



Development Application Form

Please Print
Only complete applications will be reviewed

Pre-application meeting date _____

District of Peachland
5806 Beach Avenue
Peachland, BC V0H 1X7
250-767-2647
www.peachland.ca

Type of Application

- | | |
|---|--|
| <input type="checkbox"/> Area Sector Plan Amendment | <input type="checkbox"/> Official Community Plan Amendment |
| <input type="checkbox"/> Zoning Bylaw Amendment | <input type="checkbox"/> Text Amendment |
| <input type="checkbox"/> Development Variance Permit | <input type="checkbox"/> Amendment to Development Permit |
| <input type="checkbox"/> Development Permit (All Types) | <input type="checkbox"/> Other: _____ |

APPLICANT

Development Application Primary Contact	Registered Owner(s) of the Property
Name _____	Name _____
Corporate Owner (If Applicable) _____	Corporate Owner (If Applicable) _____
Mailing Address _____	Mailing Address _____
City _____ Prov. _____	City _____ Prov. _____
Postal Code _____	Postal Code _____
Phone _____	Phone _____
Email (Required) _____	Email (Required) _____

PROPERTY(IES) DESCRIPTION

Civic Address: _____	PLANNING DEPARTMENT USE ONLY _____ Date Received _____ Examination Fee and Receipt Number _____ Cross-Reference Files <small>Personal information collected on this form is collected for the purpose of processing the application, including administration and enforcement. The personal information is collected under the authority of the <i>Freedom of Information and Protection of Privacy Act</i> and District bylaws. Questions may be directed to the City Clerk, 5806 Beach Avenue, Peachland, BC V0H 1X7 250- 767-2647</small>
Legal Description _____	
Lot: _____ Block: _____ District Lot: _____	
Plan: _____	
Parcel Identifier _____	
Current Zoning _____	
Proposed Zoning _____	
Are the subject lands or any portion of them in the Agricultural Land Reserve? <input type="checkbox"/> Y <input type="checkbox"/> N	

DEVELOPMENT PROPOSAL

Describe your Development Proposal: (submission of a supplemental letter of rationale is strongly encouraged)

Description of any proposed variances (including rationale):

COORDINATING PROFESSIONALS

List any professionals known to date (e.g. Architect, Landscape Architect, Engineer, Biologist, Planner, etc.)

Name	_____	Job Title	_____
Mailing Address	_____		_____
	_____	City	_____ Prov. _____
Postal Code	_____	Phone	_____
Email	_____		

Name	_____	Job Title	_____
Mailing Address	_____		_____
	_____	City	_____ Prov. _____
Postal Code	_____	Phone	_____
Email	_____		

Name	_____	Job Title	_____
Mailing Address	_____		_____
	_____	City	_____ Prov. _____
Postal Code	_____	Phone	_____
Email	_____		

Name	_____	Job Title	_____
Mailing Address	_____		_____
	_____	City	_____ Prov. _____
Postal Code	_____	Phone	_____
Email	_____		

Attach any others on a separate page to this application

OWNER AGENT DECLARATION

Application Number

Date: _____ day / month / year

Owner Mailing Address:

City _____ Prov. _____
Postal Code _____

Legal Description of Subject Property:

Lot: _____ Block: _____ District Lot: _____
Plan: _____
Parcel Identifier _____

Civic Address of Property:

I am the registered owner of the subject property and as such hereby authorize:

Agent's Name (Print)

To act as my agent to submit a Development Application (Land Use Bylaw Amendment, Development Permit, Development Variance Permit, Building Permit or Subdivision) to the District of Peachland, and to act as primary contact with respect to attending to all matters related therein.

- 1. I will comply with or cause those whom I employ to comply with all bylaws of the municipality and other statutes and regulations in force in the municipality relating to the development, work , undertaking or permission in respect of which this application is made.
- 2. I hereby agree to release, indemnify and save harmless the municipality, its Council members, employees and agents from and against all claims, liability, judgments, costs and expenses of every kind including negligence which I or any ofther person, partnership or corporation or our respective heirs, successors, administrators or assigns may have or incur in consequence of or incidental to this application.

Print Name of Owner

Signature of Owner / Authorized Signatory

APPLICANT CONFIRMATION

A. As applicant or approved agent, I confirm that I have read all relevant District of Peachland Bylaws and policies and that this application is in conformance (unless a bylaw amendment forms part of this application).

I have attached to this application the required plans and specifications of the proposed development in accordance with the application checklist. I accept responsibility for processing delays caused by an incorrect or insufficient Submission.

I understand that this application form is a public document and that any and all information contained in it, including personal information as that term is defined in the *Freedom of Information and Protection of Privacy Act* of BC, is open for inspection by the public and may be reproduced and distributed to the public as part of a report(s) to Council or for purposes of a public hearing. I am aware that I am responsible to display and remove the Development Notification Sign.

I understand that I am responsible for obtaining development authorizations and permissions from Telus, FortisBC, Terasen, and Shaw Cable and for providing the File Manager with copies of responses from these utilities.

B. I further acknowledge that Development Cost Charges (DCCs) may be payable at the time of subdivision or Building Permit for the construction of new dwelling units, commercial, institutional or industrial development.

Should there be any change in ownership or legal description of the property, I undertake to notify the Planning and Development Services Department immediately to avoid any unnecessary delay in processing the application.

A PERMIT ISSUED SUBSEQUENT TO APPROVAL OF THIS APPLICATION IS VALID FOR ONE YEAR FROM THE DATE OF APPROVAL.

I ACCEPT RESPONSIBILITY FOR PROCESSING DELAYS CAUSED BY INCORRECT OR INSUFFICIENT INFORMATION

Applicant or Agent Signature _____

Date day / month / year

Folio Number

Application Number

Application Submission Checklist

This checklist outlines the mandatory requirements for a complete application package. Only complete application packages are accepted. Be advised that further submission materials may be required during the application process. The submission may include additional materials at the applicant's discretion.

CHECKLIST

Office Use	<i>NOTE: ALL MEASUREMENTS TO BE PROVIDED IN METRIC</i>	Items Submitted
	Application Form	
	State of Title and Title Documents , including copies of all registered non-financial charges (i.e. easements, rights of way, and covenants), dated within 90 days of the date of application (documents available from the BC Land Title and Survey Authority (https://ltsa.ca) or from an online title search company)	
	Owner Authorization (if the applicant is not the registered owner and/or has appointed an agent)	
	Site Disclosure Statement per the <i>Environmental Management Act (Contaminated Sites Regulation)</i>	
	Zoning Analysis Table to illustrate how the proposal meets or deviates from the requirements of the current and proposed zone(s)	
	Project Description including rationale to explain the consistency of the project with Official Community Plan policies, development guidelines (including form, materials, context, design philosophy), and relationship to adjacent development	
	Photographs of the site and surrounding area to provide context, i.e. adjacent properties, on-site structures, boulevard trees, sidewalks, overhead utilities	

DRAWINGS TO SUBMIT

Ensure all drawings are appropriately titled and labelled, including property address, scale, border, north arrow, drawing number and revision date.

Office Use		Items Submitted
	<p>Site Plan (minimum 1:200 scale) in metric units including:</p> <ul style="list-style-type: none"> ◆ Civic address and legal address ◆ Site Plan Data Table including: <ul style="list-style-type: none"> ▪ Site Area (m²) ▪ Site Coverage (%) ▪ Gross Floor Area (m²) ▪ Floor Area Ratio (FAR) ▪ Number of proposed units ◆ Property lines and dimensioned setbacks (maximum building footprint) ◆ Easements, rights of way, and covenant areas ◆ Outline of existing and proposed buildings (accurately measured and dimensioned). ◆ Parking layout (dimensioned setbacks to property line, depth and width of stalls and manoeuvring aisles) including disabled parking stalls and Visitor Parking stalls ◆ Site lighting <p><u><i>For Commercial, Industrial, Institutional and Multi-family residential applications also include:</i></u></p> <ul style="list-style-type: none"> ◆ Provision of universal access ◆ Location and number of bicycle, scooter and motorcycle parking spaces and parking spaces for persons with disabilities (accurately dimensioned) ◆ Location of loading spaces ◆ Site Plan per Sign Bylaw to show location of any existing and proposed signage ◆ Locations of refuse and recycling bins and enclosures ◆ Amenity/private open space calculations ◆ Zoning data table, including parking calculations 	

	<p>Floor Plans for each floor including the basement (minimum 1:200 scale) in metric units including:</p> <ul style="list-style-type: none"> ◆ Layout of all exterior and interior walls (dimensioned) ◆ Location of doors and windows ◆ Use of each room (e.g. bedroom, bathroom, etc.) ◆ Dimensions of each room 	
	<p>Elevation Drawings (minimum 1:200 scale) in metric units including:</p> <ul style="list-style-type: none"> ◆ Exterior of subject building(s) with all elevations and directions labelled ◆ Existing average site grade and grade of existing buildings ◆ Proposed average site grade and finished grade of proposed buildings ◆ Where existing grade is altered, indicate the finished grade at all bordering properties and streets ◆ Dimensioned height from grade on all elevations (indicate number of storeys) ◆ Materials and proposed colour details of all exposed surfaces (e.g. roof (including vents, chimneys and elevator housing), trim, facade) <p><u>For Commercial, Industrial, Institutional and Multi-family residential applications also include:</u></p> <ul style="list-style-type: none"> ◆ Drawings of street elevation with relationship to buildings on adjacent properties ◆ Location of any existing and proposed signage ◆ Materials and proposed colour details of windows, doors, trim, balconies, railings, etc. ◆ Coloured rendering (showing complete building elevations and proposed landscaping) 	
	<p>Colour Board submitted in a form that can be replicated including:</p> <ul style="list-style-type: none"> ◆ Roofing material and colour ◆ Main exterior material(s) and colour(s) ◆ Materials and proposed colour details of windows, doors, trim, balconies, railings, etc. <p><u>For Commercial, Industrial, Institutional and Multi-family residential applications also include:</u></p> <ul style="list-style-type: none"> ◆ One (1) Colour Board with samples of actual materials use (including signage details) 	
	<p>Landscape Plan (minimum 1:200 scale) in metric units detailing:</p> <ul style="list-style-type: none"> ◆ Outline of existing and proposed building(s) with existing trees or treed areas ◆ Parking layout and surface treatment ◆ Hard landscaping (precast pavers, brick, concrete, etc.) including materials within the public road right-of-way ◆ Soft landscaping (trees, hedges, planting beds, vines, lawn, etc.) including vegetation within the public road right-of-way ◆ Landscape structures (fences, trellis, arbours, retaining walls, lighting, etc.) ◆ Location and size of amenity areas, play areas and private open space (if applicable) <p><u>For Commercial, Industrial, Institutional and Multi-family residential applications also include:</u></p> <ul style="list-style-type: none"> ◆ A preliminary plant list of trees, shrubs, perennials and ground covers including quantities, botanical and common names, planting sizes and on center spacing ◆ Location, material and height of refuse and recycling enclosures (accompanied by detailed elevation drawings) ◆ Landscape cost estimate indicating topsoil, mulches, vegetative materials, hard and soft landscaping, structures, fencing, play equipment, site furniture, etc. ◆ Where a Landscape Plan is required as a condition of a Natural Environment Development Permit, the Plan must be stamped and sealed by a Qualified Professional ◆ Preliminary grading information sufficient to determine special treatment or provisions to retaining elements that corresponds to the Grading Plan ◆ Location and species of boulevard trees (if proposed) and preliminary construction drawings for the landscape elements 	
	<p>Grading Plan including:</p> <ul style="list-style-type: none"> ◆ Sections through proposed building(s) indicating line of existing and finished grade 	
	<p>Snow Management Plan</p> <ul style="list-style-type: none"> ◆ Site plan with an overlay ◆ Description of the proposed activities 	

	Utilities Design Brief including: <ul style="list-style-type: none"> ◆ Conceptual design drawings with modeling and field check for water, including fire flow calculations, sanitary and storm sewer services, and roads in accordance with District bylaws ◆ Cost estimates ◆ Stormwater management plan 	
	Geotechnical Report in accordance with the Terms of Reference for Professional Reports and Technical Studies (to be provided)	
	Traffic Impact Assessment (or Traffic Access and Circulation Analysis) to be determined by staff through pre-application meetings	

ADDITIONAL INFORMATION

Additional information may be requested for Commercial, Industrial, Institutional, Mixed-Use and Multi-family Residential Development Applications:

<i>Office Use</i>		<i>Items Submitted</i>
	Three dimensional drawings (Axonometric), shadow analysis, view analysis, massing model	
	Explanation of sustainable design features as per Official Community Plan policy	

NUMBER OF COPIES REQUIRED

If submission includes more than one type of application (e.g. zoning amendment and development permit), only one full set of copies and an electronic copy are required, as follows:

- ◆ Two (2) full sized (for subdivision applications only)
- ◆ Two (2) 11" x 17"
- ◆ One (1) 8¹/₂" x 11"
- ◆ Digital copies of all application requirements (all files on memory stick)

Zoning Analysis Table

(Applicant to complete)

The zoning analysis table provides the applicant an opportunity to demonstrate that the proposal meets the regulations of the District of Peachland Zoning Bylaw (refer to the Zoning Bylaw online at www.peachland.ca/bylaws) to complete the table. Ensure that all bylaw provisions for all structures on the property have been addressed.

NOTE: ALL MEASUREMENTS TO BE PROVIDED IN METRIC

Site Details	Existing	Proposed	Comments	Office Use
OCP Designation				
Zoning Designation				
Development Permit Area(s)				
Land Use				
Number of Buildings				
Site Area (m ²)				
Site Width (m)				
Site Depth (m)				

Development Regulations	Bylaw Standard	Proposed	Comments	Office Use
Density (no. of units)				
Floor Area Ratio				
Site Coverage of Building(s) (%)				
Total Site Coverage (%)				
Gross Floor Area (m ²)				
Net Floor Area (m ²)				
Building Height (m)				
Building Setbacks (m)				
Front				
Rear				
Interior Side				
Exterior Side				
Number of Parking Spaces				
Total				
Accessible				
Visitor				
Manoeuvring Aisle Width(s) (m)				
Number of Loading Spaces				
Amenity Space (m ²)				