



District of Squamish Development Application & Fees

The information on this form is collected under the authority of the Development Procedures Bylaw. The information provided will be used to process your development application. If you have any questions about the collection and use of this information, please contact the Information and Privacy Co-coordinator located at Municipal Hall.

Applicants are encouraged to meet with the planning department staff prior to filing an application. Providing complete information with your application will facilitate the overall review and processing time.

FOR OFFICE USE ONLY											
Date Received: _____	File Numbers: _____										
<p>I/we hereby make application as follows:</p> <p>APPLICATION TYPE: (Mark appropriate box(es))</p> <table style="width: 100%;"><tr><td><input type="checkbox"/> Development Permit</td><td><input type="checkbox"/> Discharge of Land Use Contract</td></tr><tr><td><input type="checkbox"/> Development Variance Permit</td><td><input type="checkbox"/> Temporary Commercial or Industrial Use Permit</td></tr><tr><td><input type="checkbox"/> Official Community Plan Amendment</td><td></td></tr><tr><td><input type="checkbox"/> Zoning Amendment</td><td></td></tr><tr><td><input type="checkbox"/> Combined OCP and Rezoning Amendment</td><td></td></tr></table> <hr/>		<input type="checkbox"/> Development Permit	<input type="checkbox"/> Discharge of Land Use Contract	<input type="checkbox"/> Development Variance Permit	<input type="checkbox"/> Temporary Commercial or Industrial Use Permit	<input type="checkbox"/> Official Community Plan Amendment		<input type="checkbox"/> Zoning Amendment		<input type="checkbox"/> Combined OCP and Rezoning Amendment	
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<p>PROPERTY:</p> <p>STREET ADDRESS: _____</p> <p>LEGAL DESCRIPTION: _____</p> <hr/> <p>SIZE OF PROPERTY: _____</p> <hr/>											
<p>PROPOSED USE:</p> <p>Description of Development/Use: _____</p> <hr/> <hr/>											

PROVISION OF SERVICES:

Proposed Road Access: _____

Proposed Water Supply Method: _____

Proposed Sewage Disposal Method: _____

Proposed Storm Drainage Method: _____

Approximate Commencement Date of Proposed Project: _____

APPLICANT:

Name: _____

Mailing Address: _____

Postal Code: _____ E-mail address _____

Phone Numbers: Office: _____ Home: _____ Fax: _____

Cell: _____

OWNERS:

If the applicant is not the registered owner please complete the following and attach a letter of authorization from the property owner. Alternatively, you can add the owner's signature to this application (as indicated below).

Name: _____

Mailing Address: _____

Phone Number: _____ E-mail address _____

I/we hereby represent and warrant to the District of Squamish, knowing that the District relies on this representation and warranty, that the property covered by this application has never, to the best of my/our knowledge having made due and diligent inquiry, been used for any purpose such that a site profile is required to be submitted under the *Waste Management Act (British Columbia)* and that the property is not contaminated or polluted in any way that would make it unlawful, unsafe or unsuited for the purpose for which it is to be used, including within the meaning of the *Waste Management Act (British Columbia)*.

I/we have attached to this application the attachments required as noted on the following pages of this form, along with the required application fee, and hereby agree to submit further information deemed necessary for processing this application.

Print Name of Applicant(s)

Signature of Applicant(s)

Date

Print Name of Owner(s)

Signature of Owner(s)

Date

****** NO APPLICATION WILL BE ACCEPTED UNLESS COMPLETED ****
WITH THE REQUIRED FEE AND PLANS ATTACHED**

FOR OFFICE USE ONLY

Application Fee: _____

Date Received: _____

Receipt Number: _____

Official: _____

<u>APPLICATION TYPE</u>	<u>ATTACHMENT</u>	<u>FEE</u> (includes GST)
Official Community Plan Amendment (OCP):		
All applications without the inclusion of a Sub Area Plan	A, B, C, D, E, F	\$2,100
All applications with the inclusion of a Sub Area Plan	A, B, C, D, E, F	\$22,000
Advertising Fee		\$750 for each application requiring public notice (OCP, Rezoning)
Zoning Amendment/Discharge of Land Use Contract:		
Residential	A, B, C, D, F	\$1,500 for the first 10 units/lots plus \$100 for each additional lot
Commercial/Industrial/Institutional	A, B, C, D, F	\$1,500 for the first 930 sq m of building area plus \$100 for each additional 100 sq m
Advertising Fee		\$750 for each application requiring public notice (OCP, Rezoning)
Temporary Commercial or Industrial Use Permit:		
Commercial/Industrial		\$700
Advertising Fee	A, B, C, D, F	\$400 for each application
Development Permit:		
Residential	A, B, C, D, E, F	\$1,500 for the first 10 units/lots plus \$100 for each additional unit
Commercial/Industrial/Institutional	A, B, C, D, E, F	\$1,500 for the first 930 sq m of building area plus \$100 for each additional 100 sq m
Amendment requiring no variations to allow minor alterations not exceeding \$50,000 in construction costs and not exceeding a building area of 50 square metres	A, B, C, D, E, F	\$500
Amendment requiring variations to allow major alterations exceeding \$50,000 in construction costs or exceeding a building area of 50 square metres	A, B, C, D, E, F	\$1,500
Hazard Areas		\$500
Additional Landscaping Inspections (after initial one (1) inspection)	A, B, C, D, E, F	\$100.
Development Variance Permit (DVP):		
Residential/Commercial/Industrial/Institutional	A, B, C, D, F	\$500 for the first 930 sq m of building area plus \$100 for each additional 100 sq m
Contaminated Site Profile		\$100
<i>Note: When a Development Permit and/or Development Variance Permit application is applied for in conjunction with a Zoning Amendment application, only the rezoning fee will be applied in addition to the specified advertising fee with respect to each application.</i>		

Applicants are encouraged to meet with the planning department prior to filing an application. Providing complete information with your application will facilitate the overall review and processing time.

Refund of Fees:

All fees are non-refundable, except the following:

1. Applications for official community plan amendment, and/or zoning amendment, if council does not allow first and second readings to be given to a zoning amendment or official community plan amendment bylaw, then the:
 - Advertising fee; and
 - 25% of the application fee shall be refunded to the applicant.

Amendments and Changes to Applications:

Changes to an application, including but not limited to:

1. Change of ownership, agent or name;
2. Changing or deleting legal parcels;
3. Combining two or more in-stream files;
4. Phasing of project;
5. Changes to the use/uses of the application;
6. Substantially revised site plan drawings making a substantial increase or a reduction in building footprint, setbacks etc.;
7. Substantial changes to landscaping concepts will require the submission of a **new application** and **all required fees**.

Development Permit And Rezoning Checklist

(Incomplete applications will not be accepted)



Note: Items 2-19 should be in the form of a Data Sheet on the general site plan.

- 1. Completed Application Form and Fee
- 2. **Proposal Summary:** An outline of the type of development or land use proposed, the number of units, lots and/or gross floor area if applicable. Where a Development Variance Permit is requested, justification for the variance is to be provided. Where the application is for an OCP and/or Zoning Bylaw Amendment, the proposal is to be justified in terms of its benefit to the community and impact on the land use pattern and surrounding properties.
- 3. Legal Description and Certificate of Title (Dated within 30 days of the date of application)*
- 4. Registered owner and letter of authorization to agent, if applicable.
- 5. (Interim purchase agreements are not applicable)
- 6. Address of subject property.
- 7. Architect/Designer/Phone and Fax Numbers.
- 8. Lot Area in m².
- 9. Lot Coverage (%).
- 10. Gross Floor Area in m²
- 11. Floor Area Ratio.
- 12. Number of Dwelling Units & Residential Density per Hectare.
- 13. Dwelling Unit Breakdown by Unit Type.
- 14. Parking Calculation (Required & Provided).
- 15. Existing Average Grade of Building (Provide Calculations)
- 16. Height in meters of Building (from natural grade).
- 17. Number of Storeys.
- 18. Setbacks/Yard Dimensions in meters.
- 19. Useable open space (%).
- 20. Floor Plan(s) indicate uses of all existing and proposed
- 21. Building spaces.
- 22. **Site Plan- two full size copies and two reduced copies (11"x17") drawn to scale** showing dimensions of the proposed development including:
 - Dimensions of the property, existing and proposed roads
 - Location and dimensions (including setbacks) of existing and proposed buildings on site (a recent survey plan is preferable)
 - The location of watercourse(s), mature vegetation, steep banks or slopes, easements or statutory rights-of-way
- 23. **Development Plans -two full size copies and two reduced copies (11"x17") drawn to scale:** Detailed drawings of the proposed development, including building sections and elevations, parking layout and access, proposed means of servicing, existing vegetation and landscape plan. This must also include a project summary sheet outlining gross site area, density and number of dwelling units, site coverage, heights, setbacks and other relevant data. Sealed building design and siting plans are to specify building materials and exterior finish, and access and parking guidelines in the Official Community Plan and Zoning Bylaw.
 - Elevation Drawings (2 copies)
 - Landscape Plan (2 copies)
 - Drainage Plan (2 copies)
 - Any other information in support of your development (i.e. renderings or perspective views)

- 24. One CD containing electronic copies of all drawings.
- 25. Exterior treatment on all elevations identifying materials and colour displayed on colour board.
- 26. Sections through building indicating line of finished and existing average grade.
- 27. Number of parking and loading spaces, access, layout and dimensions, screening, curbing, conformance with accessibility and surface treatment
- 28. Garbage and recycling provisions (individual curbside pick-up or centralized bin locations), including truck turning movements, clearly identified for multifamily residential development projects.
- 29. Roof plans showing treatment of all exposed surfaces, including vents, chimneys and elevator housing.
- 30. Off-site information as may be relevant to the design; e.g. Environmental assessments, boulevard trees, adjacent building locations and parks, sidewalks, street furnishing, or overhead utilities.
- 31. Zoning checklist (proposal data vs. zone standards) on site plan.
- 32. Compliance with Bear and Wildlife garbage and recycling enclosures.
- 33. Universally Accessible Units

Additional information may be required, such as:

- Geotechnical Analysis
- Detailed Initial Environmental Review



Please visit the Planning Department at the District of Squamish Website for more information on how you can become Bear Aware.



Please visit the Planning Department at the District of Squamish Website for information on how to build Green Buildings.

* Copy of Certificate of Title should include copies of any easements and all covenants. This information is available from B.C. Land Title's office, Suite 300, 88 -Sixth St., New Westminster, B. C., V8W 1B4, 604-660-2595, and online at www.ltsa.ca. Alternatively the certificate of title can be obtained at the Government Agent's Office located at 1360 Pemberton Ave., Squamish, B.C., V8B 0A7, 604-892-2400. The copy of certificate of Title should be less than 30 days old.

Signature of Applicant

Date

Staff Comments: _____

Applicant Name: _____ **Address:** _____
