



DISTRICT OF HIGHLANDS

DP# _____

Fee: \$250.00

Date Paid: _____ Receipt #: _____

APPLICATION FOR DEVELOPMENT PERMIT

APPLICANT / CONTACT INFORMATION

Name _____

Phone (Day): _____ Cell: _____ Fax: _____

Email _____

Mailing Address _____

I, the undersigned, declare that all the information in this application and in any attached materials is accurate and true to the best of my knowledge except where I have noted:

Signature: _____ Date: _____

OWNER'S CONSENT

This section is only to be completed if the applicant above is not the owner of the property. Alternately, a signed letter may be attached providing the owner's authorization.

Name _____ Date: _____

I / We, the undersigned, authorize the applicant to represent this application.

Signature _____ Date: _____

PROPERTY DESCRIPTION

Legal Description: Lot(s) _____ Section(s) _____ Plan _____

Parcel Identifier (PID) _____ - _____ - _____ (from Certificate of Title: eg. 001-234-567)

Street Address or General Location _____

Other Description _____

FORM A – APPLICATION REQUIREMENTS FOR APPLICATIONS

SUBMISSION REQUIREMENTS

The application form indicates the submission requirements for the Development Variance Permit process. Standard submission requirements are listed below.

FOR ALL APPLICATIONS – SUBMIT:

- Signature(s) of the registered land owners(s)** of the subject property or written authorization for an agent to act on their behalf;
- Application Fee** (\$250)
- A copy of the State of Title** for the property (**not more than two weeks old**)
- A written/typed summary** providing a description of the present and intended use of the site and a **rationale** for seeking the development variance permit (**Form B**)
- Reduced plans** (8½ x 11), to scale, showing the following information. All plans must be readable at the reduced size.
 - A site plan with the location of the buildings (existing/proposed), property boundaries, driveways, and adjacent roads;
 - Natural site features, including any existing treed areas, watercourses or areas of steep slope (30% grade over a minimum distance of 6 metres);
 - For steep slope areas, provide contour information (1 metre interval);
 - **Residential Use Zones** and Conservation Covenant Areas (if applicable)

APPLICATION REQUIREMENTS FOR DEVELOPMENT PERMIT

1. The work is within which Development Permit Area(s):
 Steep Slope Water and Riparian Sensitive Vegetation Commercial / Light Industrial
2. For lands within **Steep Slope, Water and Riparian, or Sensitive Vegetation Areas**, the following documentation may be required, to address the Development Permit Area Guidelines affixed to the OCP. These items should be reviewed with staff before submitting your application.
 - Contour information (1 metre intervals)
 - Identification of Riparian Features, and 30 metre buffer
 - Geotechnical Assessment Report, prepared by a Professional Engineer
 - A Site Grading Plan
 - Profile Drawings and Cross-sectional Drawings, where new roads and driveways are being constructed
 - A Culvert Plan and/or Storm Drainage Plan
 - Landscaping Plan and/or Site Remediation Plan
 - Tree-cutting Plan
 - Bio-inventory Assessment, prepared by a Registered Professional Biologist
 - Erosion Control Plan
 - The report of a Professional Arborist or Registered Professional Forester to address any proposed tree-cutting
3. For lands within a Commercial/Light Industrial *Form and Character* Area, the following documentation may be required, to address the Development Permit Area Guidelines.
 - Landscape Plan** showing: structural screening required to screen views of loading, storage, garbage and waste recycling areas; screening of “buffer areas” near non-industrial properties.
 - Building Elevations, Site Plan and Floor Plan** showing: entrance, storage, garbage and waste disposal areas; architectural features, floor area calculations and uses.

FORM B

PURPOSE OF APPLICATION

Please identify what activities you wish to undertake within the Development Permit Area and provide a brief description of each (i.e. for what purpose will each activity be undertaken?) If necessary, use the space at the bottom of the page.

Blasting _____

Vegetation Removal _____

Tree Cutting _____

Soil Deposit _____

Soil Removal _____

Building / Construction _____

Site Grading _____

ADDITIONAL RATIONALE (if necessary)
