Certificate and Charges on Title	Must be printed within the last 30 days of application date. Titles and related documents can be obtained from myLTSA.com or through a lawyer, notary, or search company. Titles may also be provided by the City for a fee. All development is subject to comply with any right of ways, easements, covenants or other charges on Title.		
E. Agent Authorization	Written consent of all property owners, with one or more owners appointing an applicant to act as an agent for all purposes of the application. (if applicable)		
F. Provincial Site Profile	Required for any development proposal on lands that may have been contaminated during past or current commercial or industrial activity.		
G. Proposal Summary	An outline of the proposed development or land use, including an explanation of conformance to current land use regulations or rationale for a proposed variance. If applicable, the number of lots, units or gross floor area of the development and an explanation of benefits and impacts to surrounding properties or the character of the neighborhood in which the development is proposed.		
H. Site Plans	Site Plans must be based on the registered legal Lot Plan (LTSA) and must contain: north arrow, correct scale and scale bar; property lines; name and extent of adjacent laneways or roadways; existing right of ways or easements; location, area, and dimensions including setbacks of existing and proposed structures; location and grade of accesses; location of any steep slopes, watercourses or other natural features on or adjacent to the property; location of existing wells or water sources, location of existing or proposed septic fields, location of ay existing utilities. (2 copies full size printed and one electronic set)		



Documentation	Details	Required	Recieved
I. Additional Documentation	a. Architectural building drawings of exterior elevations, floor plans, and cross sections		
as Requested PLEASE NOTE:	 b. Details regarding colors and exterior finishes for form and character development permits. 		
All reports must be completed by a qualified professional.	c. Design rationale: written explanation of how the project conforms to relevant development permit guidelines regarding architectural design, landscaping, parking, signage, access and integration with surrounding developments.		
	d. Parking plan: to include all off street parking spaces to scale with dimensions.		
	e. Traffic impact assessment report: 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.		
	f. Geotechnical assessment: report to assess the suitability of the site if land stability problems are suspected.		
	g. Environmental or riparian assessment: report to include, but not limited to, watercourse, wildlife and bird habitat, discharges to air and water, land disturbance and clearing, and proposed mitigation.		
	h. Wildfire interface assessment: a report by a Registered Forest Professional identifying potential hazards and mitigation measures.		
	i. Tree removal and management plan: report to show general location and type of vegetation, description of trees and tree groupings, listing species, size of trees, and identifying any significant trees.		
	j. Storm water management plan prepared by a qualified professional showing proposed servicing locations.		
	k. Servicing and drainage concept plan prepared by a qualified professional.		
	I. Landscape plan prepared by a qualified professional drawn to scale showing existing and proposed screening, plantings, garbage enclosures, walkways and amenities.		
	m. Landscape quote and security deposit.		
	n. Streetscape: a drawing or photomontage prepared by a qualified professional showing how the proposed development fits in the street relative to the built environment.		
	o. Other		

Additional Notes:

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FOR OFFICE USE ONLY			
Current Zoning Designation	Current OCP Designation		
Proposed Zoning Designation	Proposed OCP Designation		
Development Permit Area ☐ Yes ☐ No	DP Number		
Development Variance	DVP Number		
□ Yes □ No			
Board of Variance	BOV Number		
□ Yes □ No			
Application Fee \$	Security Deposit \$		
Development Cost Charges	Security Hold Back \$		
Sewer \$	Notes:		
Water \$			
Drainage \$			
Road \$	Date Security Deposit Recieved:		
Open Space \$	Receipt Number:		
	Date Security Deposit Refunded:		
	Receipt Number:		
Total Fees \$			

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