



Development Application Form

Revised: December 2022

File No: _____

Pre-App Mtg: _____

Date/Initials

*Applicants are **required** to consult with a representative from the Planning Department before submitting a formal application to the City of West Kelowna. As part of the review process, a site visit may be conducted. For further information on application processing procedures, refer to the [Development Applications Procedures Bylaw](#).*

Type of Application - Please check all that apply:

- Official Community Plan Amendment
- Zoning Bylaw Amendment
- Land Use Contract Amendment
- Comprehensive Development Plan
- Temporary Use Permit / Renewal
- Floodplain Exemption Permit
- Liquor License
- Development Variance Permit
- Variance with Development Permit
- Minor Development Permit
- Development Permit
- Aquatic Ecosystem
- Commercial
- Hillside
- Industrial
- Multiple Family and Intensive Residential
- Sensitive Terrestrial Ecosystem
- Wildfire Interface
- Amendment to Development Permit

Applicant Information

| Applicant/Agent | Registered Owner(s) of the Property |
|---|--------------------------------------|
| Name(s) (or Company Name/Contact Person): | Name(s) (as they appear on Title): |
| | |
| Mailing Address: | Mailing Address: |
| | |
| City, Province, Postal Code: | City, Province, Postal Code: |
| | |
| Phone (Daytime) / Phone (Other): | Phone (Daytime) / Phone (Other): |
| | |
| Email: | Email (and contact name if company): |
| | |

CONFIRMATION OF APPLICATION COMPLETENESS:

As the owner or approved agent, I/we confirm that I/we have read all relevant City of West Kelowna bylaws and policies and that this application is in conformance (unless a bylaw amendment or variance forms part of this application.). I/we also confirm that, to the best of my/our knowledge, all information included within the application is correct.

Name

Signed On

Signature

Agent Authorization Form - If the applicant is not the registered owner, please attach a Letter of Authorization from all registered property owners or have all registered owners sign the Agent Authorization Form below.

TO BE FULLY REVIEWED AND COMPLETED BY OWNERS(S) OF THE LAND AND AGENT:

As owner(s) of the land described in this application, I/we authorize _____ to act as my/our Agent in regard to this development application. By completing this authorization form, I/we understand that:

1. This authorization allows the above noted Agent to make all necessary arrangements with the City of West Kelowna to perform all matters and to take all necessary proceedings with respect to the application contained herein;
2. The City of West Kelowna shall deal exclusively with the above noted agent with respect to all matters pertaining to this development application and is under no obligation to communicate with the owner(s) of the land or any other person;
3. It is my responsibility, as the owner(s) of the land, to review the application package and understand all requirements of the application as well as the general process and timelines associated with this development application;
4. All information, including personal information, contained within this development application may be made available to the public;
5. Upon review of the application by the City of West Kelowna, additional documents and/or information may be requested by the City as the application is reviewed/considered by staff; and
6. A written letter is required from the owner(s) of the land to cancel this appointment.

| | | |
|---------------------|--------------------|--------------------------|
| _____ Owner Name | _____ Signed On | _____ Owner Signature |
| _____ Owner Name | _____ Signed On | _____ Owner Signature |

NOTE: For properties with more than two registered owners, please attach a separate Letter of Authorization.

TO BE COMPLETED IF THE OWNER IS A COMPANY:

| | | |
|----------------------------------|----------------------|------------------------------------|
| _____ Company Name | _____ Limited No. | |
| _____ Name of Signing Officer | _____ Signed On | _____ Signing Officer Signature |

TO BE COMPLETED BY THE AGENT:

As agent, I/we, _____, understand the above information and acknowledge that it is my/our responsibility to act as the primary contact for all communications with the City of West Kelowna. Further, I/we understand it is my/our duty to co-ordinate and communicate with any and/or all sub-consultants, and the owner(s) of the land described in this application.

| | | |
|---------------------|--------------------|--------------------------|
| _____ Agent Name | _____ Signed On | _____ Agent Signature |
|---------------------|--------------------|--------------------------|

Property Information

| |
|--|
| Legal Description(s): |
| |
| Civic Address(es): |
| |
| Official Community Plan Designation(s): |
| Current: |
| |
| Proposed: |
| |
| Zoning: |
| Current: |
| |
| Proposed: |
| |
| Current Use of Land (brief description): |
| |
| Requested Variance(s) (if applicable): |
| |
| Is the subject property within the Agricultural Land Reserve? |
| <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Is there a prior Agricultural Land Commission Approval for the proposed land use? |
| <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Current Method of Sewage Disposal: |
| <input type="checkbox"/> Community Sewer <input type="checkbox"/> Septic Tank <input type="checkbox"/> Other |
| Current Method of Water Supply: |
| <input type="checkbox"/> Community Water <input type="checkbox"/> Well <input type="checkbox"/> Other |

Development Application Attachments (TO BE CONFIRMED BY STAFF AT THE PRE-APPLICATION MEETING)

| Type of Application | Minimum Application Attachments |
|--------------------------------------|---------------------------------|
| Comprehensive Development Plan | A,B,C,D,E |
| Development Permit | A,B,C,D,F,G,I,J,K,L,M,N,O |
| Development Variance Permit | A,B,C,D,E,F,G,I,O |
| Floodplain Exemption Permit | A,B,C,D,E,F,G,I,J,O |
| Land Use Contract Amendment | A,B,C,E,G,N,O |
| Liquor Licence | A,B,C,E,O |
| Minor Development Permit / Amendment | A,B,C,F,I,J,O |
| Official Community Plan Amendment | A,B,C,D,E,F,G,H,O |
| Temporary Use Permit | A,B,C,D,E,F,G,I,J,M,N,O |
| Zoning Bylaw Amendment | A,B,C,D,E,F,G,H,N,O |

NOTE: Please note that additional documents may be required following internal review of the application. Consult with staff if you have questions regarding the level of detail required for the attachments or the location of guiding documents and information packages.

Attachment Details - Staff to check the box on the left if attachment is required.

| | Attachment | Details |
|--------------------------------------|---|--|
| A <input type="checkbox"/> | Land Title Certificate and Documents (covenants, easements and rights-of-way, etc.) | A copy of the title(s) and related documents, issued not more than 30 days prior to the application date, can be obtained directly from the Land Title Office or through a Government Agent's Office, a notary, lawyer or title service company. Documents confirming signing authority are required for individuals applying on behalf of companies. |
| B <input type="checkbox"/> | Application Fee | An application fee shall accompany the application as per the Fees and Charges Bylaw . |
| C <input type="checkbox"/> | Proposal Summary (space is provided below or attach separate sheet as necessary) | An outline of proposed development or land use including: <ul style="list-style-type: none"> • An explanation of the community and/or neighbourhood benefit; • An explanation of and rationale for the impacts of the proposal, including any impacts to surrounding uses and any biophysical constraints; and • An explanation of how the development meets the Development Permit Guidelines of the OCP where applicable. |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| D <input type="checkbox"/> | Site Disclosure Statement | In accordance with the Environmental Management Act (EMA) and Contaminated Sites Regulation (CSR), applicants are required to submit a Site Disclosure Statement for development on properties that are potentially contaminated sites with current or historic industrial or commercial uses listed in Schedule 2 of the CSR. Properties without current or historic industrial or commercial uses are still required to submit a Site Disclosure Statement but can identify that none have occurred. |
| E <input type="checkbox"/> | Notice of Application Sign | Staff will provide additional details regarding signage requirements upon application acceptance. |

Plans and Graphic Elements - Submissions must be legible, labelled, and to professional drafting standard in PDF format.

| | Attachment | Details |
|--------------------------------------|---|--|
| F <input type="checkbox"/> | Site Plan(s) (level of detail to be checked off by Development Services Staff at the pre-application meeting; all plans to include: legend, title, date, north arrow, and scale) | Site plan(s) of the proposed development drawn to scale and showing all dimensions in metric. The site plan(s) may require the following: <ul style="list-style-type: none"> <input type="checkbox"/> The civic address and full legal description of the property; <input type="checkbox"/> All existing or required covenants and easements; <input type="checkbox"/> The names and extent of roads and lanes adjacent to the property; <input type="checkbox"/> Location of any existing community services of sanitary sewer, water, storm drainage and rights-of-way on the site or adjacent to the property; <input type="checkbox"/> Location of existing wells or other water sources on the property; <input type="checkbox"/> Location of existing/proposed septic fields; <input type="checkbox"/> Location and dimensions (including setbacks) of existing and proposed buildings and structures on the site (a recent survey plan is preferable); <input type="checkbox"/> Location of any watercourses, steep banks or slopes on or adjacent to the property; <input type="checkbox"/> Location of retaining walls, ditches, fire hydrants, fire department connections, gas lines, kiosks, hydro and telecommunications poles; and <input type="checkbox"/> Location and dimensions of existing or proposed access(es) to the property, driveways, manoeuvring aisles, parking layout, and amenity areas. |
| G <input type="checkbox"/> | Project Information Table | An outline of parcel area (m ²), parcel coverage (%), parcel frontage (m), front setback (m), interior side setback (m), exterior side setback (m), rear setback (m), setbacks from A1 zone (m), building height (m), gross floor area (m ²), density, number of proposed units and off-street parking and loading spaces, and other relevant data based on the application type. |
| H <input type="checkbox"/> | Digital Linework | Plan (clear and to scale) showing the location and boundaries of the proposed zone(s) and/or OCP amendment boundaries or ALC Exclusion boundaries. In cases where the boundaries do not follow the property line of a legally surveyed and registered lot, the plan <u>must be</u> digitally drawn and shall: <ul style="list-style-type: none"> • Be closed polygons located on one layer or level with no unrelated information and clearly titled as proposed zone locations; • Be properly geo-referenced with WK cadastre which is available at no cost. This data conforms to UTM zone 11 NAD 83. • ESRI shapefiles are the preferred format; AutoCAD .dwg format may be accepted in extenuating circumstances. GIS/mapping data are available on the City's Open Data webpage. |
| I <input type="checkbox"/> | Development Plans | Detailed drawings of the proposed development, including building sections, elevation drawings, floor plans, and coloured renderings. |
| J <input type="checkbox"/> | Landscape Plans (separated inset planting plans are acceptable) | Landscape plan drawn to scale and showing dimensions. The submission must include: <ul style="list-style-type: none"> • Existing and/or proposed screening, landscaping and fencing; • Detailed planting plan showing species density and locations with the entire site; and • Cost estimate prepared by a Landscape Architect for the proposed works including plantings, irrigation, labour, inspections, monitoring, and maintenance. |

Technical Reports - Submissions must include stamped and signed copies of applicable technical reports in PDF format.

| | Attachment | Details |
|--------------------------------------|---|--|
| K <input type="checkbox"/> | Environmental Report or Impact Assessment | Ensures environmentally significant values are protected prior to any site disturbance. May contain an Environmental Monitoring Plan and/or Restoration Plan as required. Refer to Schedule 1 of the City's Standardized Terms of Reference for Professional Reports for more information. |
| L <input type="checkbox"/> | Geotechnical Report | To assess slope stability on slopes with angles over 20% or that have an identified geotechnical hazard. Refer to Schedule 6 of the City's Standardized Terms of Reference for Professional Reports for more information. Additional information required may include: <ul style="list-style-type: none"> <input type="checkbox"/> Existing Topographic and Feature Survey <input type="checkbox"/> Pre- and Post-development Contour Maps <input type="checkbox"/> Proposed Site Grading Plans (including any retaining walls) <input type="checkbox"/> Site Cross-sections/Profiles (if retaining walls are required, please include in cross section and provide proposed materials, specifications, wall profile, and geotechnical sign off) |
| M <input type="checkbox"/> | Stormwater Management Report | For large developments on sites with complex drainage patterns, a Stormwater Management Report may be required for the entire site and the downstream basin or basins that may be affected. Refer to Schedule 9 of the City's Standardized Terms of Reference for Professional Reports for more information. |

| | | |
|--------------------------------------|---|--|
| N <input type="checkbox"/> | Functional Servicing Report (FSR) | Intended to ensure the adequacy of the existing and proposed water and sanitary sewer systems to satisfy the demands of the proposed development. Required for any application that proposes a change in land use or occupancy. Refer to Schedule 8 of the City's Standardized Terms of Reference for Professional Reports for more information. |
| O <input type="checkbox"/> | The applicant may be required to provide additional reports and impact studies, including but not limited to the following: | <p><u>Planning</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Development Construction Plan <input type="checkbox"/> Floodplain Hazard Assessment Report <input type="checkbox"/> Sediment and Erosion Control Plan <input type="checkbox"/> Shadow Analysis <input type="checkbox"/> Project Outline for Temporary Use Permits <input type="checkbox"/> Visual Impact Assessment <input type="checkbox"/> Wildfire Hazard Assessment <input type="checkbox"/> Wind and/or Wave Study <input type="checkbox"/> Other Studies as Deemed Necessary _____ <p><u>Development Engineering</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Composite Utility Plan (including Rights of Way) <input type="checkbox"/> Stormwater Management Plan <input type="checkbox"/> Transportation and Circulation Analysis Plan <input type="checkbox"/> Transportation and Traffic Impact Study |

NOTE: The personal information on this form is collected under the authority of the Local Government Act and/or Community Charter for the purposes of processing this application, and is subject to the Freedom of Information and Protection of Privacy Act. Any questions regarding the collection of information should be directed to the Legislative Services Department, phone: 778-797-2250.



SCHEDULE 1 SITE DISCLOSURE STATEMENT

Has the site been used for any industrial or commercial purposes or activities described in SCHEDULE 2 of the Contaminated Sites Regulation?

Yes No checkboxes

Exemptions (See the Contaminated Sites Regulation, Division 3 of Part 2):

Does the application qualify for an exemption from submitting a site disclosure statement?

Yes No checkboxes

If yes, indicate which exemption applies

I. CONTACT INFORMATION

A: SITE OWNER(s) or OPERATOR(s) form with fields for name, company, address, phone, email

B: PERSON COMPLETING SITE DISCLOSURE STATEMENT (Leave blank if same as above) form with checkbox and name fields

C: PERSON TO CONTACT REGARDING THE SITE DISCLOSURE STATEMENT form with name, address, phone, email fields

II. SITE INFORMATION

Coordinates (using the North American Datum 1983 convention) for the centre of the site:

| Latitude | | | Longitude | | |
|----------|---------|---------|-----------|---------|---------|
| DEGREES | MINUTES | SECONDS | DEGREES | MINUTES | SECONDS |
| | | | | | |

Attach a map of appropriate scale showing the location and boundaries of the site.

For Legally Titled, Registered Property

| | |
|---|-------------|
| SITE ADDRESS (or nearest street name/intersection if no address assigned) | |
| CITY | POSTAL CODE |

| PID | Land Description | Add | Delete |
|-----|------------------|-----|--------|
| | | + | - |

For Untitled Crown Land

PIN numbers and associated Land Description (if applicable)

| PIN | Land Description | Add | Delete |
|-----|------------------|-----|--------|
| | | + | - |

And if available

| Crown Land File Numbers | Add | Delete |
|-------------------------|-----|--------|
| | + | - |

III. INDUSTRIAL OR COMMERCIAL PURPOSES OR ACTIVITIES

In the format of the example provided, which of the industrial or commercial purposes or activities have occurred or are occurring on this site.

EXAMPLE

| Schedule 2 Reference | Description |
|----------------------|---|
| E1 | appliance, equipment or engine maintenance, repair, reconditioning, cleaning or salvage |
| F10 | solvent manufacturing, bulk storage, shipping or handling |

| Schedule 2 Reference | Description | Add | Delete |
|----------------------|-------------|-----|--------|
| | | + | - |

IV. ADDITIONAL INFORMATION

- Provide a brief summary of the planned activity and proposed land use at the site.
- Indicate the information used to complete this site disclosure statement including a list of record searches completed.
- List any past or present government orders, permits, approvals, certificates or notifications pertaining to the environmental condition of the site. (Attach extra pages, if necessary):

V. DECLARATIONS

Where a municipal approval is not required, please indicate the reason for submission directly to the registrar:

- Under Order Foreclosure CCAA Proceedings BIA Proceedings
 Decommissioning Ceasing Operations

By signing below, I confirm that the information in this form is complete and accurate to the best of my knowledge:

SIGNATURE

DATE SIGNED (YYYY-MM-DD)

APPROVING AUTHORITY CONTACT INFORMATION

| | |
|---------|--------|
| NAME | AGENCY |
| ADDRESS | |
| PHONE | E-MAIL |

Reason for submission (Please check one or more of the following):

- Building Permit Subdivision Zoning Development Permit

DATE RECEIVED (YYYY-MM-DD)

DATE SUBMITTED TO REGISTRAR (YYYY-MM-DD)