

LAND USE APPLICATION

1. Property Information

Street Address		Folio
Legal Description	Current Zoning	Proposed Zoning
	Current OCP	Proposed OCP

2. Applicant Information

Contact Person (this name will be printed on the Public Notification Sign for Zoning, OCP and TUP applications)		
Company		
Mailing Address		
City	Province	Postal Code
Phone	Email	
Signature of Contact Person		Date

3. Owner Information

Does the Applicant own this property? <input type="checkbox"/> Yes (skip to Section 4) <input type="checkbox"/> No (complete the following) If Applicant does not own the property, Owner must complete and sign application or submit letter of consent.		
Registered Owner		
Mailing Address		
City	Province	Postal Code
Signature of Owner		Date

4. Proposed Application

Application Type: (check all that apply)	
<input type="checkbox"/> Zoning Amendment <input type="checkbox"/> OCP Amendment <input type="checkbox"/> Non-Delegated Development Permit (Industrial, Commercial, Town Centre, Multi-Family) <input type="checkbox"/> Delegated Development Permit (Watercourse, Environmentally Sensitive, Duplex)	<input type="checkbox"/> Development Variance Permit <input type="checkbox"/> Temporary Use Permit <input type="checkbox"/> Liquor and Cannabis License Consent <input type="checkbox"/> Development Permit Amendment <input type="checkbox"/> Strata Title Conversion
<p>Describe the extent and nature of your proposed development. For example,</p> <ul style="list-style-type: none"> • <i>What are you proposing to construct? What variances are you requesting?</i> 	

5. Application Checklist

The following list outlines all of the required information to be provided by the applicant in order to process the application in a timely matter. We are unable to accept applications that do not have all of the required items.	
<input type="checkbox"/>	Complete Application Form
<input type="checkbox"/>	Owner Authorization
<input type="checkbox"/>	Current Title Search for Each Property (within 30 days)
<input type="checkbox"/>	Included
<input type="checkbox"/>	Town to pull title (\$15)
<input type="checkbox"/>	Copy of Charges on Title
<input type="checkbox"/>	Included
<input type="checkbox"/>	Town to pull required documents (actual cost)
<input type="checkbox"/>	<p>Plans: All plans must be to scale and show all dimensions in metric.* <i>Hand drawn plans will not be accepted.</i></p> <p>All plans must include:</p> <ul style="list-style-type: none"> • a site plan showing setbacks and the boulevard area fronting the property (existing trees, power poles, etc) • a zoning compliance table • building elevations with material types and colours • a landscape plan with species list (for Development Permit applications only) Paper <p>Digital Plans (email to planning@oliver.ca)</p>
<input type="checkbox"/>	<p>Letter of Intent</p> <ul style="list-style-type: none"> • Include information that you would like staff and Council to consider when reviewing your proposal. • What makes the development a positive contribution to the community? • What is being done to minimize negative impacts on neighbouring properties?
Please Initial	Site Disclosure Statement (BC's New Contaminated Site investigation requirements)
<input type="checkbox"/>	Attached (If Schedule 2 Uses have occurred on the property in the past)
<input type="checkbox"/>	N/A (If Schedule 2 Uses have not occurred on the property in the past)
<input type="checkbox"/>	Exempt (OCP Amendment, Development Variance Permit, previous Ministry determination, etc)
<input type="checkbox"/>	Report Prepared by a Qualified Environmental Professional (QEP) (required only for Watercourse and Environmentally Sensitive Development Permit applications)
<input type="checkbox"/>	Initial fee as calculated by municipal staff

Please feel free to contact the Development Services Department at 250-485-6200 or email planning@oliver.ca with any questions regarding the application.

Note: The personal information on this form is collected under the authority of the Local Government Act/Community Charter for the purpose of processing this application, and is subject to the Freedom of Information and Protection of Privacy Act. Any questions regarding this collection should be directed to the Corporate Services Department, Town of Oliver, 250-485-6200.

Office Use Only

Initial fee received \$	Receipt #
Collector signature	Date

Land Use Application Fees (as per Fees and Charges Bylaw 1383.06)

1.0 Land Use Bylaw Amendment		
1.1	OCP Amendment Application Fee	\$2,000.00
1.2	Zoning Amendment Application Fee	\$2,000.00
1.3	OCP and Zoning Amendment Application Fee	\$3,000.00
1.4	Costs associated with the postponement of a Public Hearing, either at the request of the applicant, or due to the failure of the applicant to comply with the requirements of the zoning Bylaw	All costs
2.0 Temporary Use Permit		
2.1	Application Fee	\$1000.00
2.2	Renewal Fee	\$500.00
3.0 Development Permit		
3.1	Non-delegated development permit	\$1000.00
3.2	Delegated development permit	\$500.00
3.4	Development permit Amendment	\$500.00
4.0 Development Variance Permit		
4.1	Application Fee	\$750.00
4.2	The fees prescribed in Schedule 4 apply to each parcel of land for which the application is made, as follows: xiv) if an application involves two or more contiguous parcels of land, they shall be treated as one proposal; xv) if an application involves two or more parcels of land that are not contiguous, they will be treated as separate applications and the fee prescribed above applies to each parcel of land for which the application is made.	
5.0 Board of Variance Appeal		
5.1	Application Fee	\$750.00
7.0 Strata title Conversion		
7.1	Application Fee	\$150.00
7.2	Plus: for each proposed strata unit	\$150.00
10.0 Liquor and Cannabis Regulation Branch (LCRB) Referrals		
10.1	Liquor Licence Application Fee	\$500.00
	i) if public consultation is required	\$500.00
10.2	Cannabis Licence Application Fee	\$1000.00
13.0 Signage		
13.1	Public Notification Signage	Actual Cost
Schedule 13 Legal Documents		
Land Title Documents		
1.1	State of Title Certificate where a current Certificate (within 30 days) is not submitted with a permit application	Actual Cost
1.2	Copy of each easement, covenant, right-of-way or other document required to process a permit application, whereas copy of the document is not submitted with permit application	Actual Cost

Total Charges: _____