



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

OFFICE USE ONLY

File Manager: _____
 Date: _____
 Folder No.(s): _____

DEVELOPMENT APPLICATION FORM

Application Type:

- Subdivision (SUB)
- Rezoning (REZ)
- Official Community Plan (OCP) Amendment
- Development Permit (DP)
- Development Variance Permit (DVP)
- Board of Variance (BOV)
- Temporary Use Permit (TUP)

Applicant/Primary Contact*:

Applicant Name: _____
 Company Name: _____
 Telephone: _____
 Email: _____
 Mailing Address: _____

*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.

SUBMISSION REQUIREMENTS:

The Development Application Form must be completed in full with all required submissions attached (see *Development Application Requirements* for requirements by application type). 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: _____

Legal Description: _____

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:

Fee Simple Bare Land Strata Phased Building Strata Strata Conversion

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: _____

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, eight or fewer units, Silt Bluffs Hazard Zone, TRU or Intensive Residential DPs)

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

Proposed Variances (if any): _____

VARIANCE APPLICATIONS:

Development Variance Permit

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

Proposed Variances: _____

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.**

Applicant/Primary Contact Name	Signature	Date
Owner/Authorized Signatory Name	Signature	Date
Owner/Authorized Signatory Name	Signature	Date

Subdivision Application Fees:			
Fee Simple	\$750 + \$100/lot	Final Approval or Reapproval	\$50
PLA Extension or Amendment	\$250	Bare Land Strata or Strata Conversion	\$500 + \$100/lot
Phased Building Strata	\$250 + \$100/lot	Phased Strata Form P Approval	\$100
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.			
Land Use Application Fees:			
Rezoning	\$1,500	Temporary Use Permit	\$750
Official Community Plan Amendment	\$1,500		
Development Permit Application Fees:			
Development Permit (Council-issued)	\$1,000	Development Permit (Staff-issued)	\$500
Development Permit Amendment	\$100	RAR Development Permit	\$100
Variance Application Fees:			
Development Variance Permit	\$800	Board of Variance	\$200
Combined Application Fees:			
OCP/Rezoning	\$2,300	Rezoning/Development Permit	\$2,200
Rezoning/Development Variance Permit	\$2,000		

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 Profile	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, Schedules L1 and L2, and Cost Estimate - prepared and sealed by landscape architect when landscape area is equal or greater than 100 m ²	Building Plans - including colour elevations and colour/materials legend	Engineering Drawings - prepared and sealed by engineer, as required for larger subdivision only	Geotechnical Report - prepared and sealed by engineer	Qualified Environmental Professional (QEP) Report	North Shore Development Checklist	Existing Building Condition Report - Building Code compliance analysis prepared and sealed by architect or engineer
Subdivision															
<i>Fee Simple</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>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"/>
<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"/>
<i>Strata Conversion</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"/>
Rezoning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> *							
OCP Amendment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> *							
Temporary Use Permit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> *							
Development Permit															
<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"/>		
<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"/>				
<i>Minor Amendment</i>	<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> *	<input type="checkbox"/>	<input type="checkbox"/>					
Development Variance Permit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> *							
Board of Variance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> *							