



**Cariboo Regional District**  
 Suite D, 180 North 3<sup>rd</sup> Avenue, Williams Lake, BC V2G 2A4  
 Telephone: (250)392-3351, Toll Free: 1-800-665-1636  
 Fax: (250)392-2812, Email: [zoning@cariboord.ca](mailto:zoning@cariboord.ca)  
 Website: [cariboord.ca](http://cariboord.ca)

## DEVELOPMENT APPLICATION FORM

**Please read the appropriate guide** before you complete the application form and **use it as a reference** during the application process. Planning staff are available to assist with filling out of application forms. The processing of your application will be delayed if it is incomplete.

*\*An application is a process of evaluation and does not automatically ensure approval of your proposal\**

APPLICATION TYPE (Check the appropriate box)		
<input type="checkbox"/>	Rezoning	\$1400
<input type="checkbox"/>	Official Community Plan (OCP) Amendment	\$1400
<input type="checkbox"/>	Combined Rezoning and OCP Amendment	\$1900
<input type="checkbox"/>	Land Use Contract Amendment	\$1400
<input type="checkbox"/>	Development Variance Permit Application (DVP)	\$450
<input type="checkbox"/>	Temporary Use Permit (TP) – including renewals (\$100.00)	\$700
<input type="checkbox"/>	Development Permit (DP) with variance	\$550
<input type="checkbox"/>	Development Permit	\$200
<input type="checkbox"/>	Development Permit Determined by Board (Form and Character)	\$450
<input type="checkbox"/>	Board of Variance Application (BOV)	\$750
<input type="checkbox"/>	Building Strata Conversion <i>Please ensure that Form A is attached as well</i>	\$600 + \$100 per unit

*\*Additional fees may apply. Please refer to CRD Development Procedures, Guidelines and Fees Bylaw on our website.*

OWNER INFORMATION (please provide incorporation documentation if applicable)			
Name(s) of all owners on title:			
Mailing Address:			
Province:	Postal Code:	Email:	
Phone (w):	Phone (c):	Phone (h):	Fax:

**APPLICANT/AGENT INFORMATION**  
(if different from owner)

Name(s):			
Mailing Address:			
Province:	Postal Code:	Email:	
Phone (w):	Phone (c):	Phone (h):	Fax:

**AGENT DECLARATION**

If the registered owner(s) of the subject property elects to have someone act as an agent on their behalf regarding this application, this section must be completed. By completing this section the registered owner(s) understands that the Agent will be the point of contact with the CRD.

I/We, \_\_\_\_\_, the registered owner(s) of the noted property hereby authorize \_\_\_\_\_ to act on my (our) behalf as agent in respect to this application.

\_\_\_\_\_ / / \_\_\_\_\_      \_\_\_\_\_ / / \_\_\_\_\_  
 Owner                                      dd mm yy                                      Owner                                      dd mm yy

**LAND USE INFORMATION**  
(Add additional pages if necessary)

Legal Description:		
PID:	Property Size (ha):	Area under application (ha):
Civic Address:		
Existing Zoning/ Rural Land Use Bylaw:		Existing Zone(s):
Existing OCP:		Existing Designation(s):
Current Buildings:		Proposed Buildings:

Describe the existing use of the subject property and all buildings: \_\_\_\_\_

\_\_\_\_\_

Describe the proposed use of the subject property and all buildings: \_\_\_\_\_

\_\_\_\_\_

Describe the reasons in support for the application: \_\_\_\_\_

\_\_\_\_\_

Provide a general description of vegetation cover (i.e. treed, grassland, forage crop etc.): \_\_\_\_\_

\_\_\_\_\_

Provide general geographical information (i.e. existing lakes, streams, physical features etc.): \_\_\_\_\_

\_\_\_\_\_

Services Currently Existing or Readily Available to the Property (check applicable area)

*\* Readily Available means existing services can be easily extended to the subject property.*

Services	Currently Existing?		Readily Available?*	
	Yes	No	Yes	No
Hydro	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Telephone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Community Water System	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Community Sewer System	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sewage Disposal System	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Well	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (please specify)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Requirements for Specific Application Types**

**Zoning and/or Official Community Plan (OCP) Amendments (if applicable)**

Proposed Zone(s):	Proposed OCP Designation(s):
<input type="checkbox"/> If you are proposing a special exception zone or or text amendment, Please attach proposed text on a separate sheet.	Existing Use(s):

**Shoreland Management Policy**

The responsibility of the Shoreline Management Policy is to aid in the preservation of the water quality of lakes and watercourses within the CRD and to integrate any shoreland developments with their natural surroundings. All rezoning applications within 150 metres of a low sensitivity lake, 200 metres of a moderate sensitivity lake, 250 metres of a high sensitivity lake or within 100 metres of a contributing watercourse are subject to Onsite Effluent Disposal Guidelines and Riparian Buffer guidelines in Appendix III of the Shoreland Management Policy. If the property in question is within the shoreline management policy are you willing to put a covenant on your property to ensure continued compliance. \* **photographs of the riparian vegetation for each proposed lot for future reference must be submitted.**

Yes     No

**Development Permits (DP) (if applicable)**

Development Permit Area: \_\_\_\_\_

OCP: \_\_\_\_\_

**Development Variance Permits (DVP) (if applicable)**

Proposed Variance(s):

Vary section \_\_\_\_\_ of

<input type="checkbox"/> Zoning #3500	<input type="checkbox"/> Zoning #3504
<input type="checkbox"/> Zoning #3501	<input type="checkbox"/> Zoning #3505
<input type="checkbox"/> Zoning #3502	<input type="checkbox"/> Other _____
<input type="checkbox"/> Zoning #3503	

From:	To:
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**Temporary Permits (TP) (if applicable)**

Proposed Use:

**Board of Variance Applications (BOV) (if applicable)**

Category of Appeal:

Relaxation of Zoning Regulations
  Extension of Non-conforming Uses  
 Relaxation of Servicing Requirements
  Reconstruction of an Non-Conforming Building

**COMPLETION CHECKLIST**  
 (If your application is missing any of the following information it will be considered incomplete and processing will be delayed until this information is received) See Page 7 for more information

Development Application type	Required Attachments	(May be required)
Rezoning or Official Community Plan Amendment	A,C,D,E,F,G	B,T
Development Permit		
➤ Aquatic Habitat, or Riparian Areas	A,C,D,E,F,G,L,M	B,T
➤ Environmentally Sensitive Areas	A,C,D,E,F,G,I	B,T
➤ Form & Character, Multi Family, Industrial Corridor	A,C,D,E,F,G,H	B,T
➤ Geotechnical	A,C,D,E,F,G,K	B,T
Development Variance Permit	A,D,E,F,G	B
Temporary Permit	A,D,E,F,G	B
Board of Variance	A,D,E,F,G	B
Building Strata Conversion	A,D,E,F,G,N,O,P,Q	B,I,R,S
Agricultural Land Commission	A,D,E,G	B,F

**DECLARATION**

I/We the undersigned, hereby certify that the information provided with respect to this application is complete and is, to the best of my knowledge, a true statement of the facts related to this application.

\_\_\_\_\_ / /  
 Owner/Agent                      dd mm yy

\_\_\_\_\_ / /  
 Owner/Agent                      dd mm yy

\_\_\_\_\_ / /  
 Owner/Agent                      dd mm yy

\_\_\_\_\_ / /  
 Owner/Agent                      dd mm yy

**Notice of collection of personal information:**

Personal information on this form is collected for the purpose of processing this application and administration and enforcement. The personal information is collected under the authority of the *Local Government Act* and the bylaws of the CRD. Documentation/Information submitted in support of this application can be made available for public inspection pursuant to the *Freedom of Information and Protection of Privacy Act*. Questions about the collection of your personal information may be referred to the Cariboo Regional District's Deputy Corporate Officer, Suite D, 180 North Third Avenue, Williams Lake, BC, V2G 2A4, (250) 392-3351 or [mailbox@cariboord.ca](mailto:mailbox@cariboord.ca).

**DEVELOPMENT APPLICATION ATTACHMENT INFORMATION:**

*This Information is to be used as a guide only: Staff may request more information as authorized*

Attachment	Details
A. Certificate of Title	A copy of a state of title certificate, or a copy of a land title search providing proof of ownership dated no more than thirty (30) days prior to the date of application on any lands included as subject property, excepting unsurveyed Crown land. A land title search can be obtained from a local lawyer's office.
B. Proof of Signing Authority	If property owner on title is a named/numbered business, incorporation documents proving applicant's signing authority are required. If the business is not registered in BC, documentation must be current from within the past 6 months.
C. Contaminated Site Declaration Form	This form is available on the CRD's website, under Development Applications and Permits.
D. Application Fee	The application fee as noted on the front of the Development Application Form.
E. Site Plan	Two (2) scaled site plans showing: <ul style="list-style-type: none"><li>• The legal boundaries, dimensions, north arrow and scale;</li><li>• The size and location of <b>ALL</b> existing and proposed building(s), structure(s) and use(s);</li><li>• The setback distances measured from <b>ALL</b> existing and proposed buildings(s) and structure(s) to all Property boundaries and the natural boundary of any water bodies/watercourses/wetlands;</li><li>• The location of any existing or proposed driveways and/or roads on or adjacent to the property;</li><li>• The location and dimensions of all required parking spaces, maneuvering aisles and loading;</li><li>• The location of the main physical characteristics and constraints (such as watercourses, shorelines, ravines, wetlands, steep slopes, bedrock outcrops, alluvial fans, unstable soils, and any other geotechnical hazard); and</li><li>• Any proposed subdivision layout showing the number, size and location of lots if applicable.</li></ul> <p><i>Note: A Temporary Permit only needs one (1) scaled site plan</i></p>

F. Development Plans	If the proposed development includes the construction of a building or structure, two sets of full-size (1:250 minimum), and one set of reduced letter (8.5 x 11 in) sized architectural or engineered drawings including a scaled site plan, building elevations, building and site sections, and roof plan. Staff may consider exceptions to specific architectural drawings (such as surveyor drawings), depending on the scale and complexity of the proposed development.
G. Copies of Legal Documents	All covenants registered on Title in favour of the CRD, Crown or Provincial Agency (e.g. Ministry of Transportation, Ministry of Environment, etc.) as well as any building scheme. Other charges may be requested by staff.
H. Architectural and Landscape Plans	Must include aesthetic details such as building materials, colour, trim, fencing and off-street parking as well as a statement indicating the potential aesthetic value of the development, its visual character, and integration with public amenity areas and the natural environment, including lighting, noise and air quality.
I. An Impact Assessment from a Qualified Environmental Professional (QEP)	Of the development on the natural environment, such as aquatic areas, vegetation, soils and erosion, geotechnical characteristics, topographical features, ecosystems and biological diversity, fish and wildlife habitat, environmentally sensitive features, and/or rare and endangered plant or animal species. Ensure that recommendations for protecting the environmentally sensitive area through siting of buildings, structures and utilities, or through mitigation measures are included.
J. Wildfire Urban Interface Report	A report, which includes the following: mapping, landscaping details, siting, exterior design and finish of building and structures and restrictions and placement of trees, and types of species to be planted. Avoidance and removal of flammable plant species related to distance from structures may also be required.
K. Geotechnical Report	This report which is written by a certified professional experienced in an appropriate field which assesses the geotechnical suitability of lands to be developed for the use intended, including details of mitigation measures if required. The report should also address not only the development property itself, but also current or foreseeable future uses of the lands and risks to persons and property downslope of the development. It must include a site plan. The report must also include a topographical features survey that shows the existing conditions such as slopes, ridges and other important features and a topographic plan for the proposed development showing finished grades and key features such as roads, buildings, and accesses. For further information refer to the Geotechnical development permit guidelines in the appropriate OCP.
L. Location of On-Site Septic Disposal Field	The existing or proposed location of any on-site septic disposal field, including: setbacks; the area of intrusion in the riparian buffer zone; the proposed riparian setback; the mitigative measures to reduce impact including the proposed replanting scheme.

<p>M. Report from a Qualified Environmental Professional (QEP)</p>	<p>This written report from a QEP will address;</p> <ul style="list-style-type: none"> <li>• If shoreline vegetation has been removed or damaged during construction, an assessment of damage and recommendations for rehabilitation, and a replanting scheme may be required based on the QEP recommendations.</li> <li>• That the proposed setback development will not negatively affect the functioning of a watercourse or riparian area.</li> <li>• Confirmation from the QEP that the proposed riparian setback and design does not conflict with other federal, provincial and/or local government requirements, including that of other development permit areas, building permits, flood covenants, federal or provincial authorization.</li> <li>• An assessment of the suitability of lands to be developed for the use intended.</li> </ul>
<p>N. Floor Plans</p>	<p>Submit two full size copies and a .pdf copy of detailed Floor Plans that shows all the dimensions of buildings including decks and balconies or individual units for multi-family residential dwellings, lodges, motels, and other multi-tenant commercial/industrial buildings.</p>
<p>O. Code Consultant Report</p>	<p>A report prepared by a professional engineer or architect. The report will evaluate the condition of the building, compare construction methods to the requirements of the building code, and identify any areas where the building does not meet the health and safety requirements of the current building code. The report will specifically address the following:</p> <ul style="list-style-type: none"> <li>○ Age and repair of all buildings or structures, physical condition and state of repair;</li> <li>○ General condition and repair of the foundation;</li> <li>○ Heating, plumbing and electrical systems and fixtures;</li> <li>○ Roof structure and condition;</li> <li>○ Elevator or other mechanical lift if applicable;</li> <li>○ Fire and sound separations;</li> <li>○ Pool or other common amenities if applicable;</li> <li>○ Compliance with egress and exiting requirements;</li> <li>○ The methodology used to evaluate the building and source of information on which the report is based;</li> <li>○ The disclosure of any direct or indirect interest the writer of the declaration may have in the building or ownership;</li> <li>○ Others (<i>fire, health, safety, and structural items as per the BC Building Code</i>).</li> </ul>
<p>P. Elevation Drawings</p>	<p>Provide elevation drawings showing all exterior side views of the existing buildings and proposed development.</p>
<p>Q. Schedule B</p>	<p>Letters of assurance from a registered professional, if an alternative to the current BC building code is being used.</p>
<p>R. Proposal for Tenant Relocation</p>	<p>A list of names and mailing addresses of the persons occupying the units, and a signed letter outlining the proposal/intentions regarding the relocation of persons who may be displaced by the proposed strata conversion.</p>



<p>S. Report by a Registered On-Site Waste Practitioner (ROWP) /Registered Professional Engineer</p>	<p>Site and soil investigation report, sewerage system design and layout, and the plans and specifications of the sewerage system, including the rationale for the design, and other pertinent information requested by the Health Authority.</p>
<p>T. Site Disclosure Statement</p>	<p>If your response to the Contaminated Site Declaration Form (See Attachment Item C) requires you to complete a Site Disclosure Statement, this must be completed and submitted with an additional \$100 processing fee, in accordance with the <i>Environmental Management Act</i>. The form is available on the CRD's website under Development Applications and Permits.</p>