



Development Application Form

Revised: January 2026

File No: _____ Pre-App Mtg: _____
Date/Initials

NOW ACCEPTING Online Application Submissions- Please send the completed application form and submittals to dev.services@westkelownacity.ca. Staff will review submittals and contact you to complete payment. Applicants are required to consult with a representative from the Planning Department before submitting a formal application to the City of West Kelowna. For further information on application processing procedures, refer to the [Development Applications Procedures Bylaw](#). **Concurrent application processing, including Zoning Bylaw Amendment and Development Permit applications, can occur at the applicant's risk. Please contact staff with any questions.**

Type of Application - Please check all that apply:

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

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 COMPLETESS:

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 and attached documents meet the City of West Kelowna's Terms of Reference and 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 and all technical reports included in this application have been confirmed to meet the standards and best practices in the fields associated with the reports.

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 ensure all documents submitted meet the City of West Kelowna’s Terms of Reference, 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 this 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 <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
Development Permit (Including Amendments) Development Variance Permit Temporary Use Permit Floodplain Exemption Permit	A,B,C,D,E,F,G,H,
Zoning Bylaw Amendment Official Community Plan Amendment	A,B,C,D,E,H
Liquor License	A,B,C,D,E
Comprehensive Development Plan	See Terms of Reference for required Documents

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
<input type="checkbox"/>	A Land Title Certificate and Documents (covenants, easements and ROWs, 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.
<input type="checkbox"/>	B Application Fee	An application fee shall accompany the application as per the Fees and Charges Bylaw .
<input type="checkbox"/>	C 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 • For Development Permits - An explanation of how the development meets the Development Permit Guidelines of the OCP where applicable. • For Temporary Use Permits - an explanation of how the development meets the applicable policies in s.5.3.1.8 of the OCP.
<input type="checkbox"/>	D 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: <ul style="list-style-type: none"> • Has, or has had, commercial or industrial uses with current or historic industrial or commercial uses listed in Schedule 2, • Have applied for a zoning or subdivision approval, or for a building or development permit for an activity that causes soil disturbance, and • No exemptions apply <p>Applicants apply through the Site Remediation Services(SRS) web app: Site Remediation Services British Columbia by using the Basic or Business BCeID. For more help on using this system click here : Site Remediation Services (SRS) Web App - Province of British Columbia</p>

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

	Attachment	Details
<input type="checkbox"/>	E 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"/> 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 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.

F <input type="checkbox"/>	Development Plans	Detailed drawings of the proposed development, including building sections, elevation drawings, floor plans, and coloured renderings. An outline of parcel area (m ²), parcel coverage (%), parcel frontage (m), setbacks (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.
G <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
H <input type="checkbox"/> <p>The applicant may be required to provide additional reports and impact studies, including but not limited to the following:</p>	<p>Please Refer to the City’s Standardized Terms of Reference for Professional Reports for what would be expected to be included in the below documents</p> <p><u>Planning</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Geotechnical Report <ul style="list-style-type: none"> <input type="checkbox"/> Pre- and Post-development Contour Maps <input type="checkbox"/> Proposed Site Grading Plans (including 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) <input type="checkbox"/> Environmental Report or Impact Assessment <input type="checkbox"/> Wildfire Hazard Assessment <input type="checkbox"/> Development Construction Plan <input type="checkbox"/> Floodplain Hazard Assessment Report <input type="checkbox"/> Shadow Analysis <input type="checkbox"/> Visual Impact Assessment <input type="checkbox"/> Wind and/or Wave Study <input type="checkbox"/> Digital Linework <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 <input type="checkbox"/> Functional Servicing Report (FSR) <input type="checkbox"/> Sediment and Erosion Control Plan

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.

Site Disclosure Statement Declaration

I, _____, [Full Name], am the owner/agent of the above-described property hereby declare that:

1. I have reviewed the current version of [Schedule 2](#) of the Contaminated Sites Regulation under the Environmental Management Act.
2. I have conducted reasonable records searches and inquiries to confirm if any [Schedule 2](#) uses took place at the Site.
3. Based on my personal knowledge, available records, and reasonable searches and inquiries, I declare that the property has never been used for any of the industrial or commercial purposes or activities listed in [Schedule 2](#).
4. I understand that this declaration does not remove regulatory requirements or liability that may be applicable under the legislation

Name

Signed On

Signature