



Box 810, 1981 Alaska Avenue, Dawson Creek, BC V1G 4H8 Telephone: (250) 784.3200 Fax: (250) 784.3201	9505 – 100 th Street, Fort St. John, BC V1J 4N4 Telephone: (250) 785.8084 Fax: (250) 785.1125
Toll Free: 1.800.670.7773	

Receipt #: _____

Application for Development

1.		FEES
<input type="checkbox"/>	Official Community Plan Amendment	\$1,000.00
<input type="checkbox"/>	Zoning Amendment	\$ 650.00
<input type="checkbox"/>	Official Community Plan and Zoning Amendment combined	\$1,050.00
<input type="checkbox"/>	Temporary Use Permit	\$ 350.00
<input type="checkbox"/>	Development Permit	\$ 165.00
<input type="checkbox"/>	Development Variance Permit	\$ 165.00
<input type="checkbox"/>	Sign requirement [Amended by By-law No. 1898, 2010]	\$ 150.00

The applicant, on those parcel(s) subject to an amendment to:

- i) an official community plan and/or zoning by-law;
- ii) temporary commercial or industrial use permit;

shall post a development application sign on the subject property, as provided by the Regional District.

A \$150.00 fee will be charged for utilizing the sign and a \$100.00 refund will be issued upon return of the sign to the Regional District.

2. Please print

Property Owner-s Name	Authorized Agent of Owner (if applicable):
Address of Owner	Address of Agent
City / Town / Village	City / Town / Village
Postal Code	Postal Code
Telephone Number: Fax Number:	Telephone Number: Fax Number:
e-mail address:	e-mail address:

3. Full legal description of each property under application	Area of each lot	
		ha./ acres
		ha. / acres
		ha./ acres
	Total area	ha./ acres

4. Civic address or location of property: _____

5. **Particulars of proposed amendment**

Please check the box(es) that apply(ies) to your proposal.

Official Community Plan (OCP) amendment:
 Existing OCP designation: _____
 Proposed OCP designation _____
 Text amendment: _____

For a Zoning amendment:
 Existing zone: _____
 Proposed zone _____
 Text amendment: _____

Development Variance Permit: - describe proposed variance request:

Temporary Use Permit (describe proposed use):

For a Development Permit: By-law No. _____ Section: _____

6. Describe the existing use and buildings on the subject property:

7. Describe the existing land use and buildings on all lots adjacent to and surrounding the subject property:

a) North _____
 b) East _____
 c) South _____
 d) West _____

8. Describe the proposed development of the subject property, attach a separate sheet if necessary:

9. Reasons and comments in support of the application, attach a separate sheet if necessary:

The following information is required. Failure to provide any of the following may delay the application.

1. A copy of the **proof of ownership**. [For example: Certificate of Title or recent Tax Assessment] for the subject property or properties.
2. A **Sketch Plan** of the subject property, showing:
 - the legal boundaries and dimensions of the subject property;
 - boundaries, dimensions and area of any proposed lots (if subdivision is being proposed);
 - the location of permanent buildings and structures on the subject property, with distances to property lines;
 - the location of any proposed buildings, structures, or additions thereto, with distances to property lines;
 - the location of any existing sewage disposal systems;
 - the location of any existing or proposed water source; and
3. Additional or more detailed information may be requested by the Regional District following review of your application.

If the Regional District believes it to be necessary for the property boundaries and the location of buildings and structures to be more accurately defined, a plan prepared by a British Columbia Land Surveyor may be required.

I / We hereby declare that the information provided in this application is, to the best of my / our knowledge, true and correct in all respects, and I / we enclose the required fee with this application.

Signature of Owner/s:	
Signature of Owner/s:	
Date:	

Agent-s Authorization

Should the property owners elect to have someone act on their behalf in submission of this application, the following must be signed by **all property owners**.

I / We	and	hereby authorize
(name)	to act on my/our behalf in respect of this application.	
Address of agent:		
Telephone:	Fax:	Email:

Signature of Owner/s:

Date

Signature of Owner/s:

Date