

**CITY OF CASTLEGAR**

**OFFICIAL COMMUNITY PLAN AMENDMENT APPLICATION**

**APPLICATION NO. R-\_\_\_\_\_**

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: 365-5074)

**Registered Owner(s):**

Registered Owners' Name(s) \_\_\_\_\_  
\_\_\_\_\_

Address \_\_\_\_\_ Postal Code \_\_\_\_\_

Telephone: Business \_\_\_\_\_ Home \_\_\_\_\_ Fax: \_\_\_\_\_

**Applicant:**

Applicant's Name \_\_\_\_\_

Address \_\_\_\_\_ Postal Code \_\_\_\_\_

Telephone: Business \_\_\_\_\_ Home \_\_\_\_\_ Fax: \_\_\_\_\_

**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 Official Community Plan Amendment  
Application.

Owners' Signatures: \_\_\_\_\_  
\_\_\_\_\_

NOTE:

- (1) A copy of a State of Title Certificate, or a copy of a Certificate of Indefeasible Title, dated no more than thirty (30) days prior to submission of the application must accompany the application as a proof of ownership.
- (2) 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.
- (3) 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).
- (4) A dimensioned Sketch Plan drawn to scale showing the parcel(s) or part of the parcel(s) to be redesignated and the location of existing and proposed buildings, structures, uses, access roads, parking, driveways and any screening, landscaping and fences must accompany this application.

I/We \_\_\_\_\_ hereby apply for:

1. **An amendment to the text of the City of Castlegar Official Community Plan Bylaw, as follows:**

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2. **An amendment of the community plan designation of:**

- a) Current Legal Description of the Land in Full:

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- b) Location of the Land (Street Address):

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- c) From Present Designation of the Land: \_\_\_\_\_

- d) To Proposed Designation of the Land: \_\_\_\_\_

- e) Description of the Existing Use/Development of the Land:

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- f) Description of the Proposed Use/Development of the Land:

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3. **Reasons and comments in support of the application (use separate sheet if necessary)**

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4. **General Information**

a) Services Currently Existing or Readily Available to the Land (check as applicable)

Currently Services	Readily Existing		Available *	
	YES	NO	YES	NO
Road Access	—	—	—	—
Water Supply	—	—	—	—
Sewage Disposal	—	—	—	—
Hydro	—	—	—	—
Telephone	—	—	—	—
School Bus Service	—	—	—	—

\* Readily Available means existing services can be easily extended to the subject property.

b) Proposed Water Supply Method: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

c) Proposed Sewage Disposal Method: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

d) Do any buildings currently exist on the land?

Yes \_\_\_ No \_\_\_

If yes, please provide a set of scaled drawings including site plans, floor plans, facade (if required), indicating building locations, sizes, heights and other information.

e) If applicable, please provide plans for the proposed building(s) or addition including site plans, floor plans, facades, indicating location of all buildings, parking layout, facade, size of building and other information that may be required.

**5. Neighbouring Tenants**

The Municipal Act requires that owners and 'tenants in occupation' of the subject parcel and of neighbouring parcels be notified of the application for community plan amendment. As it is not possible for the City to be aware of the names and mailing addresses of all tenants, the applicant shall supply, at the time of submission of this application, a full list of all tenants of each parcel any part of which lies within 60 metres (197 feet) of any parcel involved in the permit application not currently owned by the applicant.

For most purposes, "tenant" means one who is qualified to maintain an action for trespass, but it can also mean a person who occupies publicly owned land. It is not necessary to supply names of owners of property currently occupied by someone else, this will be done by the City.

Please print the tenants names and their mailing addresses on a separate sheet and attach to this application.

**6. Attendance at Advisory Planning Commission Meeting**

The Municipal Act entitles applicants' and/or their agents to attend and be heard at a meeting of the Advisory Planning Commission (A.P.C.) if a meeting is to be held. If you or your agent wish to attend this meeting indicate your intentions in the appropriate space below. This will aid the Advisory Planning Commission in making the necessary arrangements to inform you of the date, time and place of the meeting if one is to be held.

