qathet REGIONAL DISTRICT

Schedule "D" to Bylaw No. 477, 2013

PERMIT APPLICATION FORM

□ Development Permit □ Temporary Use Permit □ Amendment to a Permit

OFFICE USE ONLY

Application Fee: _____ Receipt No.: _____ File No.: _____

SECTION 1: DESCRIPTION OF PROPERTY

(AS INDICATED ON THE STATE OF TITLE CERTIFICATE)

Legal Description _____

Civic Address _____

Electoral Area _____ Parcel Identifier (PID) _____

SECTION 2: OWNER INFORMATION

(ATTACH ADDITIONAL PAGE IF MORE THAN TWO OWNERS)

1) _____
Name

_____
Mailing Address

_____ _____
Town/Province Postal Code

_____ _____
Phone Fax

_____
Email

2) _____
Name

_____
Mailing Address

_____ _____
Town/Province Postal Code

_____ _____
Phone Fax

_____
Email

I would prefer all correspondence via: □ email □ regular mail □ fax

SECTION 3: AGENT INFORMATION

_____ _____ _____
Name Mailing Address Town/Province

_____ _____ _____ _____
Postal Code Phone Fax Email

I would prefer all correspondence via: □ email □ regular mail □ fax

SECTION 4: DESCRIPTION OF PROPOSAL

I/We, the registered owner(s) of the above noted property, hereby make an application to:

□ subdivide the land affected by a Development Permit Area

□ construct a building or structure, or addition affected by a Development Permit Area

□ alter the land affected by a Development Permit Area for the purpose of: _____

_____

□ issue a temporary use permit for the purpose of: _____

_____

SECTION 5: REQUIRED DOCUMENTATION

An application for Development Permit or Temporary Use Permit shall include the following:

☐ If an agent is representing the registered owners, a Letter of Authorization attached as Schedule "F" to qathet Regional District Development Services Procedures Bylaw No. 477, 2013;

☐ A current Certificate of Indefeasible Title dated no more than 30 days prior to the date of application, together with copies of any charges registered against the title of the property;

☐ A written explanation of the proposal;

☐ A scaled survey plan, drawn to the satisfaction of qathet Regional District's Manager of Planning that shows the subject property and includes:

- The scale and a North arrow;
- The legal description and civic address of the site;
- Parcel(s) boundaries, dimensions, and area(s);
- Proposed subdivision of parcel(s) if applicable;
- Location of all existing and proposed roads;
- Location of all site access and egress points;
- Location and type of all existing and proposed easements and covenants;
- Location of any registered utility rights-of-way (including Plan number);
- Location of all watercourses, riparian areas, environmentally sensitive areas, natural hazard areas, and their associated setbacks;
- Size and location of all existing and proposed buildings, structures, and their uses; and,
- Location of all existing and proposed water lines, wells, septic fields, and sanitary sewer and storm drain facilities, including sizes.

Additionally, for Temporary Use Permit applications, the following information is also required:

- Location of existing and proposed vehicular, cycling, and pedestrian internal routes and access points;
- Location of existing and proposed off-street parking and loading spaces, garbage and recycling provisions;
- Location and type of existing and proposed landscaping;
- Existing and proposed on-site services including type and location of each service; and,
- Location and type of existing and proposed signage.

☐ A signed copy of the Riparian Areas Regulation Property Declaration Form attached as Schedule "G" to qathet Regional District Development Services Procedures Bylaw No. 477, 2013;

☐ Electronic copies of all plans; and,

☐ The required application fee as stipulated in Schedule "A" of qathet Regional District Development Services Procedures Bylaw No. 477, 2013.

For Development Permit applications, the following information may also be required:

☐ If the proposed development is within a Development Permit Area designated as a Natural Hazard Area by any Regional District bylaw, a geotechnical assessment report, including a site plan, prepared by a Qualified Professional, which assesses the suitability of lands to be developed for the use intended; and,

☐ If the proposed development is within a Development Permit Area designated as a Riparian Area by any Regional District bylaw, or if the proposed development is located within a riparian assessment area as defined by the *Riparian Area Regulation*, a Riparian Area Assessment as stipulated in Section 4 of the Riparian Area Regulation.

If a development is proposed in an area that is designated as a Development Permit Area by any Regional District bylaw but is not in the proximity of a Riparian Assessment Area or a Natural Hazard Area, then at the discretion of the Manager of Planning Services, some of the requirements listed above may be waived. In these cases, applicants will still be required to apply for a Development Permit. Furthermore, an initial site visit and subsequent monitoring may be required as a condition of the Development Permit.

Finally, depending on the scale and complexity of the application, additional information may be required to properly evaluate a proposal.

SECTION 6: REGISTERED OWNER'S AUTHORIZATION

(ATTACH ADDITIONAL PAGE IF MORE THAN TWO OWNERS)

I hereby declare that all the above statements and information contained in this application and supporting documents are true and correct.

_____	_____
Signature of Registered Owner	Date
_____	_____
Signature of Registered Owner	Date

In order to process your application, please provide all necessary documentation with your application. Contact the Manager of Planning Services at qathet Regional District if you require assistance. Submit the completed application form, required fee, plans, and supporting material to qathet Regional District. The fee is payable to "qathet Regional District".

qathet Regional District
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