



Development Permit Application

Office use only:

Application No.

Received:

Property owner information (please print):

Property Owner:

Mailing Address:

City/Town, Province:

Postal Code:

Day Phone:

Email:

Fax:

As the registered owner of the property (or properties) listed below, I hereby authorize this application.

Owner signature

Date

**ALL REGISTERED PROPERTY OWNERS MUST
SIGN THE APPLICATION.**

☐

Please check (✓) if there is more than one property owner. If yes (✓) please list separately on page 4.

Authorized Agent information (please print):

Authorized Agent:

Mailing Address:

City/Town, Province:

Postal Code:

Day Phone:

Email:

Fax:

Description of property (or properties) included in this application (use separate sheet if necessary):

District Lot: Plan: Block: Lot: PID: Zoning:

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Civic Address (or general location):

Development Information:

Please check (✓) the type of development proposed: ☐ Alteration of land ☐ Building ☐ Subdivision

Total area of the property (or properties) to be developed: _____ m²

Provide a brief description of the existing development and use of the property (residential, commercial, number of dwellings):

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Title checked by:

Consulted on:

Development Information:

Provide a detailed description of the proposed development (residential, commercial, number of dwellings, etc.):

Attendance at Advisory Planning Commission meeting:

In accordance with the *Local Government Act*, this application may be forwarded to the Advisory Planning Commission (APC) for review. If so, the APC will make a recommendation on the application to the Sunshine Coast Regional District Board or Manager of Planning & Development. An owner and/or their agent may attend and be heard at the APC meeting. Please check (✓) below if you and/or your agent wish to attend this meeting:

☐

Owner will attend APC meeting

☐

Agent will attend APC meeting

☐

Both owner and agent will attend APC meeting

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Referral Required: Yes / No

APC:

Meeting Date:

Applicant Declaration:

I/we acknowledge that the Sunshine Coast Regional District, and its officers and employees, have not made any representation as to the property uses permitted if this application is successful. I/We believe to the best of my/our knowledge, based on my/our independent review, that this development variance permit application is consistent with the intended use of the property (or properties) listed in this application.

I/we am/are aware that, regardless of discussions with or representations by Sunshine Coast Regional District officials or employees, payment of the application fee does not guarantee or constitute approval of the development variance permit and that the application may not proceed for a variety of reasons.

I/we declare that all statements made on this application, and all statements made in support of this application, are true. I/we agree to comply with all provisions of the respective zoning bylaw, official community plan and any other applicable provincial legislation.

Applicant signature

Date

The personal information you provide on this form is being collected under the authority of Section 895 of the *Local Government Act* and Section 32 of the *Freedom of Information and Protection of Privacy Act*. This information will be used to determine eligibility for a development variance permit and for enforcement of applicable laws. This information may be circulated to persons or authorities as necessary for the review process. Your personal information is protected by the privacy provisions of the *Freedom of Information and Protection of Privacy Act*. If you have any questions about the collection of this information please contact the Information and Privacy Coordinator, 1975 Field Road, Sechelt, British Columbia, V0N 3A1, (604) 885-2261.

Required Documentation:

Please check (✓) below. In order to be processed, an application for development variance permit must be accompanied by the following:

- ☐ If the proposed development involves a variance to the siting of a structure or off-street parking stall, a current BC Land Surveyor's survey certificate or real property report.
- ☐ If the proposed development includes the construction of a building or structure, two sets of full-size and one set of reduced (8.5" x 11") architectural drawings (1:250 minimum), plus digital copy if available, including a scaled site plan, building elevations, building and site sections, and roof plan. Planning & Development staff can assist in determining the types of architectural drawings required, depending on the scale and complexity of the proposed development.
- ☐ If the development involves a subdivision, a current plan of subdivision, prepared by a BC Land Surveyor, which includes the proposed subdivision layout, including all dimensioned lots, lot areas, and any proposed easements and right of ways, as well as a current Preliminary Layout Approval (PLA) from the Ministry of Transportation.
- ☐ A copy of a state of title certificate, or a copy of a land title search providing proof of ownership dated no more than 30 days prior to the date of application.
- ☐ Fee in the amount of \$_____ made payable to Sunshine Coast Regional District (see fee schedule).

Office use only:

Fee Receipt No.

NOTE:

Depending on the scale and complexity of the proposed development and variance(s) requested, additional information, including development approval information, may be required to properly evaluate the application. Prior to submitting an application, it is recommended that you consult with Planning & Development staff on information required pursuant to the *Planning & Development Procedures and Fees Bylaw* prior to submitting an application. Additional information may include, but is not limited to, the following:

- ☐ An impact assessment of the proposed development on the natural environment, which may include habitat protection, geotechnical suitability, groundwater quantity and quality, and surface water affected by the development, including options for collection, storage and drainage of surface water. A qualified professional engineer having experience in the relevant subject matter must complete such study.
- ☐ An impact assessment of the proposed development on use of the subject property and/or adjacent properties in relation to applicable servicing requirements, which may include an assessment of water supply.
- ☐ An archaeological impact assessment prepared by a qualified archaeologist.

Additional property owner information (please print):	<p><i>As the registered owner of the property (or properties) listed above, I hereby authorize this application.</i></p> <p>_____ Owner signature</p> <p>_____ Date</p>
2 nd Property Owner:	
Mailing Address:	
City/Town, Province:	
Postal Code:	

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(use separate sheet if necessary)