



## DEVELOPMENT PROPOSAL APPLICATION

### APPLICATION TYPE:

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|---|--|
| <input type="checkbox"/> Joint Official Community Plan & Zoning Amendment (\$1,500) | <input type="checkbox"/> Official Community Plan Amendment (\$1,200) |
| <input type="checkbox"/> Zoning Amendment (\$1,000)                                 | <input type="checkbox"/> Environmental Development Permit (\$400)    |
| <input type="checkbox"/> Temporary Use Permit (\$600)                               | <input type="checkbox"/> Form & Character Development Permit (\$400) |
| <input type="checkbox"/> Development Variance Permit (\$400)                        | <input type="checkbox"/> Development Permit Amendment (\$200)        |
| <input type="checkbox"/> Board of Variance (\$800)                                  |  |

### APPLICANT INFORMATION

#### APPLICANT

Name(s): \_\_\_\_\_  
Mailing address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Fax/Email: \_\_\_\_\_

#### REGISTERED OWNER(S)

Name(s): \_\_\_\_\_  
Mailing address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Fax/Email: \_\_\_\_\_

### SUBJECT PROPERTY INFORMATION

Civic address: \_\_\_\_\_  
Legal description: \_\_\_\_\_  
Description of the present use of the property: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Existing OCP designation: \_\_\_\_\_ Existing zoning designation: \_\_\_\_\_  
Proposed OCP designation: \_\_\_\_\_ Proposed zoning designation: \_\_\_\_\_

### PROPOSAL DESCRIPTION (supplemental letter of intent/rationale is encouraged):

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## ATTACHMENT CHECKLIST

### A) PLEASE ATTACH THE FOLLOWING FOR ALL APPLICATIONS:

- Letter of authorization if the applicant is other than the registered owner(s).
- Site profile in accordance with the *Environmental Management Act* and *Contaminated Sites Regulation*.
- Site plan (including 1 set of reduced 8.5x11 plans) showing:
  - Location of existing and proposed buildings and structures, lot dimensions & setbacks.
  - Parking areas, loading space, access/egress, garbage areas & landscaping.
  - North arrow & scale.
  - Measurements in metric (imperial measurements may also be included).
- Supplemental letter of intent & rationale is strongly encouraged but not required.
- Other information as necessary to assess the development proposal.

### B) OCP &/OR ZONING AMENDMENT APPLICATIONS ONLY:

- Acknowledge sign notification posting requirements as specified by the Town of Smithers.

### C) ENVIRONMENTAL DEVELOPMENT PERMIT APPLICATIONS ONLY:

- Plans showing:
  - Toe of slope and top of bank;
  - Location of watercourses and any watercourse setback areas that are located on or that abut the site;
  - Existing and proposed grades, including details on proposed retaining walls;
  - Floodplain areas;
  - Areas to be cleared, areas of cut and fill and proposed sequencing/timing.

### D) FORM & CHARACTER DEVELOPMENT PERMIT APPLICATIONS ONLY:

- Elevation drawings illustrating all sides of the building(s) & including proposed signage details.
- Exterior samples and materials.

### E) TEMPORARY USE PERMIT APPLICATIONS ONLY:

- Rationale & long term plan outlining when & how temporary use will be ended, buildings/area to be used, hours of use & site rehabilitation.
- Permit length requested (max. 3 years): \_\_\_\_\_

## AUTHORIZATION

As the applicant or approved agent, I hereby make application in accordance with the above-stated information and declare that the statements are true and correct.

I understand that this application form is a public document and that any and all information contained in it, including personal information as defined in the *Freedom of Information and Protection of Privacy Act* of BC, is open for inspection by the public and may be reproduced and distributed to the public as part of a report(s) to Council or for purposes of a public hearing.

I acknowledge that fees as per the Town of Smithers Development Procedures Bylaw No. 1807 do not imply or guarantee application approval.

**Applicant Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Your personal information is maintained in accordance with the *Freedom of Information and Protection of Privacy Act*. If you have any questions regarding the use of your personal information, please call the Director of Corporate Services for the Town of Smithers at 250-847-1600.