

# PRE-APPLICATION REVIEW MEETING REQUEST FORM

OFFICE USE ONLY			
REQUEST #:		REQUEST RECEIVED DATE:	
REVIEWED BY:		PAR MEETING DATE:	

**A pre-application meeting (PAR) is a requirement prior to submitting any of the development applications listed below, unless exempted by the Director of Development Services or their designate. If you require assistance, contact Development Services at 250-352-8260 or by email at [development@nelson.ca](mailto:development@nelson.ca). There are a limited number of PAR meetings scheduled each month and are booked on a first come, first served basis.**

## APPLICATION TYPE Check all appropriate boxes

<input type="checkbox"/> Official Community Plan Bylaw Amendment	<input type="checkbox"/> Heritage Alteration Permit/Heritage Plaque
<input type="checkbox"/> Zoning Bylaw Amendment	<input type="checkbox"/> Subdivision
<input type="checkbox"/> Development Permit (Major > 50 m <sup>2</sup> )	<input type="checkbox"/> Strata Title Conversion
<input type="checkbox"/> Temporary Use Permit	<input type="checkbox"/> Road ROW closure

## PROPERTY INFORMATION

Site Address(es):

PID(s) or Legal Description(s):

## DESCRIPTION OF EXISTING LAND USE:

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

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# PRE-APPLICATION REVIEW MEETING REQUEST FORM

The undersigned hereby makes a request for a Pre-Application Review meeting:

<b>REQUESTOR</b>					
REQUESTOR 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:				
<b>PROPERTY OWNER (ONLY REQUIRED IF THE REQUESTOR IS REQUESTING INFORMATION ON FILE)</b>					
NAME / COMPANY:	PHONE:		E-MAIL:		
<b>If the requestor is not the property owner, and would like information the City has on-file for the subject property, as part of the PAR meeting request, the property owner must complete the "Owners Representative Form". See: <a href="http://www.nelson.ca/applications">www.nelson.ca/applications</a></b>					

## SIGNATURES

I declare that the information submitted in support of this request for a Pre-Application Review Meeting is, to the best of my knowledge, true and correct and that I will submit further information deemed necessary by the City.

IN CONSIDERATION OF THIS REQUEST FOR A PRE-APPLICATION REVIEW MEETING being scheduled and held, 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 request 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 \_\_\_\_\_

REQUESTOR'S SIGNATURE

## SUBMISSION CHECKLIST

DEVELOPMENT APPLICATION TYPE	REQUIRED ATTACHMENTS
Official Community Plan Amendment	A, B, C
Zoning Bylaw Amendment	A, B, C
Development Permit (Major)	A, B, C
Temporary Use Permit	A, B, C
Heritage Alteration Permit/Heritage Plaque	A, B, C
Subdivision	A, B, C
Strata Title Conversion	A, B, C
Road ROW purchase and closure	A, B, C

\* For other types of requests, 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.

ATTACHMENT		DETAILS
A	<input type="checkbox"/>	APPLICATION FORM <ul style="list-style-type: none"> <li><input type="checkbox"/> Pre-application meeting (PAR) meeting request form; and</li> <li><input type="checkbox"/> Owners representative form (only if requesting information the City has on-file for the subject property).</li> </ul>
B	<input type="checkbox"/>	PROPOSAL SUMMARY <ul style="list-style-type: none"> <li>An outline of the type of development, land use or proposal including:           <ul style="list-style-type: none"> <li><u>Mandatory required:</u> <ul style="list-style-type: none"> <li><input type="checkbox"/> brief explanation of compliance or non-compliance with current OCP land use designation and zoning and other relevant Bylaws; and</li> <li><input type="checkbox"/> brief explanation of community/neighbourhood benefit and impact of proposal;</li> </ul> </li> <li><u>Other potential mandatory requirements (application dependent):</u> <ul style="list-style-type: none"> <li><input type="checkbox"/> the number of residential units, and tenure of these units (if applicable);</li> <li><input type="checkbox"/> gross floor area of commercial, industrial or institutional uses (if applicable);</li> <li><input type="checkbox"/> Overview of BC Housing, Canada Mortgage and Housing (CMHC) and other potential government funding sources (proposal with Municipal, Provincial, Federal and other quasi-government funding sources only);</li> <li><input type="checkbox"/> Copy of the Statement of Significant (SoS) and/or Heritage Bylaw (heritage properties only);</li> <li><input type="checkbox"/> Copy of Certificate of Title and City of Nelson charges (for requestors who would like staff to comment on City of Nelson charges only); and</li> <li><input type="checkbox"/> Map showing the proposed road right-of-way closure/purchase (Road Closure/Purchase only)</li> </ul> </li> </ul> </li> </ul>
C	<input type="checkbox"/>	SITE PLAN <ul style="list-style-type: none"> <li>Site plan of the proposed development drawn to scale and showing dimensions.</li> <li>The site plan must include:           <ul style="list-style-type: none"> <li><input type="checkbox"/> The civic addresses, and PIDs or legal description of the subject properties</li> <li><input type="checkbox"/> Lot dimensions</li> <li><input type="checkbox"/> Existing or required rights-of-way or easements; the name of existing and proposed 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;</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: sanitary sewer, water, storm drainage and rights-of-way on the site or adjacent to the site;</li> <li><input type="checkbox"/> Location of any existing transit stops in close proximity to the site; and</li> <li><input type="checkbox"/> Location of ditches, fire hydrants, fire department connections, gas lines, kiosks, hydro and telecommunications poles.</li> </ul> </li> <li>Submission must include one small scale letter sized copy of the proposed site plan and one pdf file of the proposed site plan.</li> </ul>