

PLANNING APPLICATION FORM

Applicants are advised to consult with Planning staff before submitting a Planning Application to the District of Summerland (the District). Fees are non-refundable unless otherwise noted. **IMPORTANT: An application is considered incomplete and pending until all required documentation is received; applications are only placed in the queue for processing once all required documentation and fees are received.**

Application Type (check all that apply). Fees outlined in [Fees and Charges Bylaw No. 98-001](#).

Fee: _____

Development Permit:

Other:

☐ Watercourse ☐ Hazard ☐ Environmental ☐ Wildfire ☐ Multi-Unit ☐ Downtown ☐ Industrial ☐ Amendment	☐ Development Variance Permit ☐ Development Variance Permit – Delegated Type I ☐ Development Variance Permit – Delegated Type II ☐ Board of Variance ☐ Temporary Use Permit ☐ Temporary Use Permit Renewal	☐ Pre-Application ☐ Zoning Bylaw Amendment ☐ Official Community Plan (OCP) Amendment ☐ OCP and Zoning Bylaw Amendment ☐ 'After the fact' application*
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***Please check off both the application type(s) and 'after the fact' application if works and/or Bylaw Enforcement has begun.**

Owner Information (Registered owner(s) information required). ☐ Additional page(s) attached. (e.g. Notice of Article/Company Summary when owner is a company)

Full Name(s):

Mailing Address (house number, street name, city, province, postal code):

Phone:

E-mail:

Applicant Information (If the applicant is not the owner(s) or if one registered owner is assigned to act as agent on behalf of all registered owners, complete this and the agent authorization section).

Full Name:

Mailing Address (house number, street name, city, province, postal code):

Phone:

E-mail:

NOTE: In order to use an **agent** to work on the owners' behalf, **all registered owners** on title must sign to grant authorization. If the property is owned by a corporation, a designated person with signing authority for the company must sign the form and provide documentation of signing authority (e.g. Notice of Article or Company Summary). Attach a separate page with additional signatures if necessary.

Authorization of Agent (Complete only if the applicant is not the owner(s) or if one registered owner is assigned to act as agent on behalf of all registered owners). ☐ Additional page(s) attached.

As owner(s) of the land described in this application, I/we hereby authorize _____ to act as agent in regard to this land development application and understand that the Agent will be the point of contact with the District.

Print name of Owner

Signature of Owner

Date (mm/dd/yy)

Print name of Owner

Signature of Owner

Date (mm/dd/yy)

Property Information (Complete all property information of land under application, if available).		
Legal Description (lot, block, section, township, range, district lot, land district, plan):		
Civic Address (house number, street name, city, province, postal code):		
Parcel Identifier (PID):	Size of property (in hectares or m ²):	
Current method of water supply: ☐ Community Water ☐ Ground Water Well ☐ Surface Water ☐ Other		
Current method of sewerage disposal: ☐ Community Sewer ☐ Septic System ☐ Other		
Existing Land Use (i.e. How is the land used? What buildings and structures are on the property? What are they used for?) (Please attach separate pages if necessary). ☐ Additional page(s) attached.		
Proposed Use / Description of Proposed Development and / or Proposed Variances (i.e. Explain the proposal and explain why the application is necessary). (Please attach Letter of Rationale for variances). ☐ Additional page(s) attached.		
Declaration (If no agent has been authorized as the applicant, all registered owners must sign declaration. If more than two individual owners, attach a separate page with additional signatures). ☐ Additional page(s) attached.		
I, the undersigned, hereby certify that the attached information, provided with respect to this application is full and complete and a true statement of facts, and hereby agree to submit further information as may be deemed necessary for processing the application. Further, I consent to authorizing the District to include and publicly disclose personal information, which does not include contact information, as defined in the Freedom of Information and Protection of Privacy Act of BC, in staff reports, meeting agendas, application file names, bylaws, and permits related to this application.		
Print name of Owner/ Agent	Signature of Owner/ Agent	Date (mm/dd/yy)
Print name of Owner/ Agent	Signature of Owner/ Agent	Date (mm/dd/yy)

PLANNING APPLICATION CHECKLIST

IMPORTANT: An application is considered incomplete and pending until all required documentation in the checklist is received; applications are only placed in the queue for processing once all required documentation and fees are received.

Please contact Planning staff if you have questions.

Email: devserv@summerland.ca Phone: 250-404-4054

Checklist: Completed by Applicant/Agent

- ☐ Completed Planning Application form – pages 1-2
- ☐ Fee paid: As set out in [Fees and Charges Bylaw No. 98-001](#)
 - Application fee
 - Land Title Office registration (only applicable for Development Permits, Development Variance Permits and Temporary Use Permits)
- ☐ Certificate of Title – **dated within the last 30 days**. Obtained through [BC Land Title & Survey](#)
- ☐ All documents listed on Certificate of Title (i.e. covenants, rights-of-way, easements)
- ☐ Documentation of signing authority when Owner is a company (i.e. Notice of Article, Company Summary)
- ☐ Professional report(s) if required (i.e. Geotechnical–High Hazard DP, Riparian–Watercourse DP)
- ☐ Site plan showing: (in metric. Sample site plan on page 4)
 - North arrow;
 - Dimensions and boundaries of property lines;
 - Location and dimensions of all **existing and proposed buildings** and structures, and the **setbacks** (including projections and overhangs) to parcel lines;
 - Location of existing access roads, driveways, vehicle parking spaces, pathways, screening and fencing;
 - Driveway material (i.e. asphalt, gravel etc.)
 - Location of any physical or topographical constraints (such as watercourses, shorelines, ravines, wetlands, steep slopes, bedrock outcrops, etc.)
 - Location of all existing water lines, wells, septic fields; and
 - Existing covenant areas, rights-of-way, and easements (if applicable).

Staff may request a surveyed site plan by a BC Land Surveyor to confirm setbacks and/or building locations

- ☐ Completed [Provincial Site Disclosure Statement](#). Applicable for Development Permit and Bylaw Amendment applications. *Not applicable for Development Variance Permit and Temporary Use Permit.*

Has the site been used for any industrial or commercial uses described in [Schedule 2](#) of the Contaminated Sites Regulation?

☐ Yes ☐ No Initial: _____

- ☐ Letter of Rationale (for DVP, rezoning, OCP amendment, and TUP)

See online payment methods for application fees [here](#).

See [FireSmart BC](#) for information on reducing the risk of wildfire to your home, property and community.

SAMPLE SITE PLAN

