



**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): \_\_\_\_\_

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

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

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

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: \_\_\_\_\_

**PROPOSED DEVELOPMENT INFORMATION**

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

Please describe the proposed development. Include details such as size of building or addition, purpose, and anticipated changes from current existing use, traffic, and parking. Attach additional pages if necessary.

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



## 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

## 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.			
Site Disclosure Statement (Previously called Site Profile)	Required for all applications as per the <i>Environmental Management Act</i> . Download a <i>Site Disclosure Statement</i> Form 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.			
Landscape Plan	Existing and proposed landscaping, lighting, signage and garbage/recycling.			
Parking Layout and Access Plan	Existing and proposed parking. Curbing and conformance with accessibility.			
Floor Plan	Existing and proposed building floor areas.			
Elevations	Height, dimensions and overall exterior building design.			



Site Grading and Storm Drainage Plan	Existing and proposed grading and locations for storm drainage.			
Exterior building material	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 and applies to all Zoning Amendment and Development Permit applications. Please refer to Part 9 in the *Kitimat Municipal Code* when completing this section at: <https://www.kitimat.ca/en/municipal-hall/bylaws.aspx>

*All measurements to be provided in metric.*

Site Details	Zone Requirement	Proposal
Site Area (m2)		
Lot Coverage (%)		
Gross Floor Area (m2)		
Development Regulations	Zone Requirement	Proposal
Total Number and Types of Units		
Gross Floor Area (FAR)		
Building Height (stories/metres)		
Front Yard Setback		
Side Yard Setback		
Rear Yard Setback		
Off-Street Parking		
Access Width		