

## GENERAL DEVELOPMENT APPLICATION

Application # \_\_\_\_\_ X-Ref # \_\_\_\_\_

**DESCRIPTION: GENERAL PERMIT**

Within the District of Lake Country, permits are required for a variety of property development, construction and bylaw related matters. For the most common requests, such as development applications or OCP/Zoning Amendments and subdivision specific application forms are available. For all other requests, please use this General Permit Application Form.

**APPLICATION**

APPLICANT INFORMATION					
<b>APPLICANT/ AGENT/ BUILDER</b>	NAME:			PH#:	
	ADDRESS:				
	Postal Code:		EMAIL:		CELL:
<b>REGISTERED OWNER</b>	NAME:			PH#:	
	ADDRESS:				
	Postal Code:		EMAIL:		CELL:

Applicant/Owner/Agent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

PROPERTY INFORMATION			
CIVIC ADDRESS			
LEGAL DESCRIPTION:			
OFFICIAL COMMUNITY PLAN DESIGNATION		ZONING DESIGNATION:	
PID:		ROLL:	
WATER SOURCE:		FARM STATUS:	<input type="checkbox"/> YES <input type="checkbox"/> NO
METHOD OF SEWAGE DISPOSAL:			

**REQUEST TYPE**

- |  |   |  |  |
|--|---|--|--|
| <input type="checkbox"/> Sign Permit<br><input type="checkbox"/> Projecting<br><input type="checkbox"/> Fascia<br><input type="checkbox"/> Free Standing<br><input type="checkbox"/> Canopy<br><input type="checkbox"/> Portable<br>Sandwich Board | <input type="checkbox"/> Tourism Sign Permit<br><input type="checkbox"/> Agri-Tourism<br><input type="checkbox"/> Hotel/Motel<br><input type="checkbox"/> Camping<br><input type="checkbox"/> B&B<br><input type="checkbox"/> Museum<br><input type="checkbox"/> Art Gallery<br><input type="checkbox"/> Artisan<br><input type="checkbox"/> Winery | <input type="checkbox"/> Property Status Letter<br><input type="checkbox"/> Board of Variance<br><input type="checkbox"/> Covenant Amendment<br><input type="checkbox"/> Road Closure Permit | <input type="checkbox"/> Land Use Contract Amendment<br><input type="checkbox"/> Soil Removal/Deposit Permit<br><input type="checkbox"/> Temporary Use Permit<br><input type="checkbox"/> Development Permit Exemption |
|--|---|--|--|

I hereby authorize the above-named applicant to act as my agent on this application.

\_\_\_\_\_  
OWNER'S NAME (PLEASE PRINT)

\_\_\_\_\_  
OWNER'S SIGNATURE

FOR OFFICE USE ONLY		
FEE TYPE	GL	AMOUNT
General	10-1460-0010	
Title	10-1460-0015	
Development Signs	10-1460-0020	
Access	10-1510-0010	
TOTAL:		

\_\_\_\_\_  
DATE

# GENERAL DEVELOPMENT APPLICATION

## APPLICATION: CONTINUED

Summary of proposed application request. Please provide detailed summary of the purpose for your application. (Attach second sheet if necessary).


## CHECKLIST: WHAT TO INCLUDE WITH YOUR APPLICATION

Required	Submitted	
<input type="checkbox"/>	<input type="checkbox"/>	<b>APPLICATION FEE</b> fees are payable by cash, cheque or money order at time of your application submission in accordance with the current year's fee schedule. <a href="#">District of Lake Country - Document Center (civicweb.net)</a>
<input type="checkbox"/>	<input type="checkbox"/>	<b>COMPLETED APPLICATION FORM</b>
<input type="checkbox"/>	<input type="checkbox"/>	<b>STATE OF TITLE CERTIFICATE OR TITLE SEARCH PRINT AND A COPY OF ALL REGISTERED CHARGES</b> obtained from the Land Title Office within 90 days of the date of application including all relevant land title charges (covenants, easements, SROW, etc.).
<input type="checkbox"/>	<input type="checkbox"/>	<b>OWNER AUTHORIZATION FORM</b> if the Applicant is not the registered Owner of the land and has been appointed as agent. Applications and authorizations must be signed by all registered owners.
<input type="checkbox"/>	<input type="checkbox"/>	<b>ZONING ANALYSIS TABLE</b> illustrating how the proposal meets or deviates from the requirements of the current and any proposed zone(s).
<input type="checkbox"/>	<input type="checkbox"/>	<b>PROJECT DESCRIPTION</b> including the design rationale explaining the project's conformity with the OCP including relevant DP guidelines and in the case of Form and Character DPs with respect to form, materials, context, objectives, design philosophy, relationship to adjacent development; how accessibility and Crime Prevention through Environmental Design considerations shall be addressed if applicable.
<input type="checkbox"/>	<input type="checkbox"/>	<b>PHOTOGRAPHS</b> of the Site and surrounding context i.e. neighbouring properties, on-Site structures, boulevard trees, sidewalks, overhead utilities) in colour and at a size which is legible to the reader.
<input type="checkbox"/>	<input type="checkbox"/>	<b>SITE PLAN</b> A detailed, professional-prepared Site Plan showing all existing and proposed development in metric units at a minimum 1:200 scale including requirements as described in Bylaw 1133 Schedule B Item B.7 available for reference at: <a href="https://lakecountry.civicweb.net/filepro/documents/958?preview=112952">https://lakecountry.civicweb.net/filepro/documents/958?preview=112952</a>
<input type="checkbox"/>	<input type="checkbox"/>	<b>SIGN PLAN</b> (Minimum 1:200 scale) in metric units including a detailed description and sketch/photos of the sign location including: the area of sign, metres sign will projecting beyond the building face and property line, metres of vertical clearance from bottom of the sign to the highway level and height of the free standing sign. For Tourism Sign Permits include the name of the business as it is to appear on the sign and the proposed location of directional signs including the street/intersection and side of street (N, S, E or W).
<input type="checkbox"/>	<input type="checkbox"/>	<b>GHG REDUCTION &amp; RESOURCE CONSERVATION DEVELOPMENT PERMIT AREA CHECKLIST</b> complete with simple explanations where appropriate, for each of the applicable Development Permit Areas and the Greenhouse Gas Reduction & Resource Conservation DPA.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Other Development Approval Information</b> Depending on the complexity of the proposed development additional information requirements will be identified on a case-by-case basis once the initial application is submitted for consideration. All reasonable efforts will be made to identify information requirements as early in the process as practical.
<input type="checkbox"/>	<input type="checkbox"/>	<b>Other:</b>

## APPROVAL PROCESS: WHAT HAPPENS NEXT?

1. Following submission of your complete application staff will review the information and refer it to internal departments and/or external agencies for comment.
2. The File Manager will advise you as soon as practical of any additional information requirements.
3. If applicable, a report will be prepared and schedule for Council for consideration.
4. Once a decision is made, the File Manager will advise you of the decision.



LAKE COUNTRY

Life. The Okanagan Way.

Personal information provided to the District of Lake Country is collected, used and disclosed in accordance with the *Freedom of Information and Protection of Privacy Act* (FOIPPA). Personal information such as your name, phone number, street or email address is only obtained if you supply it voluntarily through completing documents and forms. Any personal information we ask you to provide will only be used for the purpose of District of Lake Country services.