



Pre-Application Enquiry

PROPERTY ADDRESS:	
LEGAL DESCRIPTION:	
CURRENT ZONING:	ROLL#:
DATE:	

PROPERTY OWNER	APPLICANT
Name:	Name:
Address:	Address:
Postal Code:	Postal Code:
Phone:	Phone:
Email:	Email:
Signature:	Signature:

APPLICATION MUST INCLUDE (1 paper copy and an electronic copy)
<input type="checkbox"/> Current title search (with copies of all relevant easements, covenants, etc.)
<input type="checkbox"/> Conceptual Drawings or Preliminary Designs
<input type="checkbox"/> Agent Authorization Form (if required)

TYPE OF APPLICATION BEING CONSIDERED (check all that apply)
<input type="checkbox"/> Official Community Plan amendment
<input type="checkbox"/> Zoning Bylaw amendment
<input type="checkbox"/> Subdivision
<input type="checkbox"/> Development Permit (Downtown, Trout Creek, Lower Town, Bentley Road Industrial)
<input type="checkbox"/> Building Permit (Multi-Family, Commercial, or Industrial)

NEW Site Disclosure Statement (BC's New Contaminated Site Investigation Requirements (please check/initial))	
<input type="checkbox"/>	Attached (if Schedule 2 Uses have occurred on the property in the past)
<input type="checkbox"/>	N/A (if Schedule 2 Uses have not occurred on the property in the past)
<input type="checkbox"/>	Exempt (demolition, or other works where there is no soil disturbance, etc.)

Please note that applications and drawings may be submitted electronically in Adobe PDF format, but must be accurate, include all dimensions, and be to scale.
Professionally drafted plans are preferred.

SIGNATURE OF REGISTERED OWNER(S)

DATE

