



**City of Revelstoke
Development Services**

216 Mackenzie Ave, Revelstoke, BC
250-837-3637 | development@revelstoke.ca

**APPLICATION FORM
LAND DEVELOPMENT**

Part One: Type of Application	Office Use Only												
<p><i>Check all that apply</i></p> <table border="0"> <tr> <td><input type="checkbox"/> Development Permit (Minor)</td> <td><input type="checkbox"/> Rezoning</td> </tr> <tr> <td><input type="checkbox"/> Development Permit (Major)</td> <td><input type="checkbox"/> Official Community Plan Amendment</td> </tr> <tr> <td><input type="checkbox"/> Development Variance Permit</td> <td><input type="checkbox"/> Zoning Bylaw Amendment</td> </tr> <tr> <td><input type="checkbox"/> Board of Variance</td> <td><input type="checkbox"/> Subdivision</td> </tr> <tr> <td><input type="checkbox"/> Temporary Use Permit</td> <td><input type="checkbox"/> Road Closure</td> </tr> <tr> <td><input type="checkbox"/> Heritage Alteration Permit</td> <td><input type="checkbox"/> Charges or Notices on Title</td> </tr> </table>	<input type="checkbox"/> Development Permit (Minor)	<input type="checkbox"/> Rezoning	<input type="checkbox"/> Development Permit (Major)	<input type="checkbox"/> Official Community Plan Amendment	<input type="checkbox"/> Development Variance Permit	<input type="checkbox"/> Zoning Bylaw Amendment	<input type="checkbox"/> Board of Variance	<input type="checkbox"/> Subdivision	<input type="checkbox"/> Temporary Use Permit	<input type="checkbox"/> Road Closure	<input type="checkbox"/> Heritage Alteration Permit	<input type="checkbox"/> Charges or Notices on Title	Permit Number: _____ Date of Application: _____ Accepted by: _____ Roll number: _____ PID(s): _____ _____
<input type="checkbox"/> Development Permit (Minor)	<input type="checkbox"/> Rezoning												
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Part Two: Subject Property
Civic Address: _____
Legal Description: _____
Property Details
Current Zoning: _____ Development Permit Area: _____
Water Course or Body: _____
Description of existing land use: _____

Development Proposal
Description of proposed development / bylaw / land use:
If Applicable
Proposed Zoning: _____ Proposed OCP Designation: _____
Value of proposed work (Development Permits only): _____

Application Intake: Office Use Only
<input type="checkbox"/> Zoning/OCP/DP Area Confirmed Pre-application Meeting: <input type="checkbox"/> No <input type="checkbox"/> Yes - Date: _____
Property Affected by: <input type="checkbox"/> Heritage Conservation <input type="checkbox"/> Flood Plain <input type="checkbox"/> ESA <input type="checkbox"/> Hazard Lands <input type="checkbox"/> ALR
Application Fee(s): _____ Date of Payment: _____
Fees and Charges Bylaw No. 2256 - Line Number(s): _____ Staff Initials: _____



Part Three: Applicant

Name: _____

Address: _____

City: _____ Postal Code: _____ Phone: _____

Email: _____ Cell: _____

Applicant is the: Owner Tenant Designer / Contractor Other Authorized Agent

Property Owner (if different from applicant)

Name(s): _____

Address: _____

Phone: _____ Email: _____

If the owner(s) is not the applicant, the owner(s) must complete an Agent Authorization Form. All property owners must provide signatures.

Part Five: Signatures

As the applicant or approved agent, I confirm that I have read of the relevant City of Revelstoke bylaws and policies and this application is in conformance (unless a bylaw amendment or variance forms part of this application. I declare that the documents submitted in support of this applications are, to the best of my knowledge are true and correct.

I accept that further information may be required by the City in accordance with the Development Approval Procedures Bylaw No. 2097, and accept responsibility if processing delays are caused by insufficient application materials.

I understand that all fees charged in connection with this application are in accordance with the City of Revelstoke Fees and Charges Bylaw No. 2256, and that further charges may be required based on various stages of development including for example Development Cost Charges and/or securities.

Applicant Name

Applicant Signature

Date Month, Day, Year

Part Six: Required Supporting Documentation

This table outlines application requirements corresponding to the Supporting Documentation List on pages 3 & 4 of this application form.

Application Type	Submission Requirement	Prior to Issuance	If Applicable
Development Permit (Minor)	A, B, D, E, F, G, H		C
Development Permit (Major)	A, B, D, E, F, G, H, J		C
Development Variance Permit	A, B, D, F, G, H		C
Board of Variance	A, B, D, F, G, H		C
Temporary Use Permit	A, B, D, F, G, H		C, E
Heritage Alteration Permit	A, B, D, E, F, G, H		C
Rezoning	A, B, D, E, F, G, H, I		C
Official Community Plan Amendment	A, B, D, G, I		C, F
Zoning Bylaw Amendment	A, B, D, E, G, I		C, F
Subdivision	A, B, D, E, F, I		C
Road Closure	D, F, G		C, I
Removal of Charges / Notices on Title	A, B, D		C, I



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**APPLICATION FORM
SUPPORTING DOCUMENTATION
LIST**

This supporting documentation list corresponds to the requirement table in part 6 of the application form which outline the standard requirements for complete applications. All applications are required to be submitted in person at the Development Services department in City Hall. **Only complete applications will be accepted.**

Digital files can be submitted with a permit number and address to development@revelstoke.ca

Depending on the nature and complexity of the application, additional requirements may be requested after an internal review. **We encourage all applicants to consult with Development Services staff before submitting an application.**

OFFICE USE	SUBMITTED	ITEM ID	SUPPORTING DOCUMENT	DETAILS
		A	Completed Application Form, and Checklist	Land Development Application Form and Checklist completed pages 1 - 4
		B	State of Title Certificate & copies of all Non-Financial Charges on Title	Must be printed within the last 14 days prior to the application date. Titles and related documents can be obtained from myLTSA.com or through a lawyer, notary, or search company. Staff can obtain these documents for additional fees specified in the Fees and Charges Bylaw No. 2256. All development is subject to comply with any Right of Way's, Restrictive Covenants and Land Use Contract on Title.
		C	Agent Authorization Form	Written consent of all property owners, with one or more owners appointing an applicant to act as an agent for all purposes associated to the application
		D	Application Fee	An application fee as outlined in the Fees and Charges Bylaw No. 2256 .
		E	Provincial Site Disclosure Statement	Only properties with a history of specified industrial or commercial uses are impacted by this process. Please visit the Province of BC webpage for more information.
		F	Site Plan One copy printed on 11"x17" & one electronic copy sent to building@revelstoke.ca	Site Plans show the proposed site development drawn to scale in metric with dimensions. The site plan must contain: <ul style="list-style-type: none"> <input type="checkbox"/> Civic address, full legal description, north arrow, correct scale and scale bar <input type="checkbox"/> Property lines and setbacks with dimensions in metric <input type="checkbox"/> The name and extent of roads and lanes adjacent to the property <input type="checkbox"/> Existing or required rights-of-way or easements <input type="checkbox"/> Location, area and dimensions including setbacks for existing and proposed buildings and structures on site <input type="checkbox"/> Existing and proposed driveways with grades <input type="checkbox"/> Watercourses, steep banks or slopes on or adjacent to the property <input type="checkbox"/> Existing wells or water sources on the property <input type="checkbox"/> Existing or proposed septic fields <input type="checkbox"/> Any existing community services including sanitary sewer, water, storm drainage, ditches, fire hydrants, gas lines, hydro and telecommunication poles.

Please ensure all pages are complete.



OFFICE USE	SUBMITTED	ITEM ID	SUPPORTING DOCUMENT	DETAILS
		G	Proposal Summary	<p>An outline of the proposed development or land use for the site, including:</p> <ul style="list-style-type: none"> <input type="checkbox"/> An explanation of conformance with current zoning or rationale for proposed deviation; <input type="checkbox"/> If applicable, the number of lots, units and/or gross floor area; <input type="checkbox"/> An explanation of benefits and impacts on the existing neighbourhood and discussion of benefits and impacts
		H	Development Plans & one electronic copy sent to building@revelstoke.ca	<p>Development plans provide detailed information about the proposed development including:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Architectural building drawings of exterior elevations, floor plans, and cross sections printed at scale in metric <input type="checkbox"/> Colours and materials pallet detailing all proposed exterior finishes (product samples are not required) <input type="checkbox"/> Locations and widths of any existing or proposed property accesses, driveways, maneuvering aisles and parking layouts
		I	Additional Confirm with Development Services staff	<p>Depending on the type and complexity of application, Development Services staff may require any or all of the following additional supporting documentation:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Parking Plan showing all of the off-street parking spaces on site, drawn to scale with dimensions. <input type="checkbox"/> Preliminary Lot Grading Plan showing contours, areas of fill >0.5 metres, and main floor elevations, stamped by a Civil Engineer. <input type="checkbox"/> Geotechnical documentation including a report and / or letters of assurance is required for properties identified with unstable soil or steep slopes <input type="checkbox"/> Traffic Impact Assessment <input type="checkbox"/> Environmental Report prepared by a registered professional biologist <input type="checkbox"/> Servicing and drainage concept plan showing proposed service locations (metric, scale 1:500 on 22x34)
		J	Landscape Plan 2 printed 11' x 17'	<p>Site plan and drawn to scale showing dimensions for any existing or proposed</p> <ul style="list-style-type: none"> <input type="checkbox"/> Screening <input type="checkbox"/> Plantings and trees <input type="checkbox"/> Landscaping <input type="checkbox"/> Fencing <input type="checkbox"/> Proposed garbage enclosures <input type="checkbox"/> Walkways and/or outdoor door amenity spaces <p>An estimate prepared by a BCSLA or other person approved by Development Services including a cost outline and details of all plants, fixtures, materials, site preparation, and labour costs.</p>



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**APPLICATION FORM
APPOINTMENT OF AGENT**

Property Information

Civic Address: _____

Project Description: _____

Agent

Name: _____ Phone: _____

Address: _____ City: _____ Postal Code: _____

Email address: _____

Application Type	Application Number
Building	
Plumbing	
Demolition	
Development	
Development Variance	
Subdivision	
Strata Conversion	
Site Profile	
Sign	
Rezoning	
OCP Amendment	
Other:	

I am the owner of the above referenced property and hereby authorize the above noted agent to represent me in the application(s) noted in the table above. I acknowledge that it is my responsibility as the Property Owner to ensure full compliance with the Building Code, the Zoning Bylaw, Building Bylaw and any other applicable legislation.

I hereby authorize the above noted agent to act on our behalf in all manners relating to the above noted applications. Any and all acts carried out by the agent on our behalf shall have the same effect as acts of our own. *All Property Owners must Sign Agent Authorization Form.*

Registered Owner Name: _____

Registered Owner Signature: _____ Date: _____

Registered Owner Name: _____

Registered Owner Signature: _____ Date: _____

Registered Owner Name: _____

Registered Owner Signature: _____ Date: _____