

APPLICATION FOR GENERAL PERMIT

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						
APPLICANT/ AGENT/ BUILDER	NAME:				PH#:	
	ADDRESS:					
	PC:		EMAIL:		CELL:	
REGISTERED OWNER	NAME:				PH#:	
	ADDRESS:					
	PC:		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 checked="" type="checkbox"/> YES <input type="checkbox"/> NO
METHOD OF SEWAGE DISPOSAL:			

Development Type

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

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

OWNER'S NAME (PLEASE PRINT)

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:		

OWNER'S SIGNATURE

DATE

APPLICATION FOR GENERAL PERMIT

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



COMPLETED APPLICATION FORM

Be sure to complete all of the required fields on the front of this sheet. Double check that the information provided is accurate and up to date.



ACCOMPANYING SUPPORT DOCUMENTS

Visit our website for more information on specific requirements for each application type. If you are unsure which documents to include with your application, speak to one of our Community Service and Building Department representatives.



PRE-PLAN MEETING (optional)



CURRENT CERTIFICATE OF TITLE FOR SUBJECT LAND(S)

Provide a current certificate of title that is within the last 90 days current that includes all relevant land title charges (easements, SROW, DP's or any item on registered title that is application. Certificates of title can be purchased through the District for a fee.



SIGN PERMITS

For Sign permits, provide 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).

APPROVAL PROCESS: WHAT HAPPENS NEXT?

1. Following submission of your application staff review the application and refer it to internal departments and/or external agencies.
2. Advise applicant if additional information is required.
3. If applicable, the application is brought to Council for consideration.
4. Applicant is advised of 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.

Greenhouse Gas Reduction and Resource Conservation

Consideration has been given to the following issues as identified in Section 22.12 of the Official Community Plan relating to the Greenhouse Gas Reduction and Resource Conservation Development Permit Areas:

Has site density been maximized for subdivisions?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Has the building footprint been minimized in order to allow for maximum green space?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Have lots been oriented to maximize solar orientation of building envelopes? Have buildings been oriented to maximize solar gain?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Is the subdivision laid out to minimize the length and amount of infrastructure (such as sewer & water lines and roads)?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Does the layout allow for alternative transportation options and transit?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Is the subdivision laid out to maximize site connectivity to nearby amenities and services?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Do the materials and colors used in building construction minimize heat absorption? Is the roof not a dark color?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Are large windows sheltered by overhangs which maximize solar input during winter months?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Do proposed buildings incorporate green roofs, living walls or other measures to reduce heat gains caused by hard surfaces?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Are alternative energy sources being proposed in large scale structures?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Do buildings have a south oriented roof to allow for future use of solar panels?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Are there opportunities for natural ventilation and airflow incorporated into the building?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Do building materials encourage thermal massing and seasonal thermal energy storage?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Are building envelopes well sealed and energy efficient?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Is vegetation low maintenance and require minimal irrigation?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Is the enhanced landscaping located along the south and west facing parcel boundaries to create shade?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Is rainwater recycling included in landscape designs?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Have porous material been maximized throughout the landscaping?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Do water features use recirculation systems as opposed to once through systems?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Are opportunities for local food production and public food gardens incorporated into larger developments and subdivisions?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>



Milestone

		Applicable Fees & Application Forms	Concept Plan	Development Plan	Elevation Drawings	Environmental Assessment	APPROVED RAPP Report	Geotechnical Monitoring Plan	Engineering Hazard Report	Access Permit	Landscape Plan/Estimate/Assessment	Material Plan/Estimate/Plant List	Parking Board	Sustainability Checklist	Survey Plans	Proposed Subdivision Plan	Site Plan	Fire Mitigation Report/Estimate	Project/Proposal/Issue Description	State of Title/Estimate	Sign Details and Location Plan	Soil Deposit or Removal Plan	Signage and Advertising Information	Grading and Buffering Confirmation	Confirmation of PLR Requirements	Agent Authorization (If Applicable)
Agency Referrals	Staff Response																									
Exemption Application	Staff Approval	●																								
ALR Applications	-																									
Non Farm Use	Council Consideration	●																								
Subdivision within the ALR	Council Consideration	●																								
Exclusion from the ALR	Council Consideration	●																								
Board of Variance Applications	BOV Consideration	●																								
Business Licenses	Approval for Issuance	●																								
Development Permits	-																									
Agricultural DP	Staff Approval	●																								
Agri-Tourism Applications	Council Consideration	●																								
Multiple Unit DP	Council Consideration	●	●		●																					
Town Centre DP	Council Consideration	●	●		●																					
Commercial DP	Council Consideration	●	●		●																					
Industrial DP	Council Consideration	●	●		●																					
Natural Environment DP	Staff Approval	●			●	●	●																			
Stability Hazard DP	Staff Approval	●																								
Erosion Hazard DP	Staff Approval	●		●																						
Drainage DP	Staff Approval	●																								
Wildland Fire DP	Staff Approval	●																								
Hillside DP *See additional information*	Council Consideration	●																								
Development Variance Permits	Council Consideration	●																								
Land Use Contract Applications	Council Consideration	●																								
OCP Amendments	Council Consideration	●																								
Rezoning Applications	Council Consideration	●																								
Road Closures	Council Consideration	●																								
Sign Permits	Approval for Issuance	●	●		●																					
Soil Deposit Permits	Council Consideration	●	●																							
Soil Removal Permits	Council Consideration	●	●																							
Subdivision Final Approvals	Final Approval	●																								
Subdivision PLR Applications	PLR Issuance	●																								
Temporary Use Permits	Council Consideration	●																								
Tourism Sign Permits	Sign Quote	●																								

Planning Application Requirements
 Planning and Development

February 2020

* This list is intended to help applicants to submit complete applications. Additional submissions are required from time to time.



Planning Application Requirements- Additional Information

Document	Applicable Development Permit Area Requirement	Description
<input type="checkbox"/> Site Plan	All Development Permit Areas	A detailed, professionally-prepared Site Plan showing parking layout, all existing and proposed development.
<input type="checkbox"/> Landscape Plan	All Development Permit Areas	<ul style="list-style-type: none"> • A detailed Landscape Plan showing existing vegetated areas that are to remain undisturbed and all proposed landscaping. A full planting list and estimate is required. • A landscape plan shall be approved by a qualified environmental professional for Natural Environment Development Permits. • A landscape plan shall be prepared by a landscape architect for Multiple Unit, Town Centre, Commercial, or Industrial Development Permits.
<input type="checkbox"/> Landscape Estimates	All Development Permit Areas	A security deposit shall be one-hundred twenty-five percent 125% (Excluding GST) of the cost of the works with a minimum of one-thousand dollars (\$1,000.00) (Excluding GST), including but not limited to: inspections, monitoring, maintenance, irrigation, fencing, labour and planting materials, paid in full before permit issuance.
<input type="checkbox"/> Sustainability Checklist	Greenhouse Gas Reduction (Note: This DP Area applies to all properties in the District)	A completed Sustainability Checklist.
<input type="checkbox"/> Concept Plan	Multi-Unit, Town Centre, Commercial, Industrial	A Concept Plan showing context photos, colour elevation drawings and list of materials to be used.
<input type="checkbox"/> Environmental Assessment	Natural Environment	An Environmental Assessment must be prepared by a Qualified Environmental Professional.
<input type="checkbox"/> Environmental Monitoring Plan	Natural Environment	A detailed Environmental Monitoring Plan, describing the proposed monitoring program to be used during development.
<input type="checkbox"/> Riparian Areas Protection Regulation Report and Approval	Natural Environment	<ul style="list-style-type: none"> • For areas identified as Riparian Areas on Map 15. • The Provincial Approval must be provided at the time of a Development Permit Application.



Planning Application Requirements- Additional Information

<input type="checkbox"/> Geotechnical Hazard Assessment	Stability, Drainage	Development located within the 60m offset indicated in Map 17 C must provide a Geotechnical Hazard Assessment identifying the potential impacts on the affected drainage corridor(s).
<input type="checkbox"/> Fire Mitigation Report	Wildland Fire	A Fire Mitigation Report prepared by a Registered Professional Forester.
<input type="checkbox"/> Subdivision Plan	Agricultural	A detailed subdivision plan showing building sites, grading and buffer areas.
<input type="checkbox"/> Development Plan	Erosion	A Development Plan which complies with the Erosion and Sediment Control Best Management Practices.
<input type="checkbox"/> Engineering Assessment	Drainage	Development deemed by the District to interrupt the flow of water must provide an engineered solution for maintaining the natural drainage flow by a Qualified Professional.

Depending on the complexity of the proposed development, Development Permit applications for **Hillside Development Permits** may be required to provide the following reports:

Note: Applicant is responsible to provide supporting information as to why a specific document is not applicable to the proposed development.

<input type="checkbox"/> Site Survey	A topographic and feature survey prepared by a registered professional showing natural/existing slope contours at a 1m to 2m interval, spot elevations, existing roads, improvements and servicing, swales, knolls, bedrock outcrops, cliffs and slope transitions, seasonal and permanent watercourses, drainage routes, vegetation, top of bank and ridgelines.
<input type="checkbox"/> Preliminary Concept Plan	A detailed, professionally-prepared site plan identifying the following minimum information such as areas to be developed, natural areas to be preserved, existing and proposed development, site grading, topographic contour plans, slopes, water courses, road layout, proposed land uses, preliminary site servicing and tree-cutting limits.
<input type="checkbox"/> Initial Environmental Evaluation	An Environmental Report that provides an inventory of plant and animal species on the site and identifies any environmentally sensitive areas or species at risk, as well as identification of nesting windows and times when site grading work should not be performed. Where a site has been previously disturbed, an Environmental Management Plan outlining remediation may also be required. Overlays showing the proposed development concept in relation to the results of the feature survey, Geotechnical Hazard Assessment and Environmental Report.



Planning Application Requirements- Additional Information

<input type="checkbox"/> Grading Concept Plan	<p>A proposed site grading plan showing post- development contours in 1m to 2m intervals, as well as the development concept including building footprints and the circulation network, access to adjacent lands and proposed landscape works.</p>
<input type="checkbox"/> Visual Impact Assessment	<p>A Visual Impact Assessment of the proposed development that shows pre- and post-development conditions, including a 3D digital terrain model illustrating pre- and post-development conditions. The assessment should show proposed buildings and structures, road alignments, extent of cuts and fills and site features to be preserved or removed and should show post-development impacts on viewsapes. A viewshed analysis should be provided from a select number of valley bottom locations outside of the development site to illustrate pre- and post-development views to the site.</p>
<input type="checkbox"/> Tree and Vegetation Management Plan	<p>A Tree and Vegetation Management Plan is required and the landscape and/or planting plans should be specifically designed to promote the use of native plant species, plant health, minimize wildfire risk, minimize erosion and ensure that the landscape retains a natural appearance. Revegetation and landscape plans for hillside areas must be prepared by a Qualified Environmental Professional. A detailed landscape plan is required indicating existing vegetated areas to remain undisturbed and showing all proposed landscaping. A full planting list is required.</p>
<input type="checkbox"/> Drainage Management Plan	<p>A Drainage Management Plan may be required for the entire site and the downstream basin or basins that might be affected. In such cases, a Terms of Reference will be prepared by the District that will address the storm water issues.</p>
<input type="checkbox"/> Geotechnical Hazard Assessment	<p>A Geotechnical Hazard Assessment is required that concludes the land is safe for the use intended and identifies areas which may be unsuitable for development. The District may require owners of infill legacy sites in hillside areas to demonstrate they have completed a Geotechnical Hazard Assessment before issuing a development permit for any type of development; and may require a new Geotechnical Hazard Assessment to be completed if any of the prior studies produced by the proponent are outdated or do not meet the current regulations.</p>
<input type="checkbox"/> Erosion Control Plan	<p>An Erosion Control Plan must be prepared by a Qualified Registered Professional Engineer. The plan should identify the potential for erosion and sedimentation and describe the measures to be taken to minimize that potential before, during and after site development.</p>
<input type="checkbox"/> Retaining Wall Plan	<p>A Retaining Wall Plan showing the location and design of retaining walls including plan and profile as well as materials.</p>
<input type="checkbox"/> Site Development Cross-Sections	<p>Site Development Cross-Sections must be prepared showing pre- and post-development cross-sections.</p>

Planning Application Requirements- Additional Information

Infrastructure Summary

The Infrastructure Summary must be prepared by a Qualified Registered Professional Engineer. The summary should identify all infrastructure required to support the development and any sharing of that infrastructure with existing or future development by others. The summary should also identify the projected service life of each infrastructure component.

Driveway Access Permit

Section 9.4 of the [Highways Bylaw](#) provides:

An application for a **Driveway Access Permit** shall:

- a) be submitted in conjunction with a **Development Permit**; or
- b) where a Development Permit is not required as per District bylaws, be submitted in conjunction with a **Building Permit**;

Please see our [Quick Guide](#) for making driveway access permit application.