

All the following is required to ensure a thorough evaluation and timely decision on your application. To expedite the evaluation, all materials submitted must be clear, legible and precise. Only complete applications will be processed to ensure the processing is timely and efficient. Each application is somewhat unique and therefore additional information may be required for individual applications.

It is the applicant's sole responsibility to confirm the accuracy of all information, including details on all plans and submissions. Staff are not responsible for any errors or omissions on submitted items.

1. Completed **Application Form**.
2. Development Permit Application has been submitted including all required building and development site plans, forms and floor plans.
3. Copy of the **State of Title**. State of Title documents are available at a BC Land Titles Office or a "Title Service" Business (see yellow pages). This document must be less than 90 days old.
4. A **certificate** that all taxes assessed and rates, charges and fees imposed on the property have been paid and, where taxes, rates or assessments are payable by installments, that all installments owing at the date of the application have been paid.
5. Copy of the current **Property Assessment Notice** for the property as issued by the British Columbia Assessment Authority.
6. A **Revitalization Tax Exemption Agreement** in an executable form.
7. A copy of a **Housing Agreement** for the provision of rental housing (where applicable).
8. Details regarding the extent of the project (must involve construction that results in floor space being added to an existing building or in a new building).
9. Details regarding the value of the project (must exceed \$50,000.00) to be confirmed via the building permit process.
10. Confirmation that the proposal is consistent with the Zoning and the future land use designation for the property.
11. Confirmation that the property is not currently receiving a municipal tax exemption.
12. A **Letter of Authorization** from the registered owner of the land, their agent, or other persons having legal or equitable interest in the site if a person other than the owner is the applicant.

It is the applicant's sole responsibility to confirm the accuracy of all information, including details on all plans and submissions. Staff is not responsible for any errors or omissions on submitted items. All Plans are to be folded and submitted in complete sets. Thank you for your cooperation.