



# 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:
<b>As the registered owner of the property (or properties) listed below, I hereby authorize this application.</b>	
_____	_____
Owner signature	Date

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

Please check (4) if there is more than one property owner. If yes (4) 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:	
District Lot:	Plan:	Block:	Lot:	PID:	Zoning:	
District Lot:	Plan:	Block:	Lot:	PID:	Zoning:	
Civic Address (or general location):						

Development Information:	
Please check (4) the type of development proposed: <input type="checkbox"/> Alteration of land <input type="checkbox"/> Building <input type="checkbox"/> Subdivision	
Total area of the property (or properties) to be developed: _____ m <sup>2</sup>	
Provide a brief description of the existing development and use of the property (residential, commercial, number of dwellings):	

Office use only:	
Title checked by:	
Consulted On:	

**Development Information:**

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

	Office use only:
	Zoning Check:
	DPA Check:

**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 (4) 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

Office use only:
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 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 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 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 (4) below. In order to be processed, an application for development permit must be accompanied by the following:**

- If the proposed development is within a development permit area designated for geotechnical concerns, a geotechnical report, including a site plan, prepared by a professional engineer having geotechnical experience, which assesses the geotechnical suitability of lands to be developed for the use intended.
- If the proposed development is within a development permit area designated for environmental and habitat concerns, an impact assessment of the development on the natural environment, such as aquatic areas, vegetation, soils and erosion, geotechnical characteristics, topographical features, ecosystems and biological diversity, fish and wildlife habitat, environmentally sensitive features, and/or rare and endangered plant or animal species. A qualified person, such as a professional biologist, must complete such study.
- If the proposed development is within a development permit area designated for form and character, architectural and/or landscape plans prepared by a qualified professional, and a statement indicating the potential aesthetic value of the development, its visual character, and integration with public amenity areas and the natural environment, including lighting, noise and air quality.
- 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 or engineered 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 may consider exceptions to specific architectural drawings, depending on the scale and complexity of the proposed development.
- If the proposed 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.
- If the development permit application involves a request for variance(s) to a bylaw, a detailed description of the requested variance(s), including illustration of the variance(s) on any plans and drawings submitted, and consideration of specific variance criteria listed on page 5.
- 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 subdivision, additional information, including development approval information, may be required to properly evaluate the application. It is recommended that you consult with Planning & Development staff prior to submitting an application on information required pursuant to the *Planning & Development Procedures and Fees Bylaw*. Additional information may include, but is not limited to, the following:

- A current BC Land Surveyor's survey certificate or real property report.
- An impact assessment of the proposed development on groundwater quantity and quality, and surface water affected by the development, including options for collection, storage and drainage of surface water. A professional engineer having experience with hydrological studies must complete such study.
- An archaeological impact assessment prepared by a qualified archaeologist.

<b>Additional property owner information (please print):</b>
2 <sup>nd</sup> Property Owner:
Mailing Address:
City/Town, Province:
Postal Code:

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

\_\_\_\_\_ Date \_\_\_\_\_

Owner signature

<b>Additional property owner information (please print):</b>
3 <sup>rd</sup> Property Owner:
Mailing Address:
City/Town, Province:
Postal Code:

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

\_\_\_\_\_ Date \_\_\_\_\_

Owner signature

<b>Additional property owner information (please print):</b>
4 <sup>th</sup> Property Owner:
Mailing Address:
City/Town, Province:
Postal Code:

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

\_\_\_\_\_ Date \_\_\_\_\_

Owner signature

<b>Additional property owner information (please print):</b>
5 <sup>th</sup> Property Owner:
Mailing Address:
City/Town, Province:
Postal Code:

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\_\_\_\_\_ Date \_\_\_\_\_

Owner signature

*(use separate sheet if necessary)*