

# DEVELOPMENT APPLICATION FORM

OFFICE USE ONLY		PAYMENT STAMP
PERMIT #:		
APPLICATION FEE:		STAFF INITIALS:

**Applicants are advised to consult with Development Services staff before applying. A Pre-Application Review (PAR) meeting with staff is required prior to submitting a major development application, as shown below. Note that only complete applications will be accepted.**

## APPLICATION TYPE Check all appropriate boxes

- |   |  |
|---|--|
| <input type="checkbox"/> Development Permit (Major > 50 m <sup>2</sup> ) <sup>2</sup>   | <input type="checkbox"/> Subdivision <sup>2</sup>  |
| <input type="checkbox"/> Development Permit (Minor < 50 m <sup>2</sup> / Wildfire Zone) | <input type="checkbox"/> Strata Title Conversion <sup>2</sup>                              |
| <input type="checkbox"/> Development Permit (Laneway House)                             | <input type="checkbox"/> Official Community Plan Bylaw Amendment <sup>12</sup>             |
| <input type="checkbox"/> Development Variance Permit                                    | <input type="checkbox"/> Zoning/Land Use Bylaw Amendment <sup>12</sup>                     |
| <input type="checkbox"/> Board of Variance  | <input type="checkbox"/> Liquor Licence <sup>1</sup>                                       |
| <input type="checkbox"/> Temporary Commercial or Industrial Use Permit <sup>1 2</sup>   | <input type="checkbox"/> Cannabis Licence <sup>1</sup>                                     |
| <input type="checkbox"/> Removal of Charges/Notices on Title                            | <input type="checkbox"/> Road ROW closure <sup>2</sup>                                     |
| <input type="checkbox"/> Heritage Alteration Permit/Heritage Plaque <sup>2</sup>        | <input type="checkbox"/> <i>If this is an amendment/renewal of an existing application</i> |

<sup>1</sup> See Sign Notification requirements, *Land Development Applications Procedures Bylaw* (Sched. 1). Staff will confirm final sign design.

<sup>2</sup> This type of application requires a Pre-Application meeting, prior to submitting a formal application

## PROPERTY INFORMATION

Site Address:

PID(s) or Legal Description:

Proposed Number of Lots/Strata Units (for subdivision or strata title applications):

DESCRIPTION OF EXISTING LAND USE:

DESCRIPTION OF PROPOSED DEVELOPMENT / USE / BYLAW / ZONING / OCP DESIGNATION:

# DEVELOPMENT APPLICATION FORM

The undersigned hereby makes an application under the provision of the bylaws of the City of Nelson according to the following specifications and accompanying documentation:

APPLICANT			
APPLICANT IS THE:	<input type="checkbox"/> Owner	<input type="checkbox"/> Designer/Contractor	<input type="checkbox"/> Tenant <input type="checkbox"/> Other Authorized Agent of the Owner
NAME:		BUSINESS NAME:	
E-MAIL:		PHONE:	PHONE (ALTERNATE):
MAILING ADDRESS:			POSTAL CODE:
PROPERTY OWNER (IF DIFFERENT FROM APPLICANT AND/OR BUSINESS OWNER)			
NAME / COMPANY:		PHONE:	E-MAIL:
If the applicant is not the registered owner, the owner must complete the "Owners Representative Form". See: <a href="http://www.nelson.ca/applications">www.nelson.ca/applications</a>			
SIGNATURES			

**A Permit is issued after review of the proposal. No work shall begin until a Permit is approved.**

I declare that the information submitted in support of this application is, to the best of my knowledge, true and correct and that I will submit further information deemed necessary by the City for processing this application.

I acknowledge that all fees paid in connection with this permit are non-refundable, except as noted in the City of Nelson Fees and Charges Bylaw.

IN CONSIDERATION OF THIS PERMIT being issued, I release and indemnify the City of Nelson, its Council members, officers, employees, and agents from and against all liability, claims and other expenses of any kind which I, or any other person, may have in connection with anything said or done, the granting of this permit or any action taken or not taken, by the City of Nelson and I agree that the City of Nelson owes me no duty of care in respect of these matters.

Dated this \_\_\_\_\_ Day of \_\_\_\_\_ 20 \_\_\_\_\_

APPLICANT'S SIGNATURE \_\_\_\_\_

SUBMISSION CHECKLIST	
DEVELOPMENT APPLICATION TYPE*	REQUIRED ATTACHMENTS
Official Community Plan Amendment	A, B, C, F, I
Zoning/Land Use Bylaw Amendment	A, B, C, D, E, F, G, I, K
Development Permit (Major)	A, B, C, D, E, F, G, H, I, J, K
Development Permit (Minor/Laneway House)	A, B, C, D, E, F, G, I, K
Development Variance Permit	A, B, C, E, F, G, I, K
Strata Title Conversion	A, B, C, E, F, G, I, K
Temporary Commercial or Industrial Permit	A, B, C, D, E, F, G, H, I, K
Board of Variance	A, B, C, E, F, G, I, K
Liquor Licensing	A, B, C, E, F, G, I
Cannabis Licensing	A, B, C, E, F, G, I, L
Road Closure	C, E, F, G, I
Subdivision	A, B, C, D, E, F, I

\* For other types of applications, contact Development Services to discuss what additional information will be required.

The City of Nelson is collecting your personal information in accordance with Section 26 of the *Freedom of Information and Protection of Privacy Act*. The City of Nelson collects your information for the purposes of administering City of Nelson programs and services, including permits and licensing services. If you have any questions, please contact the Privacy Head at 310 Ward Street, Nelson, BC V1L 4P1 or [FOI@nelson.ca](mailto:FOI@nelson.ca) or 250-352-8234.

# DEVELOPMENT APPLICATION FORM

## Attachment Information 1/2

ATTACHMENT			DETAILS
A	<input type="checkbox"/>	STATE OF TITLE CERTIFICATE  <i>and</i>	A copy of the title search, issued not more than 30 days prior to the application date, for any parcel of land subject to the application and a copy of all non-financial charges (i.e. restrictive covenants, easements and rights-of-way, etc.) registered on the subject property(s). The title search and the related documents can be obtained at myLTSA.com, through a notary, lawyer or search company, <b>or by the City, at your request, for a fee of \$15.</b>
	<input type="checkbox"/>	COPIES OF ALL NON-FINANCIAL CHARGES	
B	<input type="checkbox"/>	AGENT AUTHORIZATION	Written consent of <b>all</b> property owners, with one or more owners appointing an applicant to act as agent for all purposes associated with the application. Use the Owners Representative Form for applicants who are not registered owner of the property.
C	<input type="checkbox"/>	APPLICATION FEE	An application fee as set out in any applicable <i>City of Nelson Fees and Charges Bylaw</i> shall accompany the application.
D	<input type="checkbox"/>	PROVINCIAL SITE DISCLOSURE	As per current Contaminated Sites Legislation. * Contact staff to find out whether your application requires this document. Not all types of projects will require a site disclosure statement.
E	<input type="checkbox"/>	SITE PLAN	<p>Site plan of the proposed development drawn to scale and showing dimensions. The site plan must include:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> The civic address and full legal description of the property</li> <li><input type="checkbox"/> Lot dimensions</li> <li><input type="checkbox"/> Existing or required rights-of-way or easements; the name and extent of roads and lanes adjacent to the property, showing the traveled portion of the roads and lanes scaled from the property line to the edge of pavement;</li> <li><input type="checkbox"/> Location and dimensions (including setbacks) of existing and proposed buildings and structures on the site (a recent survey plan is preferable)</li> <li><input type="checkbox"/> Location of existing wells or other water sources on property</li> <li><input type="checkbox"/> Location of any existing or proposed septic fields</li> <li><input type="checkbox"/> Location of any watercourses, steep banks or slopes on or adjacent to the property</li> <li><input type="checkbox"/> Location of any existing community services of sanitary sewer, water, storm drainage and rights-of-way on the site or adjacent to the site</li> <li><input type="checkbox"/> Location of ditches, fire hydrants, fire department connections, gas lines, kiosks, hydro and telecommunications poles</li> </ul> <p>Submission must include one small scale letter sized copy of the proposed site plan and one pdf file of the proposed development.</p> <p><b>NOTE:</b> If the application is for a variance to an existing structure, a survey prepared by a BCLS is required to accompany the Site Plan in order to confirm the accuracy of the dimensions shown.</p>

# DEVELOPMENT APPLICATION FORM

## Attachment Information 2/2

F	<input type="checkbox"/>	PROPOSAL SUMMARY	<p>An outline of the type of development or land use proposed including:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> the number of units, lots and/or gross floor area if applicable</li> <li><input type="checkbox"/> Explanation of compliance with current zoning and proposed deviation or change, if applicable</li> <li><input type="checkbox"/> Explanation of community/neighbourhood benefit and impact of proposal</li> <li><input type="checkbox"/> For laneway houses, explanation of compliance with all laneway house design guidelines (see, especially, section “B” of the guidelines)</li> </ul>
G	<input type="checkbox"/>	DEVELOPMENT PLANS	<ul style="list-style-type: none"> <li><input type="checkbox"/> Detailed drawings of the proposed development, including building sections, elevations, and floor plans proposed for the site. Development Permit applications must include information regarding building form and character (i.e. exterior finish)</li> <li><input type="checkbox"/> <b>A project summary sheet that includes: lot area, number of dwellings, lot coverage, height, setbacks, off-street parking (required &amp; actual), off-street loading (required &amp; actual), and other relevant data &amp; zoning analysis</b></li> <li><input type="checkbox"/> Location and width of existing or proposed access(es) to the property, driveways, maneuvering aisles and parking layout</li> </ul>
H	<input type="checkbox"/>	LANDSCAPE PLAN	<ul style="list-style-type: none"> <li><input type="checkbox"/> Site plan draw to-scale showing dimensions, including any existing or proposed screening, landscaping, and fencing</li> <li><input type="checkbox"/> Cost estimate prepared by a Landscape Architect or other persons approved by Development Services and Climate Leadership including a breakdown of plant cost, site preparation, material, and labour costs</li> </ul>
I	<input type="checkbox"/>	ADDITIONAL INFORMATION THAT MAY BE REQUIRED	<ul style="list-style-type: none"> <li><input type="checkbox"/> Contour plan showing land contours before and after lot grading for the subject property and the adjacent properties</li> <li><input type="checkbox"/> Geotechnical analysis</li> <li><input type="checkbox"/> Survey certificate to identify the location of existing buildings/structures or watercourses, top of banks of other physical features</li> <li><input type="checkbox"/> Location of existing or proposed refuse enclosures, refuse and recycling bins</li> <li><input type="checkbox"/> Architectural renderings depicting the design, finish and colour of proposed buildings, landscaping detail and signage location. Renderings must not be embellished with unrelated details such as vehicles, wildlife, mountain, etc.</li> <li><input type="checkbox"/> Development Approval Information as per Part 10, <i>Development Applications Procedures Bylaw</i></li> </ul>
J	<input type="checkbox"/>	DEVELOPMENT PERMIT AREA 1 AND/OR BAKER STREET HERITAGE CONSERVATION AREA	<ul style="list-style-type: none"> <li><input type="checkbox"/> Written description demonstrating compliance with OCP design guidelines</li> <li><input type="checkbox"/> Colour photographs and renderings of proposed facades, including proposed signage locations, awnings, etc.</li> <li><input type="checkbox"/> Description of construction materials for the design of the development</li> <li><input type="checkbox"/> New Part 3 buildings only: preliminary whole-building Life Cycle Assessment (use the City’s prescribed Excel form to report results)</li> </ul>
K	<input type="checkbox"/>	SUSTAINABILITY	It is highly encouraged that the Sustainability Checklist be reviewed & completed.
L	<input type="checkbox"/>	CANNABIS	Documentation as per Schedule 9, <i>Land Development Applications Procedures Bylaw</i>