



**City of Kamloops**  
 Development, Engineering, and  
 Sustainability Department (DES)  
 105 Seymour Street  
 Kamloops BC V2C 2C6  
 Tel: 250-828-3561  
 Email: planning@kamloops.ca

**OFFICE USE ONLY**

File Manager: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Folder No.(s): \_\_\_\_\_

**PLANNING AND DEVELOPMENT APPLICATION FORM**

<p><b>Application Type:</b></p> <p><input type="checkbox"/> Subdivision (SUB)</p> <p><input type="checkbox"/> Rezoning (REZ)</p> <p><input type="checkbox"/> Official Community Plan (OCP) Amendment</p> <p><input type="checkbox"/> Development Permit (DP)</p> <p><input type="checkbox"/> Development Variance Permit (DVP)</p> <p><input type="checkbox"/> Board of Variance (BOV)</p> <p><input type="checkbox"/> Temporary Use Permit (TUP)</p> <p><input type="checkbox"/> Telecommunications Towers (TEL)</p> <p><input type="checkbox"/> Liquor Licence (LIQ)</p> <p><input type="checkbox"/> Retail Cannabis Sales Licence (CAN)</p>	<p><b>Applicant/Primary Contact*:</b></p> <p>Applicant Name: _____</p> <p>Company Name: _____</p> <p>Telephone: _____</p> <p>Email: _____</p> <p>Mailing Address: _____</p> <p><small>*City staff work directly with and circulate information to the primary contact person. It is the responsibility of the primary contact person to forward information to consultants.</small></p>
--	---

**SUBMISSION REQUIREMENTS:**

The Development Application Form must be completed in full and accompanied by all required submissions attached (see Development Application Requirements below). If there is insufficient space provided for properties and/or registered owners, attach the Additional Properties Form and/or Owner Authorization Form.

Provide the following information where applicable:

**Property Information:** Is this application for more than one property?  Yes  No

Civic Address(es): \_\_\_\_\_

Legal Description(s): \_\_\_\_\_

Parcel Identifier (PID): \_\_\_\_\_

**Registered Owner(s)** if different than applicant: (all registered owners must be listed)

\_\_\_\_\_  
 Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Existing Zoning: \_\_\_\_\_

Existing Use: \_\_\_\_\_

Are there zoning infractions, such as illegal suites, on the property? (Note: there will be an inspection)  Yes  No

**SUBDIVISION APPLICATIONS:**

Conventional  Bare Land Strata  Phased Building Strata  Strata Conversion  PLA Extension or Amendment

Existing no. of lots: \_\_\_\_\_ Proposed no. of lots: \_\_\_\_\_ Total net increase: \_\_\_\_\_  
(inclusive of remainder lots) (proposed lots less existing lots)

**LAND USE APPLICATIONS:** (Rezoning, Official Community Plan Amendments, and/or Temporary Use Permits):

Proposed Zoning and Use: \_\_\_\_\_

Proposed OCP Designation: \_\_\_\_\_

**VARIANCE APPLICATIONS:** (Development Variance Permit and Board of Variance)

Development Variance Permit       Board of Variance (pre-existing, non-conformance, and/or hardship)

Proposed Variances:

**DEVELOPMENT PERMIT APPLICATIONS:**

Council-Issued Development Permit (improvement value greater than \$250,000 or DPs that include variances)       Staff-Issued Development Permit (improvement value \$250,000 or less, multi-family eight or fewer units, Silt Bluffs Hazard Zone, TRU, or Intensive Residential DPs)

Minor Staff-Issued Development Permit (Riparian Areas Regulation [RAR], site planning, and landscaping only or minor DP amendment)

Proposed Variances (if any):

**LIQUOR AND RETAIL CANNABIS SALES LICENCE APPLICATIONS:**

New Liquor Primary Licence or Lounge Endorsement       Major Liquor Licence Change (Capacity increase, relocation, change in closing hours)       Minor Liquor Licence Change (Patio endorsement, patron participation)       Temporary Liquor Licence Change (Temporary change to hours, capacity, or licensed area)

New Retail Cannabis Sales Licence       Existing Retail Cannabis Sales Licence Amendment

**TELECOMMUNICATIONS TOWERS:**

New Free-Standing Tower       Addition to an Existing Tower or Structure

**Authorization:**  
 As **Registered Owner(s)/Applicant** of the subject lands, I/we submit this application for the development of the subject properties and authorize the above noted Applicant/Primary Contact to act as my/our agent in regard to this application. If there are any changes in ownership, applicant, title or charges, legal description, or development proposal while this application is pending, DES will be notified in writing immediately. I/we have completed the above form and submitted all documents as described in the *Development Application Requirements* and certify the information contained herein is correct to the best of my/our knowledge. I/we understand that this application, including submitted plans/reports, are public information and may be reproduced for the purpose of application processing. I/we understand the personal information collected on this form is collected for the purpose of processing this application and for administrative purposes and is collected under the authority of the *Local Government Act*. **I/we provide authorization for DES staff to conduct an inspection of the subject properties, including buildings, and understand that the application may not be processed until the properties are in compliance with City bylaws.**

_____	_____	_____
<b>Applicant/Primary Contact Name</b>	<b>Signature</b>	<b>Date</b>
_____	_____	_____
Owner/Authorized Signatory Name	Signature	Date
_____	_____	_____
Owner/Authorized Signatory Name	Signature	Date

**Application Fees:**

<b>Subdivision Application:</b>	
Conventional	\$750 + \$100/lot
Phased Building Strata	\$250 + \$100/lot
Bare Land Strata or Strata Conversion	\$500 + \$100/lot
Final Approval or Reapproval	\$50
Phased Strata Form P Approval	\$100
PLA Extension or Amendment	\$250
Where applicable, a 2% construction inspection fee, based on the certified estimate of construction value for off-site construction of municipal services prepared by a professional engineer, will be payable in conjunction with final subdivision approval.	
<b>Land Use Application:</b>	
Rezoning	\$1,500
Official Community Plan Amendment	\$1,500
Temporary Use Permit	\$750
<b>Variance Application:</b>	
Development Variance Permit	\$800
Board of Variance	\$200
<b>Development Permit Application:</b>	
Development Permit (Council-Issued)	\$1,000
Development Permit (Staff-Issued)	\$500
Development Permit (Minor Staff-Issued)	\$100
<b>Combined Application:</b>	
Official Community Plan/Rezoning	\$2,300
Rezoning/Development Variance Permit	\$2,000
Rezoning/Development Permit	\$2,200
<b>Liquor Licence or Retail Cannabis Sales Application:</b>	
New Liquor Primary Licence or Lounge Endorsement	\$1,600
Major Liquor Licence Change	\$1,000
Minor Liquor Licence Change	\$500
Temporary Liquor Licence Change	\$50
New Retail Cannabis Sales Licence or Amendment to Existing Retail Cannabis Licence	\$1,600
<b>Telecommunications Tower Siting and Design Application:</b>	
Proposals Requiring Local Government Input	\$500

## DEVELOPMENT APPLICATION REQUIREMENTS

The submissions listed below are required at the time of application. If any of the required submissions are not included, the application will not be accepted. Please note: additional information may be requested after application submission.

**All plans and drawings must be to standard metric scale and include three sets of full-sized drawings, one set of 8½" x 11" sized drawings, and one PDF digital set.**

APPLICATION TYPE	REQUIRED SUBMISSIONS	Application Form - with all signatures	Title Search - dated within past three months	Charges on Title - legal notations, covenants, ROWs, etc.	Company Search - if property is owned in a company name	Site Disclosure Statement	Letter of Intent - description of development and how/why it complies/does not comply with City bylaws and Design Guidelines	Owner Authorization	Site Plan - in colour where specified*	Colour Landscape Plan, Schedule L, and Cost Estimate - prepared and sealed by landscape architect when landscape area is equal or greater than 100 m <sup>2</sup>	Building Plans - including colour elevations and colour/materials legend	Building Floor Plans - including seating plan and proposed Occupant load	Existing Liquor Licence or Retail Cannabis Sales Licence (all existing liquor primary, lounge, and food primary licences including floor plans for the property, and retail cannabis sales licences)	Confirmation of Application made to Liquor and Cannabis Licensing Branch	Notification Sign Text (to be confirmed by file manager)	Civil Engineering Drawings - prepared and sealed by engineer, as required for larger subdivision only	Geotechnical Hazards Report - prepared and sealed by engineer	Qualified Environmental Professional (QEP) Report	Existing Building Condition Report - Building Code compliance analysis prepared and sealed by architect or engineer
<b>Subdivision</b>																			
<i>Conventional</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>		<input type="checkbox"/>			
<i>Bare Land Strata</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>		<input type="checkbox"/>			
<i>Phased Building Strata</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							<input type="checkbox"/>			
<i>Strata Conversion or Split Title Existing Building</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						<input type="checkbox"/>				<input type="checkbox"/>
<b>Rezoning</b>																			
<b>OCP Amendment</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>									
<b>Temporary Use Permit</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>									
<b>Development Variance Permit</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>									
<b>Board of Variance</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>										
<b>Development Permit</b>																			
<i>Council-issued</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>								
<i>Staff-issued</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>								
<i>Riparian Areas Regulation</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							<input type="checkbox"/>	
<i>Silt Bluffs Hazard Zone</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						<input type="checkbox"/>		
<i>Minor Amendment</i>	<input type="checkbox"/>						<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>								
<b>Liquor Licence Application</b>																			
<i>New Licence</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
<i>Major Change</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
<i>Minor Change</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
<i>Minor Change</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
<b>Retail Cannabis Sales Licence Application</b>																			
<i>New Retail Cannabis Licence</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
<i>Cannabis Licence Amendment Or Relocation</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>					
<b>Telecommunications Towers</b>																			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>										