

APPLICATION FOR ISSUANCE OF  
DEVELOPMENT PERMIT



The Corporation of the City of Rossland

City of Rossland  
1899 Columbia Avenue  
Rossland, British Columbia

Application/File No. \_\_\_\_\_

*The information requested in this form is required to expedite the application and assist the staff in preparing a recommendation.*

*This form is to be completed in full and submitted with all requested information and Application Fees. For Assistance, please refer to the Guide to Development Permits.*

**1. Applicant & Registered Owner**

**Applicant's Name:** \_\_\_\_\_

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

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax \_\_\_\_\_

**Registered Owner's Name:** \_\_\_\_\_

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

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax \_\_\_\_\_

**2. Subject Property**

Legal Description in Full: \_\_\_\_\_

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

Location of Property (street address, general description or map): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Size of Property (area, number of parcels): \_\_\_\_\_

Present OCP Designation: \_\_\_\_\_

Present Zoning Designation: \_\_\_\_\_

Description of the Existing Use/Development: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Description of Proposed Development: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Proposed Variation and/or Supplement to the Existing Regulations: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Existing or Readily Available Services:

Services	Currently Existing		Readily Available*	
	Yes	No	Yes	No
Road Access				
Water Supply				
Sewage Disposal				
Storm Sewers				
Stormwater Management				
Hydro				
Telephone				
Natural Gas				
Cable Television				

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

Proposed Water Supply Method: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Proposed Sewage Disposal Method: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Proposed Storm Drainage Method: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Approximate Commencement Date of Proposed Project: \_\_\_\_\_

3. ***Reasons and Comments in Support of the Application***  
(Attach separate sheet if necessary)

---

---

---

---

4. ***Attachments***

At the time of providing application forms, the Director of Planning and Engineering or delegate shall indicate which of the following information shall accompany the application:

***Applications requiring Design Review Panel Approval***

- ❑ Elevations of all sides of the building, including the roof. These should all be the same scale. Information should include; colour renditions, colour swatches and examples of materials.
- ❑ Specific door, roof, window specifications. This should include; photos, pamphlets and colour swatches.
- ❑ Photographs of existing and surrounding buildings.
- ❑ Specific comprehensive signage plan. This should include; colours, size, placement on building, pictures, materials and proposed lighting.

***Other information***

- ❑ Information required in relation to the Development Permit Guidelines of the Official Community Plan;
- ❑ Proof of Ownership (a title search dated no more than 30 days prior to submission of the application);
- ❑ Written authorization from the registered property owners which allows the applicant to apply on behalf of the owner, if the applicant is not the registered owner;
- ❑ A dimensioned sketch plan drawn to a minimum scale of 1:1,000 showing the parcel which requires a development permit and the location (dimensioned from property lines) of existing buildings, structures and any natural features on or adjacent to the property;
- ❑ A dimensioned site development plan drawn to a minimum of 1:1,000 showing proposed buildings, structures, vehicle access, parking layout (with individual parking stalls clearly indicated) and site landscaping;

- ❑ A contour map (plan) drawn to a minimum scale of 1:1,000 with a contour interval of one metre, if warranted by the topographic condition of the property;
- ❑ A dimensioned sketch plan drawn to a minimum of 1:1,000 of the proposed subdivision, where subdivision is contemplated (separate application required for subdivision);
- ❑ A dimensioned sketch plan showing the location of existing buildings, structures and uses;
- ❑ A dimensioned site development plan indicating the proposed use, future buildings or structures and highway access points;
- ❑ The siting and design of off-street parking and loading facilities;
- ❑ Information regarding landscaping or screening around non-residential uses;
- ❑ Information regarding the pavement of roads and parking areas;
- ❑ Information regarding the provision of highways, street lighting, underground wiring, sidewalks and transit service facilities;
- ❑ Information regarding the provision of streamside protection areas above the natural boundary of a stream or river;
- ❑ Information regarding the provision of parkland, open space and recreation areas;
- ❑ Copies of any previous studies or reports made on the subject property relating to its present condition and suitability for the proposed use/development, e.g. geotechnical reports, site contamination and remediation studies; and
- ❑ Any other relevant technical information.

**Note:** In some circumstances, where a development proposal is relatively simple, the above requested information may be combined on one plan.

**5. Application Fee (GST Exempt Service – GST Reg. No. 103799000)**

The fees for a development permit shall be as follows:

- (a) Applications requiring only Design Review Panel review (signs, painting, doors, windows; no building permit required) - \$25.00
- (b) All other permits - 1% of building permit value; minimum \$50.00 - maximum \$750.00

- (c) The fee for a development permit extension shall be 50% of the original permit fee.

**6. Application**

I, \_\_\_\_\_, am making an application pursuant to the *Local Government Act* for a Development Permit. To the best of my knowledge, the information in support of this application is accurate and complete.

This application is made with my full knowledge and consent.

\_\_\_\_\_

Date

\_\_\_\_\_

Registered Owner's Signature

Where the Applicant is not the Registered Owner, the Application must include either the signature of the Registered Owner or a signed letter of authorization from the Registered Owner.

---

For Office Use Only

- \_\_\_ Application Form duly completed
- \_\_\_ Proof of ownership (title search) received
- \_\_\_ Attachments received
- \_\_\_ Application fee received
- \_\_\_ Application signed by Registered Owner or letter of authorization provided

\_\_\_\_\_

Date

\_\_\_\_\_

Signature of Official

Comments: \_\_\_\_\_

\_\_\_\_\_