



Central File #: _____

APPLICANT INFORMATION

Full Name: _____

Mailing Address: _____ Postal Code: _____

Phone: _____ Cell: _____ E-mail: _____

OWNER INFORMATION *(if different from above)*

Full Name: _____

Mailing Address: _____ Postal Code: _____

Phone: _____ Cell: _____ E-mail: _____

PROPERTY INFORMATION

Civic Address(es): _____

Legal Description(s): _____

Parcel Identifier(s): _____

Is the property 800 metres or closer to a provincial highway? Yes No

Zoning (*Kitimat Municipal Code*): _____

Lot Size (m²/ha/acre): _____

Is the property serviced by municipal water? Yes No

Is the property serviced by sanitary sewer? Yes No

PROJECT INFORMATION *(attach additional pages if necessary)*

Describe the current use: _____

Describe the proposed development and use: _____

Describe requested variance and reason variance is require: _____

APPLICATION ACKNOWLEDGMENT

Personal Information provided on this form is collected under the authority of Section 26(c) of the Freedom of Information and Protection of Privacy Act and will be used only for purposes related to your application. Your name will be treated as public information. Home address and telephone number will not be released except in accordance with the Freedom of Information and Protection of Privacy Act.

Should there be any change in ownership or legal description of the property, I undertake to notify the Community Planning and Development Department immediately to avoid any unnecessary delay in processing the application. I accept responsibility for delay caused by incorrect or insufficient submission materials. Processing begins only when an application is certified as complete. To be considered complete, the application must include this completed form, required fees, and supporting plans, relevant property title charges, documents and/or drawings as required.

Applicant or Authorized Representative Signature Date

AUTHORIZATION OF APPLICANT

By signing this application, I authorize the above applicant to apply for this permit, receive and submit information regarding this property and this application, and otherwise act on behalf of the property owner regarding this application.

Applicant or Authorized Representative Signature Date

APPLICATION CHECKLIST

This checklist must be followed and submitted with your application form. If the application is incomplete, it will affect the processing time of the pending application. Please complete the application by initialing in the box under “Copies Attached” to verify completion of each submittal requirement. District staff will review the checklist and application package. Only complete applications will be accepted and assigned for review.

FORMS AND FEES REQUIRED

Document	Details	Notes	Copies Attached	Accepted by Staff
Application Form	Application form must be completed and signed at the time of submission.			
Application Fee	Application fee paid and receipt provided.			
Title Certificate	Documentation of current ownership, including relevant property title charges (i.e. covenant), if applicable	The title search must be completed within 30 days of submission. Available from Land Title Office.		

DRAWINGS AND DOCUMENTS

Document	Details	Notes	Copies Attached	Accepted by Staff
Site Plan	Overhead view of proposed development in context of buildings and property lines to scale.	Use the metric system when showing dimensions of buildings, property lines, setbacks, height, etc.		
Floor Plan	Existing and proposed building floor areas.			
Elevations	Height, dimensions, and overall exterior building design.	Measurements must use metric system.		
Signage Plan	Signage locations and dimensions of sign areas and height	Measurements must use metric system.		

ZONING ANALYSIS TABLE

The Zoning Analysis Table provides the applicant an opportunity to demonstrate that the proposal meets the regulations of the Zoning Bylaw (Part 9 of the *Kitimat Municipal Code*) and applies to all the Zoning Amendment, Development Permit, and Development Variance Permit applications. Please refer to Part 9 of the *Kitimat Municipal Code* when completing this section.

All measurements to be provided in metric.

Site Details and Development Regulations	Zoning Requirement	Proposal
Min. Lot Area (m ²)		
Min. Lot Frontage (metres)		
Max. Lot Coverage (%)		
Max. Gross Floor Area (m ²)		
Max. Floor Area Ratio (FAR)		
Number of Buildings/Structures		
Type of Buildings/Structures		
Max. Building Height (metres)		
Building(s) Setbacks (metres)- Front, Side, Side, Rear		
Drive Aisle Width (metres)		
Min. Off-Street Parking		
Max. Access Width (metres)		
Max. Sign Area (m ²)		
Max. Sign Height (metres)		