

DISTRICT OF HIGHLANDS

BY-LAW NO. 96

**A BY-LAW TO ESTABLISH APPLICATION PROCEDURES FOR
AMENDMENT TO AN OFFICIAL COMMUNITY PLAN OR A ZONING
BY-LAW AND THE ISSUE OF PERMITS UNDER PART 26 OF THE
MUNICIPAL ACT**

The Council of the District of Highlands in open meeting assembled hereby enacts as follows:

- 1. This By-Law may be cited for all purposes as the "District of Highlands Land Use Procedures By-Law No. 96, 1998".**
- 2. This By-Law applies to an application for:**
 - a) Amendments to:**
 - i) an Official Community Plan, or**
 - ii) a Zoning By-Law.**
 - b) Issuance of a:**
 - i) Development Variance Permit,**
 - ii) Temporary Commercial Use Permit,**
 - iii) Temporary Industrial Use Permit, and**
 - iv) Development Permit.**
- 3. a) An application for an amendment or a permit shall be made by an owner of the land which is the subject of the application or by a person authorized, in writing, by an owner.**
 - b) An application for an amendment or a permit shall be made to the District of Highlands in a form substantially similar to those attached hereto as Schedules A, B, C, and D to this By-Law.**
- 4. a) An application to amend a plan or By-Law shall be presented with a staff report to Council for its consideration. Upon receipt of the application and the report, the Council may refer the application to Advisory Committees, may proceed with an amendment By-Law or, may reject the application.**

9. The following By-Laws are hereby repealed:

- Capital Regional District By-Law No. 1561 - "Land Use Application Procedure By-Law, 1987";
- Capital Regional District By-Law No. 1862 - "Land Use Application Procedure By-Law No. 1561, Amendment By-Law No. 1, 1990";
- Capital Regional District By-Law No. 1910 - "Land Use Application Procedure By-Law No. 1561, Amendment By-Law No. 2, 1991"; AND,
- Capital Regional District By-Law No. 1967 - "Land Use Application Procedure By-Law 1987, Amendment By-Law No. 3, 1991".

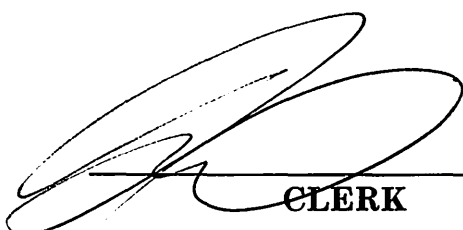
11. Severability:

If any section, subsection or paragraph of this By-Law is found invalid by a decision of a Court of competent jurisdiction the invalid section, subsection, or paragraph shall be severed without effect on the remainder of the By-Law.

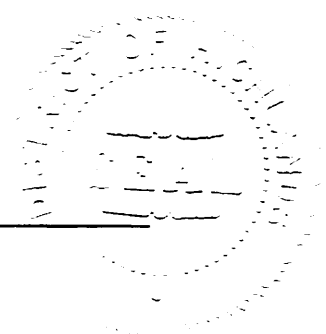
READ A FIRST TIME THIS	6TH	DAY OF	APRIL,	1998.
READ A SECOND TIME THIS	4TH	DAY OF	MAY,	1998.
READ A THIRD TIME THIS	4TH	DAY OF	MAY,	1998.
ADOPTED THIS	19TH	DAY OF	MAY,	1998.



 MAYOR



 CLERK

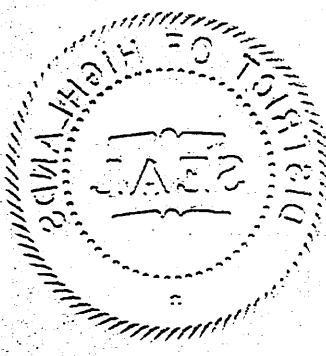


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**ZONING AMENDMENT/OCP AMENDMENT
APPLICATION FORM**

SCHEDULE A

APPLICATION FEE: \$1000.00

FILE NO: RZ - _____

THE PROCESSING OF YOUR APPLICATION WILL BE DELAYED IF IT IS INCOMPLETE. PLEASE READ YOUR *REZONING GUIDE* BEFORE COMPLETING YOUR APPLICATION FORM AND KEEP THE *GUIDE* FOR YOUR REFERENCE DURING THE APPLICATION PROCESS.

DESCRIPTION OF PROPERTY

Lot/Parcel _____ Section _____ Plan _____ District Lot _____ Range _____

Street Address or General Location _____

Other Description _____

Parcel Identifier (PID) _____ - _____ - _____ (From Certificate of Title; e.g. 001-234-567)

APPLICANT

Name _____ Telephone (day) _____

(cell) _____

Mailing Address _____ Fax _____

All the information in this application and in any attached material is accurate and true to the best of my knowledge except where I have noted.

Signature

Date

OWNER'S CONSENT (If the applicant above is not the owner, complete the next section)

(1) Name _____ Mailing Address _____

I authorize the applicant to represent this application. Signature _____

(2) Name _____ Mailing Address _____

I authorize the applicant to represent this application. Signature _____

Personal information on this application form is collected under provisions of the Municipal Act for the purposes of responding to this application or for purposes directly related to this application. Certain information on this application form will be available to the public, including by request under provisions of the Freedom of Information and Protection of Privacy Act.

1. Specify the current map designations on the property as shown on OCP Land Use Map 4.

2. Specify the current zoning on the property as shown on the Zoning Map.

3. Describe the current uses of the land and buildings on the property. Attach a detailed site plan that shows all the natural and developed features of the property, and the distances between these features and the lot lines. Features include sloped land, drainage patterns, cleared areas, etc.

4. Describe the proposed uses of the land and buildings, and submit 3 (three) sets of plans showing the location of any proposed buildings or structures, roads and access routes showing accurate dimensions of their size and the distances between the proposed development and existing features, including lot lines. If required, show a site plan of adjacent properties and roads. If required, submit an elevation plan showing the side views of the proposed buildings.

5. Specify the proposed OCP map designation _____

6. Specify the proposed Zone _____

7. Describe any proposed amendments to the text of the OCP or the Zoning Bylaw.

8. Does this rezoning application offer amenities as described in Appendix A of the OCP?

YES

NO

7. If yes, describe the amenities, their value and when and how they would be provided. Where possible, show the proposed amenities on a site plan with accurate dimensions.

MAIL OR DELIVER THE COMPLETED APPLICATION FORM, FEE, PLANS AND A RECENT CERTIFICATE OF TITLE TO THE MUNICIPAL OFFICE. THE FEE IS PAYABLE TO "DISTRICT OF HIGHLANDS".

PLANS MUST BE AT A SUITABLE SCALE FOR THE PROPERTY. AT LEAST ONE COPY OF ANY PLAN MUST BE NO LARGER THAN 11" X 17" AND MUST BE CAPABLE OF BEING PHOTOCOPIED IN BLACK AND WHITE.

**DEVELOPMENT VARIANCE PERMIT
APPLICATION FORM**

SCHEDULE B

APPLICATION FEE: \$250.00

FILE NO: DVP - _____

THE PROCESSING OF YOUR APPLICATION WILL BE DELAYED IF IT IS INCOMPLETE. PLEASE READ YOUR *DVP GUIDE* BEFORE YOU COMPLETE YOUR APPLICATION FORM AND KEEP THE *GUIDE* FOR YOUR REFERENCE DURING THE APPLICATION PROCESS.

DESCRIPTION OF PROPERTY

Lot/Parcel _____ Section _____ Plan _____ District Lot _____ Range _____

Street Address or General Location _____

Other Description _____

Parcel Identifier (PID) _____ - _____ - _____ (From Certificate of Title; e.g. 001-234-567)

APPLICANT

Name _____ Telephone (day) _____

(cell) _____

Mailing Address _____ Fax _____

All the information in this application and in any attached material is accurate and true to the best of my knowledge except where I have noted.

Signature

Date

OWNER'S CONSENT (If the applicant above is not the owner, complete the next section)

(1) Name _____ Mailing Address _____

I authorize the applicant to represent this application. Signature _____

(2) Name _____ Mailing Address _____

I authorize the applicant to represent this application. Signature _____

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3. Specify which Bylaw Regulation you wish to vary:

Zoning Bylaw Section _____ Subdivision Bylaw Section _____

Other _____ *For example, Section 3.2(2)(a)*

4. Describe the proposed variance to the Bylaw that is needed for the proposed development of the property. On your plan, show the existing regulation and your proposed variance with accurate dimensions.

5. Describe the reasons for the proposed variance to the Bylaw and why the current regulation cannot be achieved in your proposed development.

6. Describe how your property and surrounding properties would be affected by development resulting from the proposed variance.

MAIL OR DELIVER THE COMPLETED APPLICATION FORM, FEE, PLANS AND A RECENT CERTIFICATE OF TITLE TO THE MUNICIPAL OFFICE. THE FEE IS PAYABLE TO "DISTRICT OF HIGHLANDS".

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**TEMPORARY COMMERCIAL OR INDUSTRIAL USE PERMIT
APPLICATION FORM**

SCHEDULE C

APPLICATION FEE: \$1000.00

FILE NO: TP - _____

THE PROCESSING OF YOUR APPLICATION WILL BE DELAYED IF IT IS INCOMPLETE. PLEASE READ YOUR TEMPORARY PERMIT GUIDE BEFORE YOU COMPLETE YOUR APPLICATION FORM AND KEEP THE GUIDE FOR YOUR REFERENCE DURING THE APPLICATION PROCESS.

DESCRIPTION OF PROPERTY

Lot/Parcel _____ Section _____ Plan _____ District Lot _____ Range _____

Street Address or General Location _____

Other Description _____

Parcel Identifier (PID) _____ - _____ - _____ (From Certificate of Title; e.g. 001-234-567)

APPLICANT

Name _____ Telephone (day) _____

(cell) _____

Mailing Address _____ Fax _____

All the information in this application and in any attached material is accurate and true to the best of my knowledge except where I have noted.

Signature

Date

OWNER'S CONSENT (If the applicant above is not the owner, complete the next section)

(1) Name _____ Mailing Address _____

I authorize the applicant to represent this application. Signature _____

(2) Name _____ Mailing Address _____

I authorize the applicant to represent this application. Signature _____

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1. Specify the map designations on the property as shown on OCP Land Use Map 4.

2. Specify the current zoning on the property as shown on the Zoning Map.

3. Describe the current uses of the land and buildings on the property. Attach a detailed site plan that shows all the natural and developed features of the property, and the distances between these features and the lot lines. Features include sloped land, drainage patterns, cleared areas, etc.

4. Describe the proposed uses of the land and buildings. Submit 3 (three) sets of plans showing the location of any proposed buildings or structures, roads and access routes showing accurate dimensions of their size and the distances between the proposed development and existing features, including lot lines. If required, show a site plan of adjacent properties and roads. If required, submit an elevation plan showing the side views of the proposed buildings.

5. State the time period required for the temporary use.

6. Describe how your property and surrounding properties would be affected by the temporary use as proposed.

7. List the major Policies in the OCP that support the proposed temporary use.

MAIL OR DELIVER THE COMPLETED APPLICATION FORM, FEE, PLANS AND A RECENT CERTIFICATE OF TITLE TO THE MUNICIPAL OFFICE. THE FEE IS PAYABLE TO "DISTRICT OF HIGHLANDS".

PLANS MUST BE AT A SUITABLE SCALE FOR THE PROPERTY. AT LEAST ONE COPY OF ANY PLAN MUST BE NO LARGER THAN 11" X 17" AND MUST BE CAPABLE OF BEING PHOTOCOPIED IN BLACK AND WHITE.

**DEVELOPMENT PERMIT
APPLICATION FORM
SCHEDULE D**

APPLICATION FEE: \$250.00

FILE NO: DP - _____

THE PROCESSING OF YOUR APPLICATION WILL BE DELAYED IF IT IS INCOMPLETE. PLEASE READ YOUR *DP GUIDE* BEFORE YOU COMPLETE YOUR APPLICATION FORM AND KEEP THE *GUIDE* FOR YOUR REFERENCE DURING THE APPLICATION PROCESS.

DESCRIPTION OF PROPERTY

Lot/Parcel _____ Section _____ Plan _____ District Lot _____ Range _____

Street Address or General Location _____

Other Description _____

Parcel Identifier (PID) _____ - _____ - _____ (From Certificate of Title; e.g. 001-234-567)

APPLICANT

Name _____ Telephone (day) _____

(cell) _____

Mailing Address _____ Fax _____

All the information in this application and in any attached material is accurate and true to the best of my knowledge except where I have noted.

Signature

Date

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(2) Name _____ Mailing Address _____

I authorize the applicant to represent this application. Signature _____

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3. Describe any proposed variances to the OCP Guidelines that are needed for the proposed development of the property. On the plan, show the existing OCP guideline and your proposed variance with accurate dimensions.

4. Describe the reasons for the proposed variance to the OCP Guidelines and why the current Guidelines cannot be achieved in your proposed development.

MAIL OR DELIVER THE COMPLETED APPLICATION FORM, FEE, PLANS AND A RECENT CERTIFICATE OF TITLE TO THE MUNICIPAL OFFICE. THE FEE IS PAYABLE TO "DISTRICT OF HIGHLANDS".

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