

APPLICATION FOR ISSUANCE OF
DEVELOPMENT PERMIT



The Corporation of the City of Rossland

City of Rossland
1899 Columbia Avenue
Rossland, British Columbia

Application/File No. _____

The information requested in this form is required to expedite the application and assist the staff in preparing a recommendation.

This form is to be completed in full and submitted with all requested information and Application Fees. For Assistance, please refer to the Guide to Development Permits.

1. Applicant & Registered Owner

Applicant's Name: _____

Address: _____

City: _____ Postal Code: _____

Telephone: _____ Fax _____

Registered Owner's Name: _____

Address: _____

City: _____ Postal Code: _____

Telephone: _____ Fax _____

2. Subject Property

Legal Description in Full: _____

Location of Property (street address, general description or map): _____

Size of Property (area, number of parcels): _____

Present OCP Designation: _____

Present Zoning Designation: _____

Description of the Existing Use/Development: _____

Description of Proposed Development: _____

Proposed Variation and/or Supplement to the Existing Regulations: _____

Existing or Readily Available Services:

Services	Currently Existing		Readily Available*	
	Yes	No	Yes	No
Road Access				
Water Supply				
Sewage Disposal				
Storm Sewers				
Stormwater Management				
Hydro				
Telephone				
Natural Gas				
Cable Television				

*Readily Available means services can be easily extended from the existing mains to the subject property.

Proposed Water Supply Method: _____

Proposed Sewage Disposal Method: _____

Proposed Storm Drainage Method: _____

Approximate Commencement Date of Proposed Project: _____

3. ***Reasons and Comments in Support of the Application***
(Attach separate sheet if necessary)

4. ***Attachments***

At the time of providing application forms, the Director of Planning and Engineering or delegate shall indicate which of the following information shall accompany the application:

Applications requiring Design Review Panel Approval

- ❑ Elevations of all sides of the building, including the roof. These should all be the same scale. Information should include; colour renditions, colour swatches and examples of materials.
- ❑ Specific door, roof, window specifications. This should include; photos, pamphlets and colour swatches.
- ❑ Photographs of existing and surrounding buildings.
- ❑ Specific comprehensive signage plan. This should include; colours, size, placement on building, pictures, materials and proposed lighting.

Other information

- ❑ Information required in relation to the Development Permit Guidelines of the Official Community Plan;
- ❑ Proof of Ownership (a title search dated no more than 30 days prior to submission of the application);
- ❑ Written authorization from the registered property owners which allows the applicant to apply on behalf of the owner, if the applicant is not the registered owner;
- ❑ A dimensioned sketch plan drawn to a minimum scale of 1:1,000 showing the parcel which requires a development permit and the location (dimensioned from property lines) of existing buildings, structures and any natural features on or adjacent to the property;
- ❑ A dimensioned site development plan drawn to a minimum of 1:1,000 showing proposed buildings, structures, vehicle access, parking layout (with individual parking stalls clearly indicated) and site landscaping;

- ❑ A contour map (plan) drawn to a minimum scale of 1:1,000 with a contour interval of one metre, if warranted by the topographic condition of the property;
- ❑ A dimensioned sketch plan drawn to a minimum of 1:1,000 of the proposed subdivision, where subdivision is contemplated (separate application required for subdivision);
- ❑ A dimensioned sketch plan showing the location of existing buildings, structures and uses;
- ❑ A dimensioned site development plan indicating the proposed use, future buildings or structures and highway access points;
- ❑ The siting and design of off-street parking and loading facilities;
- ❑ Information regarding landscaping or screening around non-residential uses;
- ❑ Information regarding the pavement of roads and parking areas;
- ❑ Information regarding the provision of highways, street lighting, underground wiring, sidewalks and transit service facilities;
- ❑ Information regarding the provision of streamside protection areas above the natural boundary of a stream or river;
- ❑ Information regarding the provision of parkland, open space and recreation areas;
- ❑ Copies of any previous studies or reports made on the subject property relating to its present condition and suitability for the proposed use/development, e.g. geotechnical reports, site contamination and remediation studies; and
- ❑ Any other relevant technical information.

Note: In some circumstances, where a development proposal is relatively simple, the above requested information may be combined on one plan.

5. Application Fee (GST Exempt Service – GST Reg. No. 103799000)

The fees for a development permit shall be as follows:

- (a) Applications requiring only Design Review Panel review (signs, painting, doors, windows; no building permit required) - \$25.00
- (b) All other permits - 1% of building permit value; minimum \$50.00 - maximum \$750.00

- (c) The fee for a development permit extension shall be 50% of the original permit fee.

6. Application

I, _____, am making an application pursuant to the *Local Government Act* for a Development Permit. To the best of my knowledge, the information in support of this application is accurate and complete.

This application is made with my full knowledge and consent.

Date

Registered Owner's Signature

Where the Applicant is not the Registered Owner, the Application must include either the signature of the Registered Owner or a signed letter of authorization from the Registered Owner.

For Office Use Only

___ Application Form duly completed

___ Proof of ownership (title search) received

___ Attachments received

___ Application fee received

___ Application signed by Registered Owner or letter of authorization provided

Date

Signature of Official

Comments: _____
