

PLANNING AND DEVELOPMENT APPROVAL APPLICATION

LAND USE REGULATION

Land use in the City is guided by the City's Official Community Plan (OCP), Zoning Bylaw and Subdivision and Development Services Bylaw.

Planning and Procedures Bylaw 1336 establishes the procedures for amendments to the Official Community Plan and Zoning Bylaw and applications for a Development Permit, Development Variance and Temporary Use Permits.

There may be instances in which you may require a Development Approval before you can proceed with a proposed development or obtain a Building Permit.

These may include:

Official Community Plan or Zoning Amendment if the proposed use of your property does not align with the permitted uses or intent of your property you may be required to pursue a land use amendment to the City's Official Community Plan or Zoning Bylaw (see page 2)

Development Permits are required when you are proposing a multi-family, commercial or industrial development or are developing property in a designated Development Permit Area as identified by the City's Official Community Plan (see page 4).

Development Variance or Board of Variance may be required if you are unable to meet building setbacks, siting, height, sign or parking requirements or servicing requirements of the City's Zoning Bylaw, Sign Bylaw or Subdivision and Development Services Bylaw. **Board of Variance** may also be used if the variance is minor in nature or where there is undue hardship (see page 6).

Temporary Use Permits are used in instances where you may wish to use a property for a short duration for purposes that do not align with the City's Zoning Bylaw. A Temporary Use Permit is valid for a period of three (3) years and is subject to renewal (see page 7).

City of Castlegar
Development Services
460 Columbia Avenue
Castlegar BC V1N 1G7
250.365.7227/ www.castlegar.ca

WHERE CAN I FIND OUT MORE?

Copies of the City's Bylaws can be obtained from City Hall or on-line from www.castlegar.ca.

HOW DO I SUBMIT AN APPLICATION?

Applications and fees can be submitted in person or electronically to Development Services at devserv@castlegar.ca.

REQUIRED SUPPORTING DOCUMENTS

Application requirements are dependent on what is being proposed. A detailed checklist is included with the Planning and Development Approvals application. If you have questions regarding application requirements, please contact the City of Castlegar Planner for assistance prior to making submission.

APPLICATION TIMELINES

The City is committed to processing Development Approvals in a timely manner as resources permit. Each application is subject to specific procedures and timelines that are determined by Council, Planning and Development Procedures Bylaw 1336 and the *Local Government Act*. Processing time is dependent on application volume and staff capacity. Common delays include incomplete applications, missing information, and poor quality plans or drawings

WHAT DOES A DEVELOPMENT APPROVAL COST?

Development Approvals fees are calculated based on the fee schedule of Planning and Development Procedures and Fees Bylaw 1336. Fees are payable at the time of application. Applications that are withdrawn or unable to proceed will be refunded accordingly. Additional fees associated with servicing and utilities, development cost charges, and security deposit fees may also apply.

PLANNING AND DEVELOPMENT APPROVAL APPLICATION

OFFICIAL COMMUNITY PLAN OR ZONING AMENDMENT

REQUIRED DOCUMENTATION	NOTES
1. Completed Application Form	Applicant will provide a Completed Application Form as provided by the City of Castlegar, including agent authorization, if not the property owner.
2. Project Proposal	Applicant will provide detail as to their development proposal and what changes to the current regulations are being requested. Applicants should include any anticipated benefits or impacts to the city and surrounding property owners.
3. Site Plan	Applicant will provide a detailed site plan for each property under application, including: <ul style="list-style-type: none"> • Location and siting of proposed development (including dimensions and measurements from property lines) • Location and detail of existing right of ways, easements, restrictive covenants • Location and siting of any proposed screening, landscaping or other improvements • Location and siting of any existing and/or proposed infrastructure such as water, sewer and drainage
4. Site Profile	A completed site profile is required for any property where it is reasonably known to have been used, or is currently being used, for commercial and/or industrial activity.
5. Title	A Certificate of Title as issued within the last thirty (30) days of making application.
6. Additional Requirements	Professional reports or other supportive material may be requested. Supportive material may include traffic impact assessments, geotechnical assessments, infrastructure impact analysis, environmental assessments or other supportive documentation applicable to the proposed development.

PROCESS FOR OFFICIAL COMMUNITY PLAN AND/OR ZONING BYLAW AMENDMENTS

- Applicant makes arrangements to have a pre-application meeting where staff can advise on application requirements and timelines.
- Completed Application Form and Required Documentation is submitted and reviewed by staff. This includes notification and review by other applicable City of Castlegar departments. Staff will notify the applicant of any deficiencies. Incomplete Applications will not be processed until such a time as required documentation is received.
- Applicants will be required to post a **Notice of Proposal** sign as provided by the City at the time of notification.
- Staff will prepare a referral package for notification of the applicant, advisory planning commission, applicable agencies and registered owners or occupiers of real property located within 60 meters of the subject property or properties. If appropriate, a Public Information Meeting will be requested, at the applicant's expense.
- Following the notification period staff will prepare a report to Council for consideration of First and/or Second Reading and referral to Public Hearing.
- If Council provides First and/or Second Reading and referral to Public Hearing, notification of Public Hearing shall be prepared and delivered accordingly to the requirements of the Local Government Act. The requirements of a Public Hearing may be waived in circumstances in which the proposed amendments are in alignment with the Official Community Plan.
- Following the Public Hearing, Council may consider the proposed amendments further and may choose to refuse, table or impose conditions on the amendments. No further public submission is permitted following a Public Hearing. Specific amendments may require Provincial approval prior to Adoption. These include proposals within 800 metres of a controlled access highway or proposals involving commercial or industrial buildings exceeding 4,500 square metres in gross floor area.

ESTIMATED TIMELINES

An Official Community Plan or Zoning Amendment can take up to **three to four months** to process due to the requirements for public notification and a public hearing.

PLANNING AND DEVELOPMENT APPROVAL APPLICATION

PUBLIC HEARING REQUIREMENTS

A Public Hearing is a vital part of City's review when applications are made to change the City's Official Community Plan or Zoning Bylaw. A Public Hearing is the primary means for the public to present their views to Council on a proposed change to the City's Official Community Plan or Zoning Bylaw.

The Public Hearing is Council's opportunity to listen to members of the public.

WHEN ARE PUBLIC HEARINGS HELD?

Public Hearings are generally held between the scheduled Committee of the Whole meeting and Regular Council. Notice of the Public Hearing will provide the specific time and location and how to participate.

HOW WILL I KNOW WHEN A PUBLIC HEARING IS BEING HELD?

Staff and Council want to ensure that residents have adequate notice and access to information on Bylaw Amendments. There are a number of ways in which this takes place:

- Notice of Proposal Signage: where applicable, a notice of proposal sign will be posted in the property providing general information and updates as to any public meetings or scheduled public hearings.
- Mail Out and Delivery: where applicable, Public Hearing notices are mailed and/or hand delivered to property owners and tenants within a 60 metre radius of the subject property. The notices are sent 10 days prior to the Public Hearing date.
- City of Castlegar Website and City Hall will post Public Hearing notices within 10 days prior to the Public Hearing date.
- Public Hearings are advertised in local newspapers the week before the Public Hearing.

WHAT HAPPENS AT A PUBLIC HEARING?

1. The Mayor (or chairperson) calls the meeting to order.
2. City staff describes the procedure for the meeting and proceeds with a presentation to provide details about the proposal under consideration. If applicable, the applicant may also be requested to provide presentation.
3. Following the presentations, the chairperson will ask the public if they have any questions and provide opportunity for staff and/or the applicant to provide response.
4. Once all questions have been asked, the chairperson will proceed with accepting formal submissions from those in attendance. Staff may present any written submissions received prior to the Public Hearing so that these submissions can be included in the public record.
5. There are no requirements to register for speaking in advance of the meeting nor is there a speakers list at the meeting. Everyone who wishes to speak will be given an opportunity to be heard. Once everyone has had a chance to speak, those who wish to speak again may do so. Please keep in mind that if you choose to speak again, you should be presenting new points, not repeating what you have already stated.
6. The chairperson calls three times, to ask if anyone else would like to speak, should no one appear at the podium to speak, the item is then closed.
7. Once all submissions have been received, and there are no further questions, the chairperson will adjourn the Public Hearing meeting.

WHAT HAPPENS AFTER A PUBLIC HEARING?

Council members cannot accept any further information or submissions after the close of the Public Hearing; this is to allow a fair process as established by provincial case law. The Public Hearing is held as part of a Special Council Meeting, therefore following the close of the hearing, the Special Council Meeting will resume (that same evening) and bylaws may be considered for Third Reading.

PLANNING AND DEVELOPMENT APPROVAL APPLICATION

DEVELOPMENT PERMIT APPLICATIONS

REQUIRED DOCUMENTATION	NOTES
1. Completed Application Form	Applicant will provide a Completed Application Form as provided by the City of Castlegar, including agent authorization, if not the property owner.
2. Project Proposal	Applicant will provide detail as to their development proposal. Applicants should include any anticipated benefits or impacts to the city and surrounding property owners.
3. Site Plan	Applicant will provide a detailed site plan for each property under application, including: <ul style="list-style-type: none"> • Location and siting of proposed development (including dimensions and measurements from property lines) • Location and detail of existing right of ways, easements, restrictive covenants • Location and siting of any proposed screening, landscaping or other improvements • Location and siting of any existing and/or proposed infrastructure such as water, sewer and drainage • Additional requirements may include: standard building elevation drawings, landscape and streetscape drawings
4. Site Profile	A completed site profile is required for any property where it is reasonably known to have been used or is currently being used for commercial and/or industrial activity.
5. Title	A Certificate of Title as issued within the last thirty (30) days of making application.
6. Additional Requirements	Professional reports or other supportive material may be requested. Supportive material may include traffic impact assessments, geotechnical assessments, infrastructure impact analysis, environmental assessments or other supportive documentation applicable to the proposed development.
PROCESS FOR DEVELOPMENT PERMITS	
<ul style="list-style-type: none"> • Applicant makes arrangements to have a pre-application meeting where staff can advise on application requirements and timelines. • Completed Application Form and Required Documentation is submitted and reviewed by staff. This includes notification and review by other applicable City of Castlegar departments. Staff will notify the applicant of any deficiencies. Incomplete Applications will not be processed until such a time as required documentation is received. • Staff will review the completed Application and may impose conditions including a request for security to provide assurance of performance. • Minor Development Permits shall be reviewed by the Manager of Planning, Development and Sustainability or their delegate, and issued or refused accordingly. If refused, the applicant may request reconsideration by Council within thirty (30) days of the refusal. Requests must be made in writing. • Major Development Permits shall be presented for Council consideration. Council may consider to issue the Development Permit, issue the Development Permit with conditions, or refuse the Development Permit based on the applicable Development Permit Guidelines. Specific Development Permits may require Provincial approval prior to Issuance. These include proposals within 800 metres of a controlled access highway or proposals involving commercial or industrial buildings exceeding 4,500 square metres in gross floor area. • Any Development Permit that requires variances to the specifications of a Zoning Bylaw or Subdivision and Development Servicing Bylaw will be required to make separate application for a Development Variance Permit. 	
ESTIMATED TIMELINES	
<p>A Minor Development Permit may only take two to three weeks to process, while Major Development Permits may take up to two months or longer depending on the complexity of the application and the requirements for Council consideration.</p>	

PLANNING AND DEVELOPMENT APPROVAL APPLICATION

DEVELOPMENT PERMIT AREAS WITHIN THE CITY OF CASTLEGAR

The following list provides a brief description of the Development Permit Areas designated in Schedule B of the City's Official Community Plan. Further details and the guidelines for each can be found in the Official Community Plan. Each Development Permit Area will require submission of specific documents to meet the intended guideline if each, Please refer to the City Planner for specifications.

Regional Commercial/Light Industrial Development Permit Area

Development in the Regional Commercial and Light Industrial areas create a strong impression on residents and visitors to the community. It is important that any development within these areas present an attractive appearance as significant and visible areas of the community are designated Regional Commercial and Light Industrial.

The objective of this designation is to ensure that all new development meets a consistently high standard of visual quality in order to improve the appearance of commercial and industrial properties in the City, and to ensure that safe and efficient access is provided (see page XX of OCP Bylaw).

Airport Development Permit Area

The airport area is located on an aquifer that provides domestic water to the Ootischnia Improvement District. Care must be taken in the storage, handling, manufacture, and use of products on sites within the Airport and Regional Commercial Airport areas to avoid contamination of the groundwater system which is the source of domestic water. Development in the Airport area also creates a strong impression on residents and visitors of the surrounding community. It is important that any development within these areas present an attractive appearance particularly to visitors arriving at the airport or along Highway 3.

The objective of this designation is to ensure the protection of the groundwater aquifer supplying water to the Ootischnia Improvement District. Another objective is to ensure that all new development meets a consistently high standard of visual quality in order to improve the appearance of development in the area and address the impact on the neighbouring community, and to ensure that safe and efficient access is provided.

Columbia Avenue Commercial Development Permit Area

Development in the Columbia Avenue Commercial areas creates a strong impression on residents and visitors travelling between 17th Street / Woodland Drive and the Downtown. It is important that any development along the Columbia Avenue Corridor presents an attractive appearance as a gateway to the Downtown.

The objective of this designation is to ensure that all new development meets a consistently high standard of visual quality and to ensure that safe and efficient access is provided.

Transition Development Permit Area

Development in the Transition areas creates a strong impression on residents and visitors to the community. It is important that any development within these areas present an attractive appearance as significant areas of the community.

The objective of this designation is to enhance the appearance of developments having public view, to ensure that all new development meets a consistently high standard of visual quality, to improve the appearance of highway and service commercial properties in the City, and to ensure that safe and efficient access is provided. The objective is also to ensure that the area is visually appealing and

PLANNING AND DEVELOPMENT APPROVAL APPLICATION

functions well as it changes through the transition process. The area should look good and work well both during and after the years-long transition process.

Downtown Development Permit Area

The Downtown area is the historical, commercial and cultural heart of Castlegar and the surrounding market area. The visual impression of this Downtown area forms a strong part of the community's identity. Council would like to ensure that the visual character of the Downtown area improves as development occurs over time.

The objective of this Permit Area is to ensure that new development enhances the appearance of the Downtown and meets a consistently high standard of visual quality.

Multiple Family Development Permit Area

Multiple family developments can have a significant impact on the character of an area. Many Multiple Family developments are located in areas next to major roadways, areas next to low density residential use, and areas going through a transition from low density residential to multiple family residential use. Because of their prominent size and location, multiple family developments can have a significant visual impact on the surrounding area.

Good design guidelines can help ensure that the development enhances the area rather than create issues between existing residents and the new development.

The objective of this designation is to ensure that multiple family developments are attractive and compatible with the surrounding area.

Energy, Water and GHG Reduction Development Permit Area

The City is committed to addressing sustainability and climate change. Government, civic, commercial, multiple family, institutional, and industrial areas can significantly influence the amount of greenhouse gases emitted, and water and energy consumed in Castlegar. By implementing a variety of guidelines, these forms of development can reduce water and energy consumption and thereby the amount of greenhouse gasses emitted.

The objective of this designation is to ensure that new development conserves energy and water, thereby reducing the amounts of GHG emissions, and contributing in a positive way to making Castlegar a resilient and sustainable community.

The Energy, Water and GHG Reduction Development Permit Area apply to the areas designated in Schedule B of the City's Official Community Plan designated as: Medium Density Residential, Airport, Downtown, Columbia Avenue Commercial, Regional Commercial, Regional Commercial Airport, Light Industrial, Heavy Industrial; and Transition.

21st Street Steep Slope Development Permit Area

Properties within the 21st Street Steep Slope Development Permit Area are located on slopes with grades steeper than 30 percent. These steep sloped areas could affect visual quality, the environment, and safety related to development. These lands present special challenges in terms of slope instability, soil erosion, storm water drainage, groundwater management, and other environmental and visual impacts.

Protecting surrounding areas from the creation of hazardous conditions is the objective of this Development Permit Area.

PLANNING AND DEVELOPMENT APPROVAL APPLICATION

DEVELOPMENT VARIANCE AND BOARD OF VARIANCE APPLICATIONS

REQUIRED DOCUMENTATION	NOTES
1. Completed Application Form	Applicant will provide a Completed Application Form as provided by the City of Castlegar, including agent authorization, if not the property owner.
2. Project Proposal	Applicant will provide detail as to their development proposal and what variances to the current regulations are being requested. Applicants should include any anticipated benefits or impacts to the city and surrounding property owners.
3. Site Plan	Applicant will provide a detailed site plan for each property under application, including: <ul style="list-style-type: none"> • Location and siting of proposed development (including dimensions and measurements from property lines) • Location and detail of existing right of ways, easements, restrictive covenants • Location and siting of any existing and/or proposed infrastructure such as water, sewer and drainage
4. Site Profile	A completed site profile is required for any property where it is reasonably known to have been used or is currently being used for commercial and/or industrial activity.
5. Title	A Certificate of Title as issued within the last thirty (30) days of making application.
6. Additional Requirements	Professional reports or other supportive material may be requested.

PROCESS FOR DEVELOPMENT VARIANCE PERMITS

- Applicant makes arrangements to have a pre-application meeting where staff can advise on application requirements and timelines.
- Completed Application Form and Required Documentation is submitted and reviewed by staff. This includes notification and review by other applicable City of Castlegar departments. Staff will notify the applicant of any deficiencies. Incomplete Applications will not be processed until such a time as required documentation is received.
- Staff will review the completed Application and may impose conditions including a request for security to provide assurance of performance.
- Staff will prepare a referral package for notification of the applicant, advisory planning commission, applicable agencies and registered owners or occupiers of real property located within 60 meters of the subject property or properties.
- Following the notification period staff will prepare a report to Council. Council may consider to issue the Development Variance Permit, issue the Development Variance Permit with conditions, or refuse the Development Variance Permit based on the feedback received.

ESTIMATED TIMELINES

A **Development Variance Permit** may take up to **two months** to process due to the requirements for notification and Council consideration.

An alternative to a Development Variance Permit is a **Board of Variance**. A person may apply to the Board of Variance if they feel compliance with the City's land use regulations would cause them hardship. The board may grant a variance if they find that compliance with the bylaw would cause undue hardship and have considered the following factors and are of the opinion that the variance does not:

- Result in inappropriate development of the site
- Adversely affect the natural environment
- Substantially affect the use and enjoyment of adjacent land
- Vary permitted uses and densities
- Defeat the intent of the bylaw

A Board of Variance is independent of Council and a hearing can be arranged **within weeks** of making application. The City's Board of Variance is comprised of three Council appointed members of the public.

PLANNING AND DEVELOPMENT APPROVAL APPLICATION

TEMPORARY USE PERMITS

REQUIRED DOCUMENTATION	NOTES
1. Completed Application Form	Applicant will provide a Completed Application Form as provided by the City of Castlegar, including agent authorization, if not the property owner.
2. Project Proposal	Applicant will provide detail as to their development proposal and the seasonality or temporary nature of the proposal. Applicants should include any anticipated benefits or impacts to the city and surrounding property owners.
3. Site Plan	Applicant will provide a detailed site plan for each property under application, including: <ul style="list-style-type: none"> • Location and siting of proposed development (including dimensions and measurements from property lines) • Location and detail of existing right of ways, easements, restrictive covenants • Location and siting of any existing and/or proposed infrastructure such as water, sewer and drainage
4. Site Profile	A completed site profile is required for any property where it is reasonably known to have been used or is currently being used for commercial and/or industrial activity.
5. Title	A Certificate of Title as issued within the last thirty (30) days of making application.
6. Additional Requirements	Professional reports or other supportive material may be requested. Supportive material may include traffic impact assessments, geotechnical assessments, infrastructure impact analysis, environmental assessments or other supportive documentation applicable to the proposed development.

PROCESS FOR TEMPORARY USE PERMITS

- Applicant makes arrangements to have a pre-application meeting where staff can advise on application requirements and timelines.
- Completed Application Form and Required Documentation is submitted and reviewed by staff. This includes notification and review by other applicable City of Castlegar departments. Staff will notify the applicant of any deficiencies. Incomplete Applications will not be processed until such a time as required documentation is received.
- Applicants will be required to post a **Notice of Proposal** sign as provided by the City at the time of notification.
- Staff will prepare a referral package for notification of the applicant, advisory planning commission, applicable agencies and registered owners or occupiers of real property located within 60 meters of the subject property or properties and place notice accordingly to the requirements of the *Local Government Act*. If appropriate, a Public Information Meeting will be requested, at the applicant's expense
- Minor Temporary Use Permits shall be reviewed by the Manager of Planning, Development and Sustainability or their delegate, and issued or refused accordingly. If refused, the applicant may request reconsideration by Council within thirty (30) days of the refusal. Requests must be made in writing.
- Major Temporary Use Permits shall be presented for Council consideration. Council may consider to issue the Temporary Use Permit, issue the Temporary Use Permit with conditions, or refuse the Temporary Use Permit based on the feedback provided. Specific Temporary Use Permits may require Provincial approval prior to Issuance. These include proposals within 800 metres of a controlled access highway or proposals involving commercial or industrial buildings exceeding 4,500 square metres in gross floor area.

ESTIMATED TIMELINES

A **Minor Temporary Use Permit** may only take **two to three weeks** to process, while **Major Temporary Use Permits** may take up to **two months** or longer depending on the complexity of the application and the requirements for Council consideration.

PLANNING AND DEVELOPMENT APPROVAL APPLICATION

APPLICATION FOR LAND DEVELOPMENT

APPLICATION DATE

PERMIT NO.

CIVIC ADDRESS OF PROPOSAL

PROJECT NAME/OWNER

LEGAL DESCRIPTION Lot

Block

Plan

PID#

CURRENT DEVELOPMENT OR LAND USE

DESCRIPTION OF PROPOSED DEVELOPMENT OR LAND USE

APPLICATION TYPE: Check all that apply

Official Community Plan Amendment

Zoning Bylaw Amendment

Development Permit (minor)

Development Permit (major)

Development Variance

Board of Variance

Temporary Use Permit (minor)

Temporary Use Permit (major)

NAME OF OWNER

Mailing Address

Email Address

Phone/Cell

NAME OF APPLICANT/AGENT

Mailing Address

Email Address

Phone/Cell

NAME OF ARCHITECT/DESIGNER

Mailing Address

Email Address

Phone/Cell

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.

PLANNING AND DEVELOPMENT APPROVAL APPLICATION

SIGNATURES

As the applicant or authorized agent, I declare that the information and supportive documentation submitted in support of this application are, to the best of my knowledge true and correct.

I accept that further information may be required by the City in accordance with Planning and Development Procedures and Fees Bylaw 1336, and accept responsibility for processing delays that are caused by insufficient application materials.

I understand that all fees charged in connection with this application are in accordance with Planning and Development Procedures and Fees Bylaw 1336, and that further charges may be required including Development Cost Charges and/or security deposits.

Name and Signature of Agent/Owner:

AGENT AUTHORIZATION

I, _____ (name of agent) solemnly declare that I am the AUTHORIZED AGENT FOR
 (owner(s) of property), who is the registered owner(s) of the real property
 legally described as:

It is understood that until the City of Castlegar is advised in writing that I am no longer acting on the behalf of the undersigned registered owner(s), that the City shall be dealing exclusively with me with respect to all matters pertaining to the proposed application. I hereby declare that the foregoing information is true and proper.

Name and Signature of Agent:

Name and Signature of All Registered Owners:

FEE SCHEDULE

APPLICATION TYPE	FEES AND CHARGES
Official Community Plan Amendment	\$ 1000
Zoning Bylaw Amendment	\$ 1000
Joint Official Community Plan and Zoning Amendment	\$ 1500
Public Notice Fee	\$ 500/per notice
Major Development Permit	\$ 1000
Minor Development Permit	\$ 500
Development Variance Permit	\$ 500
Board of Variance	\$ 300
Major Temporary Use Permit	\$ 700
Minor Temporary Use Permit	\$ 500
Public Notice Fee	\$ 500/per notice
Fees and charges are refundable under the following circumstances:	
<ol style="list-style-type: none"> 1. Application fees for an Official Community Plan and/or Zoning Bylaw Amendment shall be refunded 50% of the application fee if the application is withdrawn or refused by Council prior to Public Hearing. 2. Application fees for a Development Permit, Development Variance Permit or Temporary Use Permit shall be refunded 50% of the application fee if the application is withdrawn prior to proceeding to Council or to the Delegated Authority for minor Development Permits and minor Temporary Use Permits. 3. Applications that are withdrawn or lapse prior to referral shall be refunded for the full amount of the application fee but charged a \$100 administrative fee. 	

PLANNING AND DEVELOPMENT APPROVAL APPLICATION

SUBMISSION REQUIREMENTS

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.

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

ITEM	REQUIREMENT	DETAILS	SUBMISSION
A	Completed Application Form	All forms must be submitted in person or electronically to devserv@castlegar.ca . Incomplete applications will delay review of your application.	<input checked="" type="checkbox"/>
B	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.	<input type="checkbox"/>
C	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.	<input type="checkbox"/>
D	Agent Authorization Form (if applicable)	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.	<input type="checkbox"/>
E	Provincial Site Profile	Required for any development proposal on lands that may have been contaminated during past or current commercial or industrial activity.	<input type="checkbox"/>
F	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.	<input type="checkbox"/>
G	Site Plans (2 copies full size printed and one electronic set)	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 any existing utilities.	<input type="checkbox"/>
H	Additional Documentation as Requested	(a) Architectural building drawings of exterior elevations, floor plans, and cross sections	<input type="checkbox"/>

PLANNING AND DEVELOPMENT APPROVAL APPLICATION

		(b) Details regarding colors and exterior finishes for form and character development permits.	<input type="checkbox"/>
		(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.	<input type="checkbox"/>
		(d) Parking plan: to include all off street parking spaces to scale with dimensions.	<input type="checkbox"/>
		(e) Traffic impact assessment: 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.	<input type="checkbox"/>
		(f) Geotechnical assessment: report by qualified professional to assess the suitability of the site if land stability problems are suspected.	<input type="checkbox"/>
		(g) Environmental or riparian assessment: to include, but not limited to, watercourse, wildlife and bird habitat, discharges to air and water, land disturbance and clearing, and proposed mitigation.	<input type="checkbox"/>
		(h) Wildfire interface assessment: a signed report by a Registered Forest Professional identifying potential hazards and mitigation measures.	<input type="checkbox"/>
		(i) Tree removal and management plan: to show general location and type of vegetation, description of trees and tree groupings, listing species, size of trees, and identifying any significant trees.	<input type="checkbox"/>
		(j) Storm water management plan: a report identifying how storm water will be dealt with. The objective is to manage flows at pre-development levels.	<input type="checkbox"/>
		(k) Servicing and drainage concept plan showing proposed servicing locations.	<input type="checkbox"/>
		(l) Landscape plan drawn to scale showing existing and proposed screening, plantings, garbage enclosures, walkways and amenities.	<input type="checkbox"/>
		(m) Landscape quote and security deposit.	<input type="checkbox"/>
		(n) Streetscape: a drawing or photomontage showing how the proposed development fits in the street relative to the built environment.	<input type="checkbox"/>

PLANNING AND DEVELOPMENT APPROVAL APPLICATION

OFFICE USE ONLY			
CURRENT			
ZONING DESIGNATION		OCP DESIGNATION	
PROPOSED			
ZONING DESIGNATION		OCP DESIGNATION	
DEVELOPMENT PERMIT AREA	<input type="checkbox"/> YES	<input type="checkbox"/> NO	DP NO.
DEVELOPMENT VARIANCE	<input type="checkbox"/> YES	<input type="checkbox"/> NO	DVP NO.
BOARD OF VARIANCE	<input type="checkbox"/> YES	<input type="checkbox"/> NO	BOV NO.
APPLICATION FEE	\$		
DEVELOPMENT COST CHARGES			
Sewer	\$		
Water	\$		
Drainage	\$		
Road	\$		
Open Space	\$		
SECURITY DEPOSIT AMOUNT	\$		
SECURITY HOLD BACK	\$		
NOTES:			
SECURITY DEPOSIT RECEIVED	DATE:	RECEIPT NUMBER:	
SECURITY DEPOSIT REFUNDED	DATE:	RECEIPT NUMBER:	
TOTAL FEES CHARGED	\$		
ADDITIONAL NOTES:			