



PO Box 879, 1027 Aldous Street, Smithers, BC V0J 2N0
Telephone (250) 847-1600 Fax (250) 847-1601
www.smithers.ca

DEVELOPMENT PROPOSAL APPLICATION

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

- Joint Official Community Plan & Zoning Amendment (\$1,500) DEV001
- Official Community Plan Amendment (\$1,200) DEV001
- Zoning Amendment (\$1,000) DEV001
- Development Permit Amendment (\$200) DEV003
- Temporary Use Permit (\$600) DEV003
- Board of Variance (\$800) DEV003
- Development Variance Permit (\$400) DEV003
- Environmental Development Permit (\$400) DEV003
- Form & Character Development Permit (\$400) DEV003

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):

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.