



DISTRICT OF HIGHLANDS

DP# _____

Fee: \$ _____

Date Paid: _____ Receipt #: _____

APPLICATION FOR DEVELOPMENT PERMIT

APPLICANT / CONTACT INFORMATION

Name _____

Phone (Day): _____ Cell: _____ Fax: _____

Email _____

Mailing Address _____

I, the undersigned, declare that all the information in this application and in any attached materials is accurate and true to the best of my knowledge except where I have noted:

Signature: _____ Date: _____

OWNER'S CONSENT

This section is only to be completed if the applicant above is not the owner of the property. Alternately, a signed letter may be attached providing the owner's authorization.

Name _____ Date: _____

I / We, the undersigned, authorize the applicant to represent this application.

Signature _____ Date: _____

PROPERTY DESCRIPTION

Legal Description: Lot(s) _____ Section(s) _____ Plan _____

Parcel Identifier (PID) _____ - _____ - _____ (from Certificate of Title: eg. 001-234-567)

Street Address or General Location _____

Other Description _____

Personal information on this application form is collected under the provisions of the *Local Government Act* for the purposes of responding to this application or for purposes directly related to this application. Certain information on this application form will be available to the public, including by request under provisions of the *Freedom of Information and Protection of Privacy Act*.

FORM A – APPLICATION REQUIREMENTS FOR APPLICATIONS

1. The work is within which Development Permit Area(s):

- Steep Slope (DP1) Water and Riparian (DP2) Sensitive Vegetation (DP3)
 Commercial / Light Industrial (DP4) Intensive Residential (DP5)
 Energy and Water Conservation and Reduction of Greenhouse Gases (DP6)

2. SUBMISSION REQUIREMENTS

a) FOR ALL APPLICATIONS – SUBMIT:

- Signature(s) of the registered land owners(s)** of the subject property or written authorization for an agent to act on their behalf;
- Application Fee** (DP Area 1, 2, & 3 -\$1,705) (DP Area 4&5 - \$3,410) (DP Area 6 – no fee)
Note: If applying for more than one DP Area, highest fee applies
- A copy of the State of Title** for the property (**not more than two weeks old**)
- A written/typed summary** providing a description of the present and intended use of the site and a **rationale** for proposal (**Form B, plus letter**)
- Reduced plans** (8½ x 11), to scale, showing the following information. All plans must be readable at the reduced size.
- A site plan with the location of the buildings (existing/proposed), property boundaries, driveways, and adjacent roads;
 - Natural site features, including any existing treed areas, watercourses or areas of steep slope (30% grade over a minimum distance of 6 metres);
 - For steep slope areas, provide contour information (1 metre interval);
 - **Residential Use Zones** and Conservation Covenant Areas (if applicable)
- Checklist for DPA 6 (separate document)**
- Checklist for other specific DPA 1, 2, 3, 4, and/or 5 (separate document)**

b) For lands within **Steep Slope, Water and Riparian, or Sensitive Vegetation Areas**, the following documentation may be required, to address the Development Permit Area Guidelines affixed to the OCP. These items should be reviewed with staff before submitting your application.

- Contour information (1 metre intervals)
- Identification of Riparian Features, and 30 metre buffer
- Geotechnical Assessment Report, prepared by a Professional Engineer
- A Site Grading Plan
- Profile Drawings and Cross-sectional Drawings, where new roads and driveways are being constructed
- A Culvert Plan and/or Storm Drainage Plan
- Landscaping Plan and/or Site Remediation Plan
- Tree-cutting Plan
- Bio-inventory Assessment, prepared by a Registered Professional Biologist
- Erosion Control Plan
- The report of a Professional Arborist or Registered Professional Forester to address any proposed tree-cutting

c) For lands within the Highlands **Gateway Area**, the following documentation may be required, to address the Development Permit Area Guidelines.

- Landscape Plan** showing: structural screening required to screen views of loading, storage, garbage and waste recycling areas; screening of “buffer areas” near non-industrial properties.
- Building Elevations, Site Plan and Floor Plan** showing: entrance, storage, garbage and waste disposal areas; architectural features, floor area calculations and uses.

FORM B

PURPOSE OF APPLICATION

Please identify what activities you wish to undertake within the Development Permit Area and provide a brief description of each (i.e. for what purpose will each activity be undertaken?)

Blasting _____

Vegetation Removal _____

Tree Cutting _____

Soil Deposit _____

Soil Removal _____

Building / Construction _____

Site Grading _____

ADDITIONAL RATIONALE - Please include a letter fully explaining your proposal