

# DEVELOPMENT PERMIT APPLICATION

Facades, murals and awnings in Development Permit Area 2 (Downtown & Waterfront)

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OFFICE USE ONLY				PAYMENT STAMP	
PERMIT #	DP_	AMENDING PERMIT #:			
FEES	<input type="checkbox"/>	New DP Application	\$ 100		
	<input type="checkbox"/>	DP Application Amendment	\$ 50		
APPLICATION FEE: \$		Staff initials:			

GL# 1140300-000

Please refer to the City of Nelson *Official Community Plan Bylaw No. 3247* for information on requirements, or contact the Development Services & Climate Leadership Department. Bylaws are available here: [www.nelson.ca/bylaws](http://www.nelson.ca/bylaws)

PROPERTY UNDER APPLICATION				
CIVIC ADDRESS:			FOLIO NUMBER: 219.	
TYPE OF BUILDING:	<input type="checkbox"/> Commercial	<input type="checkbox"/> Industrial	<input type="checkbox"/> Mixed-Use	<input type="checkbox"/> Other:
PURPOSE OF APPLICATION				
<input type="checkbox"/> Facade changes <input type="checkbox"/> Mural <input type="checkbox"/> Awning ON PAGE 2: FILL OUT THE APPLICABLE SECTION(S)				
APPLICANT DETAILS				
APPLICANT IS:				
<input type="checkbox"/> PROPERTY OWNER: If the property is owned by a company, proof of signing authority is required.				
<input type="checkbox"/> AUTHORIZED AGENT OF THE OWNER: An Owner's Representative Form must be submitted <a href="http://nelson.ca/applications">nelson.ca/applications</a>				
NAME:		BUSINESS NAME:		
E-MAIL:		PHONE:		
MAILING ADDRESS:				

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 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.

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#### FILL OUT THE APPLICABLE SECTION(S)

##### ☐ **FAÇADE** – For all exterior alterations (ex: paint, materials, new or altered windows/doors)

Project description:

Required documentation:

- ☐ Current photo of the building (include all elevations subject to proposed changes)
- ☐ Graphic representation showing proposed design, color, location
- ☐ Paint and material samples / specifications
- ☐ Construction drawings (to scale)
- ☐ For structural alterations such as new or replaced windows, doors, projecting ornamentation, etc.: a building permit application is required

##### ☐ **MURAL**

Project description:

→ Please refer to the City's Mural Development Permit Guidelines Policy 4500.00.010 outlining the required documentation and review process. Contact City staff if you require assistance.

##### ☐ **AWNING** – For new or altered awnings

Required documentation for new awnings (frame + fabric):

- ☐ Current photo of the building
- ☐ Graphic representation showing proposed design, color, location
- ☐ Dimensions of the awning: width, height, clearance from ground, setback from curb to edge of awning
- ☐ Fabric specifications, with confirmation of fire rating (must conform to CAN/ULC-S109)
- ☐ Frame/facade attachment details (engineered drawings may be required upon further review by the Building Official)
- ☐ A separate building permit application may be required

Required documentation for existing awnings being altered (replacing fabric only):

- ☐ Current photo of the building
- ☐ Graphic representation showing proposed design, color, location
- ☐ Fabric specifications, with confirmation of fire rating (must conform to CAN/ULC-S109)

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### ENCROACHMENT AGREEMENTS

All awnings, fixtures or structures which project beyond the property line and into or above City of Nelson public lands require an up-to-date Encroachment Agreement registered on the Title of the Property and a Licence of Occupation Agreement related to the Encroachment Agreement.

Please check one: ☐ Not required ☐ Required ☐ Currently registered on property

If a new or updated agreement is required, please use the *Encroachment Agreement & Licence to Occupy Application* Form. This agreement is made between the Property Owner and the City of Nelson. The application form is available at the Development Services & Engineering Department on the second floor of City Hall. Public liability insurance in the amount of \$5,000,000.00, naming the City as additional Insured, is a requirement of the License to Occupy.

### STREET WORKS PERMIT

A Street Works Permit is required for any work taking place on City property (e.g., lanes, streets, sidewalks) or for the placement of machinery or equipment on City land (e.g., cranes, scaffolding, hoarding). Application forms are available on the City of Nelson website or can be picked up at the Development Services office in City Hall. Please allow approximately two weeks for processing.

### SIGNATURES

**Application Declaration:** 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.

**Liability and Indemnity Clause:** 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.

**Applicant Responsibility:** I acknowledge that I, as Applicant, am responsible for ensuring that all Property Owners are aware of and are in agreement with this application. Furthermore, I acknowledge that the City takes no responsibility for upholding Tenant/Landlord agreements, nor any other agreement between parties outside of the Corporation of the City of Nelson.

**THIS IS NOT A PERMIT AND DOES NOT AUTHORIZE COMMENCEMENT OF WORK.**

\_\_\_\_\_  
Applicant's signature

\_\_\_\_\_  
Date