



**APPLICANT INFORMATION**

Full Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ E-mail: \_\_\_\_\_

**PROPERTY OWNER INFORMATION** *(if different from above)*

Full Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ E-mail: \_\_\_\_\_

**PROPERTY INFORMATION**

Address: \_\_\_\_\_

Legal Description: \_\_\_\_\_

Property Identification Number (PID): \_\_\_\_\_

Zoning (Kitimat Municipal Code): \_\_\_\_\_

Land Use Designation: \_\_\_\_\_

DP Area: \_\_\_\_\_

Lot Size (m2/ha/acre): \_\_\_\_\_

Is the property serviced by municipal water?  Yes  No If no, please specify: \_\_\_\_\_

Is the property serviced by sanitary sewer?  Yes  No If no, please specify: \_\_\_\_\_

**PROJECT INFORMATION** *(attach multiple pages if required)*

Describe current use: \_\_\_\_\_

\_\_\_\_\_

Describe proposed development, use and requested variance: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reason variance is required: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



## 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 (Print)

\_\_\_\_\_  
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

\_\_\_\_\_  
Property Owner's Name (Print)

\_\_\_\_\_  
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**

Document	Details	Notes	Copies Attached	Accepted (staff)
Application Form	Completed and signed at time of submission.			
Application Fee	Paid and receipt provided.			
Title Certificate	Copies are available from Land Title Office and should be dated no more than thirty days prior to application date.			
Contaminated Site Profile	Required for all applications as per the <i>Environmental Management Act</i> . Download a <i>Site Profile Form</i> from the BC Ministry of Environment website			

**DRAWINGS AND DOCUMENTS REQUIRED**

Document	Details	Notes	Copies Attached	Accepted (staff)
Site Plan	Overhead view of proposed development in context of buildings and property lines to scale.			
Elevations	Height, dimensions and overall exterior building design.			
Signage Plan <i>(if applicable)</i>	Signage locations and dimensions of the sign areas.			