

ASSOCIATED PRE-APPLICATION AND/OR PROJECT FILE NUMBER: _____

SECTION 1: APPLICATION TYPE

☐ **DEVELOPMENT PERMIT***

- ☐ **General Form and Character**
 - ☐ **Multi-Family Residential (5 or more dwelling units)**
 - ☐ **Commercial**
 - ☐ **Industrial**
- ☐ **General Environmental**
- ☐ **Bald Eagle and Great Blue Heron Nest Tree**
- ☐ **Streamside Protection**
- ☐ **Foreshore**
- ☐ **Watershed**
- ☐ **Hazardous Conditions (Steep Slope, Flood)**
- ☐ **Wildfire Interface Hazard**

☐ **DEVELOPMENT PERMIT AMENDMENT****

☐ **DEVELOPMENT VARIANCE**

**Applicable Development Permit Guideline checklists must be submitted with application for application to be deemed complete.*

*** Please include "Development Permit Amendment Request Form" with this application form if you intend to amend an existing permit.*

☐ **ZONING AMENDMENT (ZON)**

- ☐ **Text Amendment**
- ☐ **Map Amendment**
- ☐ **Combined Text and Map Amendment**

Current Zoning: _____

Proposed Zoning: _____

☐ **Fee Simple Subdivision**

Total # of Lots: _____

☐ **Bare Land Strata Subdivision**

Total # of Lots: _____

☐ **Phased Subdivision**

Total # of Lots: _____

☐ **Other: _____**

Total # of Lots: _____

☐ **OFFICIAL COMMUNITY PLAN AMENDMENT (OCP)**

- ☐ **Concurrent with Zoning Amendment**

☐ **LIQUOR LICENCE (LL)**

- ☐ **New Licence**
- ☐ **Amendment**

☐ **REMOVING CHARGES OFF TITLE**

☐ **CANNABIS LICENCE (CAN)**

☐ **BOARD OF VARIANCE (BOV)**

☐ **TELECOMMUNICATIONS TOWER (TEL)**

☐ **TEMPORARY USE PERMIT (TUP)**

☐ **AGRICULTURAL LAND COMMISSION (ALR)**

SECTION 2: REQUIRED APPLICATION DOCUMENTS (ALL APPLICATIONS)

☐ 1. PRE-APPLICATION FILE NO.: _____ (IF APPLICABLE)	☐ 5. COPIES OF LEGAL DOCUMENTS/CHARGES ON TITLE (COVENANTS, EASEMENTS, STATUTORY RIGHT OF WAYS, ETC)
☐ 2. FULLY COMPLETED FORM B – DEVELOPMENT APPLICATION FORM	☐ 6. LETTER OF AUTHORIZATION, INCLUDING BC COMPANY SUMMARY (IF APPLICABLE)
☐ 3. LETTER OF INTENT	☐ 7. COMPLETED DEVELOPMENT PERMIT AREA GUIDELINE CHECKLISTS (ALL THAT ARE APPLICABLE)
☐ 4. CURRENT TITLE SEARCH (WITHIN 10 BUSINESS DAYS)	☐ 8. APPLICATION FEE PAYMENT*

**Invoice for fee payment will be sent to the applicant once the application has been deemed complete.*

SECTION 3: REQUIRED APPLICATION DOCUMENTS (BASED ON TYPE)*

*The only required items to be submitted for a subdivision application are C. PRELIMINARY LOT LAYOUT and E. SITE DISCLOSURE STATEMENT

☐ A. CERTIFIED SURVEY PLAN	☐ L. ENVIRONMENTAL ASSESSMENT REPORT	☐ W. SHADOW IMPACT ASSESSMENT
☐ B. SITE PLAN	☐ M. RIPARIAN AREA PROTECTION REGULATION REPORT	☐ X. CRIME PREVENTION THROUGH ENVIRONMENTAL DESIGN (CPTED) REPORT
☐ C. PRELIMINARY LOT LAYOUT PLAN**	☐ N. ENVIRONMENTAL COST ESTIMATE	☐ Y. WILDFIRE MITIGATION REPORT
☐ D. DEVELOPMENT DATA SHEET	☐ O. ARBORIST REPORT	☐ Z. WATERSHED DEVELOPMENT PERMIT DOCUMENTS
☐ E. SITE DISCLOSURE STATEMENT	☐ P. LANDSLIDE ASSESSMENT REPORT	☐ AA. TELECOMMUNICATIONS TOWER DOCUMENTS
☐ F. COLOURED BUILDING ELEVATIONS & RENDERINGS	☐ Q. FLOOD HAZARD ASSESSMENT REPORT	☐ BB. STAMPED LIQUOR LICENCE FLOOR PLAN
☐ G. FLOOR PLANS	☐ R. EROSION AND SEDIMENT CONTROL PLAN	☐ CC. COPY OF LCRB CANNABIS REFERRAL LETTER
☐ H. LIGHTING PLAN	☐ S. TRAFFIC IMPACT ASSESSMENT	☐ DD. COPY OF LCRB FIT AND PROPER ASSESSMENT CONFIRMATION LETTER
☐ I. COLOURED LANDSCAPE PLAN	☐ T. WATER SUPPLY, SANITARY, AND STORM WATER INFRASTRUCTURE IMPACTS REPORT	☐ EE. COPY OF AGRICULTURAL LAND COMMISSION APPLICATION SUBMISSION
☐ J. LANDSCAPE COST ESTIMATE	☐ U. VISUAL IMPACT ASSESSMENT	☐ FF. AGRICULTURAL LAND COMMISSION SOIL CLASSIFICATION MAP
☐ K. COMMUNITY ENERGY & EMISSIONS DEVELOPMENT (CEED) CHECKLIST	☐ V. NOISE IMPACT ASSESSMENT	☐ GG. AGRICULTURAL LAND COMMISSION EXCLUSION APPLICATION DOCUMENTS

** Preliminary lot layout must be prepared by a BC Land Surveyor outlining the lot dimensions and sizes for each proposed lot, road names, existing structures on lands, and existing charges (i.e., statutory right of way, statutory easement, etc.)

SEE APPENDIX A FOR DETAILED DESCRIPTIONS OF REQUIRED DOCUMENTS

SECTION 4: SUBJECT PROPERTY

CIVIC ADDRESS:	
PARCEL IDENTIFIER (PID):	
LEGAL DESCRIPTION:	

ADDITIONAL PROPERTY(IES) (IF APPLICABLE)

CIVIC ADDRESS:	
PARCEL IDENTIFIER (PID):	
LEGAL DESCRIPTION:	

SECTION 5: REGISTERED PROPERTY OWNER(S)

FIRST NAME:		LAST NAME:	
ADDRESS:			
PHONE NUMBER:		E-MAIL:	
SIGNATURE OF REGISTERED PROPERTY OWNER:			

ADDITIONAL PROPERTY OWNER(S)

FIRST NAME:		LAST NAME:	
BUSINESS NAME:			
ADDRESS:			
PHONE NUMBER:		E-MAIL:	
SIGNATURE OF REGISTERED PROPERTY OWNER:			
DATE SIGNED:			

If the registered property owner is an Incorporated Company, Registered Society or Not for Profit Organization, please complete the signature block below. If more than one Company/Society, attach additional completed pages with required signatures. By signing, you confirm that you are an authorized signatory of the company. Proof must be provided at the time of application.

REGISTERED CORPORATION/SOCIETY/ORGANIZATION INFORMATION (IF APPLICABLE)

CORPORATION/SOCIETY/ORGANIZATION NAME:	
SIGNATORY NAME:	
SIGNATURE OF COMPANY SIGNATORY:	
DATE SIGNED:	

A BC Company Summary must be submitted with the application showing names of individuals who have signing authority for the Incorporated Company, Registered Society or Not for Profit Organization.

SECTION 6: APPLICANT / AGENT / LEASEE

COMPANY NAME (IF APPLICABLE):		
PRIMARY CONTACT NAME:		
ADDITIONAL CONTACT NAME(S) (IF APPLICABLE):		
ADDRESS:		
OFFICE #:	DIRECT #:	
CELL #:	EMAIL:	

Please note all correspondence will be sent to the primary contact at the email address or mailing address provided (maximum one email address).

SECTION 7: ACKNOWLEDGEMENT OF NOTICE OF COLLECTION OF PERSONAL INFORMATION

- ☐ I/We have attached to this development application form the required documents as noted in **Sections 2 & 3** and hereby agree to submit further information deemed necessary for processing this application.
- ☐ I/We understand that for **each occasion** on which I/We initiate changing the **Applicant or Primary Contact**; we need to provide a Change of “*Agent Authorization Form*,” which must be signed by all owners.
- ☐ I/We authorize representatives of the City to enter onto the subject property at reasonable times for the purpose of conducting site inspections related to this application.

Personal information collected on this form is collected to process this application and for administration and enforcement. The personal information is collected under the authority of the *Local Government Act*, the City's bylaws and Section 26 of the *Freedom of Information and Protection of Privacy Act*. It will be used or disclosed only for the purpose for which it was collected, except with the consent of the individual named or otherwise in accordance with law.

Please direct questions about this collection and use of your personal information to the Legislative Services Clerk at 250-286-5700 or front.reception@campbellriver.ca, City of Campbell River, 301 St. Ann's Road, Campbell River, BC, V9W 4C7.

By signing this application, I hereby agree that all information, including personal information, contained on this document including all attachments will be made available to the public.

☐ **If the Applicant is an Incorporated Company, Society or Not for Profit Organization, check this box to confirm that all contacts are authorized signatories of the company, and they have authority to sign on the company's behalf.** If this box is not checked, a letter on Company Letterhead is required to outline confirm permission of contacts.

Signature of Primary Contact (Applicant)

Date

Signature of Additional Contact(s) (if applicable)

Date