



VILLAGE OF KASLO DEVELOPMENT APPLICATION FORM

(for use with Bylaw 1283)

TYPE OF APPLICATION

- | | | | |
|--------------------------|-----------------------------------|--------------------------|----------------------------|
| <input type="checkbox"/> | Rezoning/Land Use Bylaw Amendment | <input type="checkbox"/> | Type of Development Permit |
| <input type="checkbox"/> | Official Community Plan Amendment | <input type="checkbox"/> | Heritage & Commercial Core |
| <input type="checkbox"/> | Development Permit _____ | <input type="checkbox"/> | Lakefront Protection |
| <input type="checkbox"/> | Development Variance Permit | <input type="checkbox"/> | Stream Protection |
| <input type="checkbox"/> | Temporary Use Permit | <input type="checkbox"/> | Wildfire |

Refer to the current Fees and Charges Bylaw for current application fees.
Do not use this form for Building Permit or Subdivision applications.

DESCRIPTION OF PROPERTY

Civic Address: _____ PID _____

Legal Description (from title document):

CONTACTS

Applicant:

Name		Company	
Address		City	
Email		Postal Code	
Phone	Cell	Fax	
Signature of Applicant		Date	

Owner, if the Applicant is not the Owner:

Name		Company	
Address		City	
Email		Postal Code	
Phone	Cell	Fax	

The "Authorization of Owner" form signed by the owner(s) is also required.

OFFICE USE ONLY

Date	Dev. File No.
Received By	Folio No.
Receipt No.	Fees \$



VILLAGE OF KASLO DEVELOPMENT APPLICATION FORM

Authorization of Owner to make an Application

Re: Civic Address _____

I/We _____

are the registered owner(s) of (legal description) _____

I/We hereby authorize _____
(please print name)

to apply for the following:

- Rezoning/Land Use Bylaw Amendment**
- Official Community Plan Amendment**
- Development Permit**
- Development Variance Permit**
- Temporary Use Permit**

and to be my/our representative in this matter.

Signature of Owner

Date

Signature of Witness

Name of Owner (print)

Name of Witness

Address

Phone

Signature of Witness

Signature of Owner

Date

Signature of Witness

Name of Owner (print)

Name of Witness

Address

Phone

Signature of Witness

This form must be signed by all persons named on the title certificate.



VILLAGE OF KASLO DEVELOPMENT APPLICATION FORM

A complete application for Rezoning and or Development Permit contains:

- Fully completed application form
- Letter explaining details of the proposal, rationale, and justification (see attached “Rationale for your proposal” sheet for guidance)
- Copy of current Certificate of Title, no older than 30 days, including any title restrictions e.g. restrictive covenants, easements, rights of way.
- Site, Servicing and Landscape Plans (see attached “Plan Submission Details” sheet for guidance)
- Plan of survey or BC Land Surveyors Certificate (BCLS) confirming current parcel size, location of existing and proposed buildings and if subdivision is proposed, the lot layout and sizes
- Plans and elevations of proposed construction.
- One complete sets of the above plans in hardcopy form printed at a clearly legible size
- One complete set of the above plans in electronic PDF document format.
- Application Fees (the appropriate fees must be submitted at the time of application although additional fees or securities may be assessed later and must be submitted prior to issuance of a permit)

Village staff can assist you with obtaining a certificate of title and plan documents, photocopying, and scanning documents to PDF for set fees. Depending on the nature of your application, a hand-drawn sketch may be accepted in some cases, or we may require drawings professionally prepared by a surveyor, architect, or engineer. An application is not considered complete until all of the documents necessary to review the application are submitted.

Supplementary Information (to be determined based on the development size and permit type)

- Archaeological Impact Assessment
- Environmental Impact Assessment
- Geotechnical Engineering Report
- Infrastructure Impact Study (i.e. transportation, parking, water, sewer, drainage)
- Contaminated Sites Information if required under the Environmental Management Act
- Three-Dimensional scale renderings showing the massing and siting of the proposed development in relation to neighbouring buildings
- FireSmart Assessment
- Other information specified in the Official Community Plan guidelines for specific permit areas.



VILLAGE OF KASLO DEVELOPMENT APPLICATION FORM

Plan Submission Details *(all plans must be submitted in metric)*

Site Plan Data Table

- owner/applicant's name,
- civic and legal address,
- project description,
- site area and site coverage (net after dedication of road and park),
- total floor area ratio (FAR/FSR),
- all setbacks,
- number of units by type and size,
- parking requirements and calculations,
- height of building,
- total impervious surface area (building footprints, paved and covered areas),
- ratio of open space to total site area; and
- notation of any requested variances

Site and Servicing Plan

- North arrow and scale
- Dimensions of property lines, rights of way, easements
- Dimensions and setbacks of proposed and existing buildings and structures; separation to all buildings on and off site
- Projections/overhands into setback areas
- Location of existing and proposed access, sidewalks, curbs, boulevards, edge of pavement and transit stops at grade
- Location, numbering and dimensions of all vehicle and bicycle parking, disabled persons' parking, maneuvering aisles, vehicle stops and loading at grade
- Natural and finished grades of site at buildings and retaining walls (indicate source of grade data)
- Existing and proposed contour intervals of 0.5 m
- Elevations at parcel corners and spot elevations along property lines, at curb, at building corners and other key locations
- Locate all existing water lines, wells, septic fields, sanitary sewer and storm drain facilities, including sizes
- Location and dimensions of all free-standing signs
- Dimensions of area meeting Open Space requirement
- Existing and proposed covenant/easement areas
- Conceptual servicing both on and off-site (water, sewer, storm drains, hydro, telephone, cable, gas, including water flows according to Fire Underwriters Survey
- All site and boulevard trees within the area to be developed with numbers referencing numbered metal tree tags affixed to trees; show protected root zone or critical root zone

Floor Plans, Elevations and Sections (min. scale 1:100)

- Uses of spaces and building dimensions
- Building finishes, materials and colours (including product numbers and sample colour chips of exterior finishes)
- Natural, average and finished grades; elevations of finished floor(s), roof & building height
- Locations and sizes of roof mechanical equipment, stairwells and elevator shafts that protrude above the roof line
- Building sign details (location, type, dimension, illumination)
- Minimum of 2 sections of site and building (from curb/property line to curb, as applicable); in perpendicular directions (e.g. N-S, E-W)
- Sections to include portions of building dedicated to vertical circulation of people and vehicles



VILLAGE OF KASLO DEVELOPMENT APPLICATION FORM

(e.g. stairwells, ramps etc.)

- Location of sections to be shown on the Site and Servicing Plan

Landscape Plan (same scale as Site Plan)

- Conceptual Landscape plan showing location, size, species of proposed plantings and trees, and existing vegetation to be retained; installation as per BCLNA/BCSLA standards noted on plans
- Major topographical features (e.g. watercourse, outcrops)
- Surface storm water management features (rain gardens, swales, permeable paving)
- Rare or endangered species or habitats
- Existing and proposed covenant areas
- All screening (garbage/refuse collection), paving, retaining walls, fencing and other details
- Cost estimate for hard and soft landscaping
- Contour intervals of 0.5 m
- Elevations at parcel corners and spot elevations along property lines, at curb, at building corners and other key locations
- Extent of underground structures in dashed line

Contaminated Sites Information

Under section 40 of the *Environmental Management Act*, an applicant for some matters referred to in this Bylaw must submit to the municipality a Site Profile in respect of properties that are or were used for commercial or industrial purposes, as defined in the *Environmental Management Act* and the Contaminated Sites Regulation, Schedule 2 - Activities. For specific requirements see the Act and Regulation.

Site profile and other forms are available at:

<http://www.env.gov.bc.ca/epd/remediation/forms/index.htm>

More information is available at <http://www.env.gov.bc.ca/epd/remediation/cs101.htm>

Please indicate if the subject property qualifies for any of the exemptions from requiring a Site Profile under section 4 of that Regulation and state your reasons:

Signature of Applicant

Date



VILLAGE OF KASLO DEVELOPMENT APPLICATION FORM

Rationale for Your Proposal

A complete application includes a letter addressed to Mayor and Council, or a report, explaining details of the proposal that also provides a rationale and justification for the application. This information is required to assist Council, staff, and the community in the review of your proposal. The following questions are provided to guide you in the preparation of your letter and application (some or all may be applicable):

- Does the proposal conform to the recommendations of the Official Community Plan and any other relevant municipal policies?
- What are the economic, environmental and social/cultural benefits of your proposal e.g. increased tax base, number of jobs, housing affordability etc.?
- What is the demonstrated public need or demand for the proposal? Does the location meet a demand or need which is not met in this location?
- Is the public infrastructure (e.g. sewer, storm sewer, water, roads, sidewalks, parks etc.) adequate in this area to meet your proposal? If not how does your proposal address infrastructure and service requirements?
- Does your proposal complement or improve conditions existing in the surrounding area? What other effects would this proposal have on the immediate neighbours? Consider traffic, noise, activity levels, odours, removal of natural landscape and trees, privacy, views etc?
- How well does the proposed development relate to the community? Is the design in keeping with existing or anticipated development in the community? Consider building height, massing, orientation, setbacks and streetscape. Consider also historical and heritage features in the area and whether they are addressed in Kaslo's Official Community Plan.
- How does your proposed development consider energy efficiency, the use of fire-resistive building materials and landscape practices so it is less susceptible to environmental hazards and the impacts of climate change.
- If you are applying for a Development Variance Permit, why is it not possible or practical for your proposed development to conform with the bylaw requirements? Have you considered alternatives that would reduce the variances needed?
- If you are applying for a Heritage and Commercial Core Development Permit, please indicate the Heritage Design Guidelines and Colours applicable to your development or why it is not possible or practical to comply with certain guidelines.