

DEVELOPMENT PROPOSAL APPLICATION

APPLICATION TYPE: Enter all applications under miscellaneous (MS) category development (DEV)

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| <input type="checkbox"/> Joint Official Community Plan & Zoning Amendment (\$2,060) DEV001
<input type="checkbox"/> Official Community Plan Amendment (\$1,545) DEV001
<input type="checkbox"/> Zoning Bylaw Amendment (\$1,545) DEV001
<input type="checkbox"/> Development Permit with minor variance* (\$825) DEV003
<input type="checkbox"/> Development Permit with variance (\$1,135) DEV003
<input type="checkbox"/> Temporary Use Permit (\$1,030) DEV003 | <input type="checkbox"/> Board of Variance (\$775) DEV003
<input type="checkbox"/> Development Variance Permit (\$775) DEV003
<input type="checkbox"/> Development Variance Permit (minor)* (\$310) DEV003
<input type="checkbox"/> Development Permit with no variance (\$775) DEV003
<input type="checkbox"/> Development Permit Amendment (\$620) DEV003
<input type="checkbox"/> Temporary Use Permit Extension (\$1,030) DEV003 |
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APPLICANT INFORMATION	
<p>APPLICANT</p> <p>Name(s): _____</p> <p>Mailing address: _____</p> <p>Phone: _____</p> <p>Fax/Email: _____</p>	<p>REGISTERED OWNER(S)</p> <p>Name(s): _____</p> <p>Mailing address: _____</p> <p>Phone: _____</p> <p>Fax/Email: _____</p>
SUBJECT PROPERTY INFORMATION	
<p>Civic address: _____</p> <p>Legal description: _____</p> <p>Description of the present use of the property: _____</p> <p>_____</p> <p>_____</p>	
<p>Existing OCP designation: _____</p> <p>Proposed OCP designation: _____</p>	<p>Existing zoning designation: _____</p> <p>Proposed zoning designation: _____</p>
PROPOSAL DESCRIPTION (supplemental letter of intent/rationale is encouraged):	
<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	

* Minor variance means a request to vary a provision of a Town bylaw as permitted under sections 7.2 - 7.5 of the Town of Smithers Development Procedures Bylaw No. 1908.

ATTACHMENT CHECKLIST

A) PLEASE ATTACH THE FOLLOWING FOR ALL APPLICATIONS:

- Letter of authorization if the applicant is other than the registered owner(s).
- Site Disclosure Statement 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.
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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.
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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 plans 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 Fees and Charges Bylaw No. 1941 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.