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Town of Smithers

SMITHERS
A Town For All Seasons

PO Box 879, 1027 Aldous Street, Smithers, BC V0J 2N0
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E-mail: devserv@smithers.ca www.smithers.ca

PAID
SEP 16 2026
TOWN OF

DEVELOPMENT PROPOSAL APPLICATION

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

- ☐ Joint Official Community Plan & Zoning Amendment ($2,060) DEV001
- ☐ Official Community Plan Amendment ($1,545) DEV001
- ☐ Zoning Bylaw Amendment ($1,545) DEV001
- ☐ Development Permit with minor variance* ($825) DEV003
- ☐ Development Permit with variance ($1,135) DEV003
- ☐ Temporary Use Permit ($1,030) DEV003
- ☐ Board of Variance ($775) DEV003
- ☑ Development Variance Permit ($775) DEV003
- ☐ Development Variance Permit (minor)* ($310) DEV003
- ☐ Development Permit with no variance ($775) DEV003
- ☐ Development Permit Amendment ($620) DEV003
- ☐ Temporary Use Permit Extension ($1,030) DEV003

APPLICANT INFORMATION

APPLICANT

Name(s): [redacted]
Mailing address: [redacted]
Phone: [redacted]
Fax/Email: [redacted]

REGISTERED OWNER(S)

Name(s): [redacted]
Mailing address: [redacted]
Phone: [redacted]
Fax/Email: [redacted]

SUBJECT PROPERTY INFORMATION

Civic address: 1686 Queen St.

Legal description: LOTS 33-36 BLOCK 146 SEC 31 TP4 RSC PLAN 1054

Description of the present use of the property: RESIDENTIAL

PIDs 008-436-428, 008-436-363, 008-436-371, 008-436-401

Existing OCP designation: RESIDENTIAL SINGLE FAMILY
Proposed OCP designation: "

Existing zoning designation: LDR-1
Proposed zoning designation: "

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

rear setback to be reduced from 6m to 1.4m
- application is a provision of subdivision plan I proposed for 1686 Queen St.

* 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.

NC CU R:139980 / B:9026091601 / D:68271 775.00 16/Sep/2026 EMMA
MS DEV003
775.00

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.
- ☐

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 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.

Applic [redacted] **Date:** [redacted]

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.