

DEVELOPMENT PERMIT APPLICATION FORM



CITY OF WILLIAMS LAKE

OFFICE USE ONLY
Application/File No. _____

Applicant and Registered Owner Information

Applicant's Name: _____

Mailing Address: _____
Street Address City Province Postal Code

Phone: _____ Email: _____

Applicant is the: Owner Tenant Designer / Contractor Other Authorized Agent

Registered Owner's Name(s): _____

Mailing Address: _____
Street Address City Province Postal Code

Phone: _____ Email: _____

Application Details

Street Address: _____

Legal Description: _____
Lot Block District Lot Plan

Legal Description Cont'd

Size of Property (area, number of parcels): _____

Present OCP Designation: _____

Present Zoning Designation: _____

Description of Existing Use/Development: _____

Description of Proposed Development: _____

Proposed Variation and/or Supplement to Existing Regulations: _____

Approximate Commencement Date of Proposed Project: _____

Construction Value of Proposed Project: _____

Reasons and Comments in Support of Application

Please give reasons and comments in support of application below. Use separate sheet if necessary.

Application Requirements

At time of application, please provide the following as required:

- Proof of ownership (a title search dated no more than 30 days prior to submission of the application) and copies of any applicable charges on title;
- A completed Site Profile form (Contaminated Sites) (note – this is not required if already on file);
- An application fee of \$500 for the Development Permit, with an additional \$100 application fee if a Site Profile is required. This should be made payable to the City of Williams Lake and is considered GST exempt;
- A \$50 permit registration fee, required only if the application is approved;
- A dimensioned site plan drawn to a minimum scale of 1:1000 showing the parcel which requires a development permit, as well as any proposed buildings, structures, vehicle access, parking lot layout, outdoor lighting, and site landscaping. Note that these elements may need to be separated into several plans for more complex applications;
- Any elevations, cross-sections, or detailed drawings which may be relevant;
- Any additional information required in relation to the Development Permit Guidelines of the Official Community Plan; and

- Copies of any previous studies or reports made on the subject property relating to its present condition and suitability for the proposed use/development, e.g. geotechnical reports, site contamination, and remediation studies.

Declaration and Authorization

If the registered owner is also the Applicant, the owner should sign as the Applicant below. If an Agent is submitting this application on the owner's behalf, the Agent must complete the declaration and the authorization below must be completed by the registered owner.

I/We make application pursuant to the *Local Government Act* for a development permit. The information provided in support of this application is accurate and complete to the best of my/our knowledge.

Signature of Applicant(s): _____ Date: _____
 _____ Date: _____

By completing this section, the registered owner(s) understand that the Agent will be the point of contact with the City of Williams Lake.

I/We consent to this application filed by the agent listed in this application. This application is made with my full knowledge and consent.

Signature of Registered Owner(s): _____ Date: _____
 _____ Date: _____

For Office Use Only:

- ___ Application form duly completed
- ___ Site Profile completed and received
- ___ Proof of Ownership (title search) received
- ___ Attachments received
- ___ Application fee received
- ___ Application signed by applicant and authorization from owner provided (if required)

Signature of Official: _____ Date: _____

Comments: _____