

APPLICATION FORM

Development Permit Application

Zoning _____

DP Area _____

VariANCES Requested yes no

Rezoning/OCP Amendment Application

Current Zoning _____ Proposed Zoning _____

Current OCP Designation _____

Proposed OCP Designation _____

Development Details

Property Size _____ Existing Use _____
(m² or ha)

Project Description _____
(i.e. 30-unit multi-family building)

Are there currently residential tenants on site who will be displaced by the proposed development? Yes No

If yes, how many tenant-occupied units will be vacated? _____

Justification Letter Please provide a letter describing your project in detail. In this letter, please include the following:

- Detailed description of your project
- How does your project comply with OCP / LAP policies and DP guidelines?
- How does your project benefit the community?
- What variances are requested, and how are they justified?

Services and Covenants Services shall be provided in a manner acceptable to the Municipality. Proposals shall be reviewed and additional information may be required. Please complete the following:

- | | | |
|--------------------------|--------------------------|---|
| Yes | No | |
| <input type="checkbox"/> | <input type="checkbox"/> | servicing details (storm, sewer, water and access) are indicated on my submitted plans and/or attached brief; and, |
| Yes | No | |
| <input type="checkbox"/> | <input type="checkbox"/> | registered covenants, rights-of-way, and easements have been reviewed and my plans reflect requirements in these documents. |

Priority Review Non-profit and co-operative housing applications may be eligible for prioritized application review and permit processing.

<input type="checkbox"/> Yes	This application includes non-profit rental, non-market ownership or co-operative housing, and is eligible for expedited processing. Refer to Council Policy for more information.
<input type="checkbox"/> No	

If “yes” the following is required:

- Proof of non-profit status, such as registration under the Societies Act
- Copy of an organizational mandate with direction to provide “supportive” or “affordable” housing

Non-Market Housing “Non-market housing” as defined by the Zoning Bylaw may be eligible for specific zoning regulations under Schedule I of the Zoning Bylaw and delegated Development Permit approval.

<input type="checkbox"/> Yes	This application includes ‘non-market housing’ and is seeking zoning regulations under Schedule I of the Zoning Bylaw.
<input type="checkbox"/> No	

If “yes” the following is required:

- A legal housing agreement securing affordability and rental tenure, i.e. BC Housing agreement

Contaminated Sites – Site Disclosure Statement

Pursuant to the *Environmental Management Act*, an applicant is required to submit a Site Disclosure Statement for a property that is/was used for commercial or industrial purposes as defined within Schedule 2 of the *Contaminated Sites Regulation*.

Schedule 2 – [Contaminated Sites Regulation](#)

<input type="checkbox"/> Yes	Is/was the property used for commercial or industrial purposes as per Schedule 2 (link above)
<input type="checkbox"/> No	

If yes, the following is required:

- Completed Site Disclosure Statement** – Signed by an owner of the land or operator of a site on the land for which the Site Disclosure Statement applies
- \$100 Site Disclosure Statement processing fee**

[Additional information regarding contaminated sites](#)