

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.

In addition to the above, the following information may be required.

B) JOINT OCP & REZONING AMENDMENT APPLICATIONS:

- Initial to acknowledge sign posting requirements as specified by the Town of Smithers: _____ (initial).

C) ENVIRONMENTAL DEVELOPMENT PERMIT APPLICATIONS:

- 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:

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

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. 1643 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.