

# 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: \_\_\_\_\_