

ZONING AMENDMENT 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: _____

Proposed Zoning Designation: _____

Description of Proposed Development: _____

Existing Services:

Services	Currently Existing		Readily Available*	
	Yes	No	Yes	No
Road Access				
Water Supply				
Sewage Disposal				
Storm Sewers				
Stormwater Management				
Hydro				
Telephone				
Natural Gas				
Cable Television				

**Readily Available means services can be easily extended from the existing mains to the subject property.*

Proposed Water Supply Method: _____

Proposed Sewage Supply Method: _____

Proposed Storm Drainage Method: _____

Approximate Commencement Date 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 \$850 for the Zoning Bylaw Amendment, not including a deposit of \$400 (refundable upon removal of Development Proposal Notice) for a total of \$1250. If a Site Profile is required, an additional \$100 application fee will apply. These fees should be made payable to the City of Williams Lake and are considered GST exempt;
- A dimensioned site plan drawn to a minimum scale of 1:1000 showing the parcel which requires a rezoning, as well as any proposed buildings, structures, vehicle access, parking lot layout, and site landscaping;
- A dimensioned sketch plan drawn to a minimum scale of 1:1000 of the proposed subdivision, where subdivision is contemplated (note - separate application is required for subdivision);
- Any elevations, cross-sections, or detailed drawings which may be relevant; 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.

Development Proposal Notice

The City of Williams Lake requires that the applicant or developer post a Development Proposal Notice (sign) on the subject property. A sign is not required for an application that only involves textual amendments to the Zoning Bylaw. The City has a number of pre-printed signs available on a first come, first served basis. The signs are constructed of aluminum for durability and are 2.4 metres by 1.2 metres (8 feet by 4 feet) in size.

At time of application for a Zoning Amendment, in addition to the application fee(s), the applicant shall pay a refundable deposit of \$400. The applicant is responsible to pick up the sign from the City works yard during normal business hours and provide all materials necessary for installation. Sign installation should be done in a sound manner, capable of withstanding wind and weather. The sign shall not interfere with pedestrian or vehicular traffic, or obstruct visibility from the streets or driveways so as to create a hazard. The sign is to be centrally located on the parcel line of the subject property adjacent to the public street.

All signs shall be installed by the applicant within 14 days after first reading of the Zoning Amendment and a minimum of 10 days prior to the Public Hearing, remaining in place continuously until the Public Hearing is held. Following installation, the applicant is responsible to contact the Development Services Division of City Hall so that an inspection can be made to confirm the sign is suitably located on the subject property for visibility by the public. During possession of the sign, the applicant accepts all responsibility for its installation and maintenance and the City shall not be liable for failure of the sign, or supporting structure, or any injury to any person, or property, resulting therefrom.

After the Public Hearing, the sign must be removed within 7 days and returned to the City works yard in the condition it was received. If the sign is not removed, or is returned in poor condition, the City will retain the \$400 deposit as compensation to cover removal costs or sign replacement. Should the application be defeated at first reading, the deposit will be returned to the applicant.

Failure to post the sign shall result in the postponement of the Public Hearing and any costs incurred by the City for public notification as a result of such postponement shall be the responsibility of the applicant.

If you have any questions, please contact Development Services at (250) 392-1765 or development@williamslake.ca.

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 an amendment to the Zoning Bylaw. 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: _____
