

# Planning & Development Approval Application



**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			
<b>Application Type</b> <i>Check all that apply</i>			
<input type="checkbox"/> Official Community Plan Amendment	<input type="checkbox"/> Development Variance	<input type="checkbox"/> Development Permit (major)	<input type="checkbox"/> Temporary Use Permit (minor)
<input type="checkbox"/> Zoning Bylaw Amendment	<input type="checkbox"/> Board of Variance	<input type="checkbox"/> Development Permit (minor)	<input type="checkbox"/> Temporary Use Permit (major)
PART 2. LAND DEVELOPMENT INFORMATION			
Project Name or Owner		Permit Number	
Civic Address of Proposal		Date of Application	
Legal Description: Lot	Block	Plan	PID Number
Current Development or Land Use			
Description of Proposed Development or Land Use			
PART 3. APPLICANT AND PARTICIPATING PARTIES			
<b>Owner:</b> Last Name		First Name	Phone Number
Email Address		Mailing Address	
<b>Applicant/Agent:</b> Last Name		First Name	Phone Number
Email Address		Mailing Address	
<b>Architect/Designer:</b> Last Name		First Name	Phone Number
Email Address		Mailing Address	



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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
<b>A.</b> 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.	<input type="checkbox"/>	<input type="checkbox"/>
<b>B.</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.	<input type="checkbox"/>	<input type="checkbox"/>
<b>C.</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"/>	<input type="checkbox"/>
<b>D.</b> 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"/>	<input type="checkbox"/>
<b>E.</b> 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. <b>(if applicable)</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>F.</b> 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"/>	<input type="checkbox"/>
<b>G.</b> 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"/>	<input type="checkbox"/>
<b>H.</b> 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. <b>(2 copies full size printed and one electronic set)</b>	<input type="checkbox"/>	<input type="checkbox"/>

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Documentation	Details	Required	Recieved
<b>I. Additional Documentation as Requested</b>  <b>PLEASE NOTE:</b> All reports must be completed by a qualified professional.	<b>a.</b> Architectural building drawings of exterior elevations, floor plans, and cross sections	<input type="checkbox"/>	<input type="checkbox"/>
	<b>b.</b> Details regarding colors and exterior finishes for form and character development permits.	<input type="checkbox"/>	<input type="checkbox"/>
	<b>c.</b> 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"/>	<input type="checkbox"/>
	<b>d.</b> Parking plan: to include all off street parking spaces to scale with dimensions.	<input type="checkbox"/>	<input type="checkbox"/>
	<b>e.</b> 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.	<input type="checkbox"/>	<input type="checkbox"/>
	<b>f.</b> Geotechnical assessment: report to assess the suitability of the site if land stability problems are suspected.	<input type="checkbox"/>	<input type="checkbox"/>
	<b>g.</b> 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.	<input type="checkbox"/>	<input type="checkbox"/>
	<b>h.</b> Wildfire interface assessment: a report by a Registered Forest Professional identifying potential hazards and mitigation measures.	<input type="checkbox"/>	<input type="checkbox"/>
	<b>i.</b> 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.	<input type="checkbox"/>	<input type="checkbox"/>
	<b>j.</b> Storm water management plan prepared by a qualified professional showing proposed servicing locations.	<input type="checkbox"/>	<input type="checkbox"/>
	<b>k.</b> Servicing and drainage concept plan prepared by a qualified professional.	<input type="checkbox"/>	<input type="checkbox"/>
	<b>l.</b> Landscape plan prepared by a qualified professional drawn to scale showing existing and proposed screening, plantings, garbage enclosures, walkways and amenities.	<input type="checkbox"/>	<input type="checkbox"/>
	<b>m.</b> Landscape quote and security deposit.	<input type="checkbox"/>	<input type="checkbox"/>
	<b>n.</b> Streetscape: a drawing or photomontage prepared by a qualified professional showing how the proposed development fits in the street relative to the built environment.	<input type="checkbox"/>	<input type="checkbox"/>
	<b>o.</b> Other	<input type="checkbox"/>	<input type="checkbox"/>

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 <input type="checkbox"/> Yes <input type="checkbox"/> No	DP Number
Development Variance <input type="checkbox"/> Yes <input type="checkbox"/> No	DVP Number
Board of Variance <input type="checkbox"/> Yes <input type="checkbox"/> No	BOV Number
<b>Application Fee \$</b>	<b>Security Deposit \$</b>
<b>Development Cost Charges</b> Sewer \$ Water \$ Drainage \$ Road \$ Open Space \$	<b>Security Hold Back \$</b> Notes:
	Date Security Deposit Recieved:
	Receipt Number:
	Date Security Deposit Refunded:
	Receipt Number:

Total Fees \$ \_\_\_\_\_

Additional Notes: