

DEVELOPMENT APPLICATION REQUIREMENTS

Items listed are required at application submission. Missing items will result in refusal of the application. Additional information may be required after application submission, to facilitate further processing of the application.

ALL REPORTS AND DRAWINGS MUST BE LEGIBLE

	APPLICATION TYPE	REQUIRED ITEMS <i>(see reverse for details)</i>
1.	Agricultural Land Commission - see requirements on ALC website (alc.gov.bc.ca)	
	<ul style="list-style-type: none"> Non-Farm Use, Subdivision 	C
2.	Development Permit	
	<ul style="list-style-type: none"> Residential (single family) 	A,B,C,K,R,S
	<ul style="list-style-type: none"> Commercial, Industrial, Institutional, Multi-Family Residential 	A,B,C,D,E,F,G,H,I,J,K,R,S
	<ul style="list-style-type: none"> GHG 	A,B,C,K,L
	<ul style="list-style-type: none"> Streamside 	A,B,C,H,K,O,R
3.	Development Variance Permit	A,B,C,H,K
4.	Official Community Plan, Community Plan, or Neighbourhood Plan Amendment	A,B,C,K
5.	Zoning Bylaw Amendment	A,B,C,K
6.	Rezoning	
	<ul style="list-style-type: none"> Industrial, Commercial, Institutional, Multi-Family Residential 	A,B,C,D,E,F,G,H,K,R,S
	<ul style="list-style-type: none"> Residential - Non-ALR 5 Lots or under 	A,B,C,D,G,H,K,R,S
	<ul style="list-style-type: none"> Residential - Non-ALR over 5 Lots 	A,B,C,D,E,F,G,H,K,R,S
	<ul style="list-style-type: none"> Within the Agricultural Land Reserve 	A,B,C,H,K,M,R,S
7.	Subdivision	
	<ul style="list-style-type: none"> Within the Agricultural Land Reserve 	A,B,C,H,M,R,S
	<ul style="list-style-type: none"> Non-ALR 5 Lots or under 	A,B,C,D,G,H,R,S
	<ul style="list-style-type: none"> Non-ALR over 5 Lots 	A,B,C,D,E,F,G,H,R,S
	<ul style="list-style-type: none"> Strata Conversion 	A,B,C,H,K,R
8.	Temporary Use Permit	A,B,C,D,E,F,G,H,I,J,K
9.	Telecommunications	A,B,C,K,P,Q
10.	Liquor Licence or Cannabis Retail Endorsement	A,B,C,H,K,N
11.	Heritage Revitalization Agreement or Heritage Alteration Permit	A,B,C,D,E,F,G,H,I,J,K,R,S
12.	Land Use Contract Amendment/Discharge	A,B,C,K,R

Applicant Name: _____

Applicant Signature: _____

Date: _____

TOL Use Only

Received by: _____

Date: _____



Est. 1873

REQUIRED ITEMS DETAILS

Important Note: Copies requested below are in addition to digital submissions required through tol.ca/developmentapplication

Unless otherwise noted, required documents must be **no older than 6 months**.

Please deliver physical submissions to the second level drop box at the Township Civic Facility (20338 65 Avenue).

A.	Fully completed Development Application Form <ul style="list-style-type: none"> Including signatures of authorization by all property owners
B.	Title Search <ul style="list-style-type: none"> No older than 30 days If property is owned by a company, include a BC Company Summary search (available from the Land Title Office); and a letter on company letterhead to confirm the applicant's authority to sign on the company's behalf
C.	Application Fee <ul style="list-style-type: none"> Refer to "Development Application Fees Brochure" (tol.ca/development)
D.	Tree Survey <ul style="list-style-type: none"> Refer to "Development Tree Protection Brochure" (tol.ca/development)
E.	Tree Evaluation Report. <ul style="list-style-type: none"> Refer to "Development Tree Protection Brochure" (tol.ca/development)
F.	Integrated Site Design Concept Plan (ISDC) <ul style="list-style-type: none"> Refer to "Integrated Site Design Concept in 10 Steps" guide (tol.ca/development) Four (4) copies, drawn to scale in metric One (1) 11x17 copy
G.	Tree Summary Schedule <ul style="list-style-type: none"> Refer to "Development Tree Protection Brochure" (tol.ca/development)
H.	Site Plan <ul style="list-style-type: none"> Four (4) copies, drawn to scale in metric One (1) 11x17 copy
I.	Building Elevations <ul style="list-style-type: none"> Followed by signage plans, coloured rendering, colour and materials board and design rationale Four (4) copies, drawn to scale in metric One (1) 11x17 copy
J.	Landscape Plans <ul style="list-style-type: none"> Refer to "Landscape Review Process" brochure (tol.ca/development) Four (4) copies, drawn to scale in metric One (1) 11x17 copy
K.	Letter of Intent detailing the proposal <ul style="list-style-type: none"> For commercial / industrial / institutional development permit applications indicate the name / type of business and number of employees For liquor applications, include the existing (if applicable) and proposed hours of operation and occupant load(s)
L.	GHG Report prepared by qualified professional <ul style="list-style-type: none"> One (1) paper copy
M.	Agricultural Land Commission approval letter
N.	Provincial Liquor & Cannabis Regulation Branch application <ul style="list-style-type: none"> Including all supporting documentation required through LCRB, and a detailed floor plan
O.	Report prepared by Qualified Environmental Professional <ul style="list-style-type: none"> Two (2) paper copies
P.	Tower Design Plans
Q.	Copies of returned co-location offer letters
R.	Site Disclosure Statement (Provincial requirement) - Forms and information can be found HERE .
S.	Familiarize yourself with the BC Archaeology Branch Property Owner Brochure found HERE .