

# Application for Development Permit



## Development & Engineering Services

### Planning Section

1450 K.L.O. Road,  
Kelowna, B.C. V1W 3Z4  
Phone: (250) 469-6227  
www.rdco.com

**Office Use Only**

File Number \_\_\_\_\_

Appl Fee(s) \_\_\_\_\_

Electoral Area \_\_\_\_\_

Date Received \_\_\_\_\_

Receipt \_\_\_\_\_

**All Sections** of this application form **must be filled in** for all applications. The application must be complete including information for all development permit areas that may affect the property. Incomplete applications will be returned.

It is strongly recommended that the applicant meet with staff to review development permit guidelines and application requirements prior to producing drawings and reports in order to ensure understanding of the development permit guidelines, ensure appropriate information is included, and avoid unnecessary delays.

**A building permit will not be issued until after a required development permit has been approved and issued.**

Charges and costs unrelated to this application assessed at the time of building permit or subdivision such as development cost charges, sewage utility latecomer fees, legal fees, surveyor fees, etc. may apply.

## Section 1 Owner Information (and Agent if applicable)

<b>Development Application Primary Contact:</b>		<b>Registered Owner(s) of the Property:</b>	
Full Legal Name:		Full Legal Name:	
Corporate Owner: (if applicable)		Corporate Owner: (if applicable)	
Mailing Address:		Mailing Address:	
City:	Postal Code:	City:	Postal Code:
Phone:	Mobile:	Phone:	Mobile:
Email:		Email:	

## Section 2 Description of Property

Lot \_\_\_\_\_ Plan \_\_\_\_\_ Block \_\_\_\_\_ District Lot \_\_\_\_\_ Section \_\_\_\_\_ Township \_\_\_\_\_

Street Address \_\_\_\_\_

Zone from Zoning Bylaw #871 (or in the case of Joe Rich Rural Land Use Bylaw designation) \_\_\_\_\_

Official Community Plan designation \_\_\_\_\_

Current Land Use (brief description) \_\_\_\_\_

Proposed Land use (brief description) \_\_\_\_\_

Current method of sewage disposal: Community Sewer \_\_\_\_\_ Septic Tank \_\_\_\_\_ Other \_\_\_\_\_

Current method of water supply: Community Water \_\_\_\_\_ Well \_\_\_\_\_ Other \_\_\_\_\_

Is the Land in the Agricultural Land Reserve: Yes \_\_\_\_\_ No \_\_\_\_\_

Has the land been used for any commercial purposes or activities described in schedule 2 of the Contaminated Sites Regulation? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, a Site Disclosure Statement (SDS) is required. Please visit the [BC Provincial website](#) for more information.

## Section 3 Development Proposal

Please describe your development proposal. List all requested variances, if any, to the regulations in bylaws.


## Section 4 Required Information

All of the following items listed below must be submitted with the application. Please make certain all items have been checked off and attached to ensure application is complete.

### Development Permit Application Fee(s).

DEVELOPMENT APPLICATION TYPE OR PLANNING SERVICE	2023	2024	2025	2026	2027
<b>Development Permits</b> For clarity, the applicant will be required to pay each applicable fee.					
<b>13. Minor</b> A Minor Development Permit applies where site disturbance is less than 50m <sup>2</sup> in area, value of the work is less than \$50,000 and no variances are requested.	\$305	\$310	\$320	\$325	\$330
<b>14. Natural Environment/Hazardous Condition (delegated)</b>	\$1,020 + \$15 per additional lot	\$1,040 + \$15 per additional lot	\$1,060 + \$15 per additional lot	\$1,080 + \$15 per additional lot	\$1,110 + \$15 per additional lot
<b>15. Natural Environment/Hazardous Condition (Board review)</b>	\$1,785 + \$15 per additional lot	\$1,820 + \$15 per additional lot	\$1,855 + \$15 per additional lot	\$1,895 + \$15 per additional lot	\$1,935 + \$15 per additional lot
<b>16. Form &amp; Character (delegated)</b>	\$1,020	\$1,040	\$1,060	\$1,080	\$1,110
<b>17. Form &amp; Character (Board review)</b>	\$1,785 + \$110 per variance	\$1,820 + \$115 per variance	\$1,855 + \$115 per variance	\$1,895 + \$120 per variance	\$1,935 + \$125 per variance
<b>18. Development Permit Amendment (delegated)</b>	\$255	\$260	\$265	\$270	\$275
<b>19. Development Permit Amendment (Board review)</b>	\$890	\$910	\$930	\$945	\$965
<b>20. Development Permit Extension</b>	\$255	\$260	\$265	\$270	\$275

- Completed application form.**
- Proof of ownership of the property** – A current title search no more than 90 days old (available from the BC Registrar of Land Titles) is required.
- Copies of existing covenants, right of ways, easements, and any encumbrances registered on the title.**
- Agent authorization** – This is required only where the owner has decided that another person is to act on the owner's behalf for the purposes of being the primary contact and providing direction for the application. All owners on title must sign authorization (See Section 7).

**Required drawings, information, plans and professional reports:**

- Site Plan** (clear and to scale) showing property lines, existing and proposed buildings, parking and roadways, and significant features relevant to consideration of the proposed development. If a variance is being requested, this must be clearly indicated on the site plan.
- Professionally stamped reports as indicated in Section 5.
- Information and documents related to site servicing for water and wastewater (e.g. on- site sewerage septic design and report, groundwater or well license)

## **Section 5 Specific Development Permit Area Requirements**

A proposal may be affected by more than one type of development permit area. In that case the objectives, guidelines and requirements for each type of development permit must be considered.

### **DEVELOPMENT PERMIT FOR SENSITIVE TERRESTRIAL ECOSYSTEMS**

*Please check off the boxes indicating these required items have been included in this application*

All requirements listed below must be stamped and signed by a by a qualified environmental professional as outlined in the development permit guidelines.

- Environmental Impact Assessment** prepared by a qualified environmental professional in a report that conforms to RDCO Terms of Reference for Professional Reports for Planning Services and considers the development permit guidelines from the Official Community Plan (or Rural Land Use Bylaw).
- Signed 'Schedule 5' undertaking to retain a qualified environmental professional.** The letter is required in order to ensure completion of the development permit requirements.
- Security Bonding** to assure all works as determined by the qualified professionals and deemed acceptable by the RDCO.

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### **DEVELOPMENT PERMIT FOR SENSITIVE AQUATIC ECOSYSTEMS**

*Please check off the boxes indicating these required items have been included in this application*

All requirements listed below must be stamped and signed by a by a qualified environmental professional as outlined in the development permit guidelines for this development permit area.

- Environmental Impact Assessment** prepared by a qualified environmental professional in a report that conforms to RDCO Terms of Reference for Professional Reports for Planning Services and considers the development permit guidelines from the Official Community Plan (or Rural Land Use Bylaw).
- Signed 'Schedule 5' undertaking to retain a qualified environmental professional.** The letter is required in order to ensure completion of the development permit requirements.
- Security Bonding** to assure all works as determined by the qualified professionals and deemed acceptable by the RDCO.
- Provincial Approvals** appropriate approvals received from the Province of B.C. in accordance with the Riparian Area Protection Regulation and *Water Sustainability Act*.

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### **DEVELOPMENT PERMIT FOR HILLSIDE OR SLOPE STABILITY**

*Please check off the boxes indicating these required items have been included in this application*

All requirements listed below must be stamped and signed by a by a qualified professional engineer registered in BC specializing in geotechnical issues.

- Geotechnical Assessment** prepared by a qualified professional engineer registered in BC specializing in geotechnical issues in a report that conforms to RDCO Terms of Reference for Professional Reports for Planning Services and considers the development permit guidelines from the Official Community Plan (or Rural Land Use Bylaw).
- Plan of the entire site with current existing grades and proposed finished grades** at all boundaries of the site, and the area of proposed construction and site disturbance clearly indicated.
- A Signed ‘Schedule 6’** undertaking to retain a registered professional engine.

## **DEVELOPMENT PERMIT FOR WILDFIRE INTERFACE CONSTRUCTION HAZARD**

*Please check off the box indicating the required item has been included in this application*

- Wildfire Hazard Assessment** prepared, stamped, and signed by a professional forester registered in BC (where it is proposed that the guidelines not be adhered to, a professional engineer registered in BC must certify that the level of fire safety is equivalent or better than the guidelines) in a report that conforms to RDCO Terms of Reference for Professional Reports for Planning Services and considers the development permit guidelines from the Official Community Plan (or Rural Land Use Bylaw).

**OR**

- Wildfire Covenant.** A Wildfire Hazard Assessment is not required when plans for construction are submitted for a building permit, and the plans show compliance with the guidelines “Wildfire Interface Development Permit Design Guidelines”; and, a restrictive covenant is registered on the title of the property prior to applying for a building permit to ensure the future property owners are aware of and obligated to the wildfire hazard reduction measures.

### **How to register a Wildfire Covenant to a property:**

1. Pick up a blank Wildfire Covenant form at the Regional District Office from the Planning Section, or find the form online at <https://www.rdco.com/en/business-and-land-use/planning-applications.aspx#Wildfire-development-permitcovenant>
2. The form must be completed by a notary or other person authorized to take affidavits for use in British Columbia.
3. When the form is complete, the notary or authorized person will register the covenant with the Land Title & Survey Authority of BC.
4. Once the covenant is registered, provide Regional District staff proof of registration.

## **DEVELOPMENT PERMIT FOR THE FORM, CHARACTER, AND LANDSCAPING OR MULTIPLE UNIT, COMMERCIAL AND INDUSTRIAL DEVELOPMENT**

*Please check off the boxes indicating these required items have been included in this application.*

All drawings and plans must be stamped and signed by a professional architect and/or landscape architect registered in BC with their respective professional societies.

- A signed ‘Schedule 4’ undertaking to retain a landscape architect.** The letter is required in order to ensure installation and completion of the landscape in accordance with the landscape plan that will form part of the development permit.
- A completed design evaluation from for multiple unit residential development permits.**

- Site plan** no greater in scale than 1:200 showing:
  - the location of the proposed building,
  - on-site parking spaces, loading spaces and site layout,
  - offsite information that may be relevant such as public roads, parks, sidewalks etc.
  - existing and proposed site elevations,
  - setbacks required in the bylaw
  - any easements or right of ways (or similar) that may affect site and building layout
  - fences, screening, and signage
  
- Data sheet** either separate or listed on the site plan:
  - lot area in square metres,
  - percentage (%) of lot coverage
  - gross floor areas in square metres
  - building height in metres from existing average grade
  - existing average grade of building and any changes in grade
  - number of storeys
  - number of parking spaces provided
  
- Landscape plan** no greater in scale than 1;200 showing
  - plant names, numbers, and their location
  - hard surface landscaping, signage, patios, fences, retaining walls, etc.
  - notations required in accordance with the design guidelines of the Regional District
  - landscape cost estimate for total installation including irrigation, fabric and mulch
  
- Building elevation drawings** indicating all materials and colours and including **one set rendered to illustrate colors.**
  
- Site section profile through the site and neighbouring lands** to show relative topography and important relationships between proposed buildings, the site, and the surrounding area.
  
- Topographic plan** showing predevelopment current topography and contours including existing elevations at the property line as well as post development proposed topography including proposed elevations and contours.

## Section 6 Coordinating Professionals

List any professionals known to date (e.g. Architect, Landscape Architect, Engineer, Biologist, etc):

Name:		Name:	
Title:		Title:	
Company / Organization:		Company / Organization:	
Mailing Address:		Mailing Address:	
Phone:	Mobile:	Phone:	Mobile:
Email:		Email:	

## Section 7 Applicant Confirmation & Signatures (This must be filled in)

As applicant or approved agent, I confirm that I have read all relevant Regional District of Central Okanagan bylaws and policies, and that this application is in conformance (unless a bylaw amendment forms part of this application). I have attached to this application the required plans and specifications of the proposed development in accordance with the application checklist.

I accept responsibility for processing delays caused by incorrect or insufficient submission materials. I understand that this application form is a public document and that any and all information contained in it, including personal information as that term is defined in the Freedom of Information and Protection of Privacy Act of B.C., is open for inspection by the public and may be reproduced and distributed to the public as part of a report(s) to the Regional Board.

I understand that I am responsible for obtaining development authorizations and permissions from affected Provincial and Federal agencies, Telus, FortisBC, and Shaw Cable and for providing the File Manager with copies of responses from these utilities.

I hereby grant Regional District staff full right of access to the subject property, between the hours of 8:00 a.m. and 4:00 p.m., Monday through Friday, except Statutory Holidays, while this application is in effect.

I hereby authorize the agent (or the primary contact acting as agent as indicated in Section 1 of this application) to act on my behalf (and all other owners listed on title of the subject property) as an agent for all purposes of this application. **(All owners listed on title must provide consent.)**

\_\_\_\_\_  
Owner (signature) Date: \_\_\_\_\_

\_\_\_\_\_  
Owner (signature) Date: \_\_\_\_\_

\_\_\_\_\_  
Owner (signature) Date: \_\_\_\_\_

\_\_\_\_\_  
Owner (signature) Date: \_\_\_\_\_

*(If the owner is a registered company, then the signature must be of a person with authority under the company to submit this application and their title under the company must be indicated)*

\_\_\_\_\_  
Agent (if applicable) (signature) Date: \_\_\_\_\_

### Important information

- Information contained on this form is collected in accordance with the Local Government Act of BC and is subject to the Freedom of Information and Privacy Act of BC. All submitted items will not be returned to the applicant.
- This application does not relieve the owner or the owner's authorized agent from full compliance with the requirements of any federal, provincial, or other municipal legislation, or the terms and conditions of any easement, covenant, building scheme or agreement affecting the building or land.
- A DP can require additional restrictions such as specify areas of land that must remain free of development, require natural features or areas be preserved, protected, restored, or enhanced, require watercourse dedication, and further require protection measures such as erosion and drainage control and habitat restoration.