



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 (m<sup>2</sup>/ha/acre): \_\_\_\_\_

Is the property serviced by municipal water? Yes  No

Is the property serviced by sanitary sewer? Yes  No

**PROPOSED DEVELOPMENT INFORMATION** *(attached additional pages if necessary)*

Project less than \$50,000  Project more than \$50,000

New Development Permit  Amended Development Permit

Describe the proposed development. Include details such as size of buildings or additions, purpose, and expected changes from current existing use, traffic, and parking.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**DEVELOPMENT PERMIT AREAS** (check all that apply)

- Downtown Revitalization Area
- Intensive & Multi-Family Residential
- Highway Gateway Revitalization Area
- Environmentally Sensitive & Hazard Areas

**LANDSCAPING INFORMATION**

Describe the changes or improvements to landscaping, including estimated landscaping costs.

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**SIGNAGE INFORMATION**

Are you making any changes to signage? Yes  No

If yes, please specify approximate sign height, area, and location. \_\_\_\_\_

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**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.

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|  |           |      |
|--|-----------|------|
| 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.

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|  |           |      |
|--|-----------|------|
| 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.        |                 |                   |
| Site Disclosure Statement | Required for all applications as per the <i>Environmental Management Act</i> .                               | Download a Site Disclosure Statement form from the BC Ministry of Environment's <a href="#">website</a> . |                 |                   |

## 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. |                 |                   |
| Landscape Plan                 | Existing and proposed landscaping, lighting, signage, and garbage/recycling locations.     |  |                 |                   |
| Parking Layout and Access Plan | Existing and proposed parking spaces, entrances, and loading and unloading areas.          | Include details on curbing and conformance with accessibility.                                     |                 |                   |

|                                      |   |                                      |  |  |
|--------------------------------------|---|--------------------------------------|--|--|
| Floor Plan                           | Existing and proposed building floor areas.                     |                                      |  |  |
| Elevations                           | Height, dimensions and overall exterior building design.        | Measurements must use metric system. |  |  |
| Site Grading and Storm Drainage Plan | Existing and proposed grading and locations for storm drainage. |                                      |  |  |
| Exterior Building Materials          | Proposed building materials and colours.                        |                                      |  |  |

## 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 <sup>2</sup> )                           |                    |          |
| Min. Lot Frontage (metres)                                |                    |          |
| Max. Lot Coverage (%)                                     |                    |          |
| Max. Gross Floor Area (m <sup>2</sup> )                   |                    |          |
| Max. Floor Area Ratio (FAR)                               |                    |          |
| Number of Buildings/Structures                            |                    |          |
| Type of Buildings/Structures                              |                    |          |
| Max. Building Height (metres)                             |                    |          |
| Building(s) Setbacks (metres)-<br>Front, Side, Side, Rear |                    |          |
| Drive Aisle Width (metres)                                |                    |          |
| Min. Off-Street Parking                                   |                    |          |
| Max. Access Width   |                    |          |