



DISTRICT OF  
**100 Mile House**

#1-385 Birch Avenue, PO Box 340  
100 Mile House, BC, V0K 2E0  
250-395-2434  
district@100milehouse.com

## LAND USE APPLICATION

Reference to Land Use Application Procedure and Fees Bylaw No. 1258

Official Community Plan  
Zoning Amendment  
Board of Variance

Development Permit  
Development Variance Permit

***Applicants are advised to consult with the District of 100 Mile House staff  
before submitting an application.***

**\*\*This application will not be accepted unless it is complete, and the required fee(s) and plans are attached\*\***

<b>APPLICATION TYPE</b>	
Check appropriate box(s)	
<input type="checkbox"/> Development Permit	Fee \$ _____
<input type="checkbox"/> Development Variance Permit	Fee \$ _____
<input type="checkbox"/> Zoning Bylaw Amendment	Fee \$ _____
<input type="checkbox"/> Official Community Plan Bylaw Amendment	Fee \$ _____
<input type="checkbox"/> Joint Zoning and Official Community Plan Bylaw Amendment	Fee \$ _____
<input type="checkbox"/> Board of Variance	Fee \$ _____
<b>Total Fee \$ _____</b>	

### PROPERTY INFORMATION

Legal Description of Property(s): \_\_\_\_\_  
 Civic Address of Property(s): \_\_\_\_\_  
 Size of Property(s): \_\_\_\_\_ BC Assessment Roll No.: \_\_\_\_\_  
 Current Zoning: \_\_\_\_\_ Current OCP Designation: \_\_\_\_\_  
 Proposed Zoning: \_\_\_\_\_ Proposed OCP Designation: \_\_\_\_\_

<b>FOR OFFICE USE ONLY</b>	
Application Fee Paid: \$ _____	Receipt Number: _____
Received by _____	Date: _____

### INFORMATION FORM

APPLICANT/AGENT	OWNER(S)
Name: _____	Name: _____
Mailing Address _____ _____	Mailing Address: _____ _____
Postal Code: _____	Postal Code: _____
Phone Numbers: (Bus): _____	Phone Numbers: (Bus): _____
(Home): _____	(Home): _____
(Fax): _____	(Fax): _____
E-mail: _____	E-mail: _____

If the applicant is not the registered owner, complete the owner information and have the property owner(s) sign the application form. Note also the owner requirement in Attachment H.

As owner(s) of the land described in this application, I/we hereby authorize \_\_\_\_\_ to act as applicant in regard to this land development application.

Signature: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_

I have attached the required documentation as noted on the Application Submission Checklist, along with the required application fee and hereby agree to submit further information deemed necessary for processing this application. Furthermore, I hereby acknowledge that any fees paid are non-refundable except as noted on the fee schedule, if applicable.

I also certify that the information contained herein is correct to the best of my knowledge and belief. I understand **this application, including any plans submitted, is public information.** I authorize reproduction of any plans/reports for the purposes of application processing and reporting.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I/We \_\_\_\_\_ agree to allow the agents of the District of 100  
(Applicant's Name)

Mile House to enter onto the subject property to inspect the land and buildings.

**A copy of a State Title of Certificate, or a copy of a Certificate of Indefeasible Title, dated no more than thirty (30) days prior to submission of the application must accompany the application as a proof of ownership.**



Services Currently Existing or Readily Available to the Property (check applicable area)

Services	Currently Existing		Readily Available*	
	YES	NO	YES	NO
Road Access	___	___	___	___
Water Supply	___	___	___	___
Sewage Disposal	___	___	___	___
Hydro	___	___	___	___
Telephone	___	___	___	___
School Bus Service	___	___	___	___

**NOTE:**\*Readily available means existing services can be easily extended to the subject property.

**Proposed Water Supply Method**

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**Proposed Sewage Disposal Method**

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**Approximate Commencement Date of Proposed Project**

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**Reasons in Support of Application**

Reasons and comments in support of the application (use separate sheet if necessary)

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**Maps and Drawings:**

The following maps and drawings must accompany the application:

1. A dimensional Sketch Plan drawn to scale showing the parcel(s) or part of the parcel(s) and the location of existing buildings, structures and uses.

Minimum size required: 11 x 17 (ledger size)

2. A dimensional Site Plan drawn to scale showing the proposed use, buildings and structures, elevations, highway access etc.

Minimum size required: 11 x 17 (ledger size)

3. A Contour Map (Plan) drawn to scale with contour interval of up to no more than 10 metres, if warranted by the topographic condition (of the subject site).

**Required: Yes** \_\_\_\_\_ **No** \_\_\_\_\_

<b>FOR OFFICE USE ONLY</b>	
<input type="checkbox"/> Application Form Complete	<input type="checkbox"/> Dimensioned Sketch Plan Submitted
<input type="checkbox"/> Application Fee Received	<input type="checkbox"/> Dimensioned Site Development Plan Submitted
<input type="checkbox"/> Certificate of Title Received	<input type="checkbox"/> Contour Map Submitted
<input type="checkbox"/> Authorization of Owner Submitted (if applicable)	<input type="checkbox"/> Other studies/Reports Submitted (if applicable)
<input type="checkbox"/> Contaminated Sites Declaration Form	

## DEVELOPMENT APPLICATION SUBMISSION CHECKLIST

DEVELOPMENT APPLICATION TYPE	REQUIRED ATTACHMENTS*
Official Community Plan Amendment	A, B, C, H
Zoning/Bylaw Amendment	A, B, C, D, E, H
Development Permit	A, B, C, D, E, F, H
Development Variance Permit	A, B, C, D, E, H
Board of Variance	A, B, C, D, E, H

\* Required attachments as described in the Development Application Attachment Information Table that forms part of this application form. Also note that all applications may be subject to 'G'

## DEVELOPMENT APPLICATION ATTACHMENT INFORMATION

ATTACHMENT	DETAILS
<b>A. STATE TITLE OF CERTIFICATE</b>	A copy of the title, issued not more than 30 days prior to the application date, for any parcel of land subject to the application and a copy of all non-financial charges (i.e. restrictive covenants, easements and right-of-ways, etc.) registered on the subject property(s). A copy of the title and the related documents can be obtained from a registry agent ( <a href="http://www.bcapra.org">www.bcapra.org</a> ), real property lawyer, notary public, land surveyor, or by signing up for a myLTSA account at <a href="http://www.ltsa.ca">www.ltsa.ca</a> .
<b>B. AGENT AUTHORIZATION</b>	Written consent of <b>all</b> property owners, with one or more owners appointing an applicant to act as agent for all purposes associated with the application.
<b>C. APPLICATION FEE</b>	An application fee as set out in Schedule A of Land Use and Development Application Procedures and Fees Bylaw No. 1258, 2013 shall accompany the application.
<b>D. SITE PLAN</b>	<p>Site plan of the proposed development drawn to scale and showing dimensions. The site plan must include:</p> <ul style="list-style-type: none"> <li>○ The civic address and full legal description of the property;</li> <li>○ Lot dimensions</li> <li>○ Existing or required rights-of-way or easements; the name and extent of roads and lanes adjacent to the property, showing the traveled portion of the roads and lanes scaled from the property line to the edge of pavement;</li> <li>○ Location and dimensions (including setbacks) of existing and proposed buildings and structures on the site (a recent survey plan is preferable)</li> <li>○ Location of existing wells or other water sources on property.</li> <li>○ Location of any existing or proposed septic fields</li> <li>○ Location of any watercourses, steep banks or slopes on or adjacent to the property</li> <li>○ Location of any existing community services of sanitary sewer, water, storm drainage and rights-of-way on the site or adjacent to the site</li> <li>○ Location of ditches, fire hydrants, fire department connections, gas lines, kiosks, hydro and telecommunications poles</li> </ul> <p>Submission must include one small scale (8/12" X 11") copy of the proposed site plan.</p>

ATTACHMENT	DETAILS
<b>E. DEVELOPMENT PLANS</b>	<ul style="list-style-type: none"> <li>○ Detailed drawings of the proposed development, including building sections, elevations and floor plans proposed for the site. Development Permit applications must include information regarding building form and character (i.e. exterior finish)</li> <li>○ A project summary sheet outlining gross site area, density and number of dwelling units, site coverage, heights, setbacks, off-street parking (required and actual), off-street loading (required and actual) and other relevant data</li> <li>○ Location and width of existing or proposed access (es) to the property, driveways, maneuvering aisles and parking layout</li> </ul>
<b>F. LANDSCAPE PLAN</b>	<ul style="list-style-type: none"> <li>○ Site plan draw to scale and showing dimensions, including any existing or proposed screening, landscaping and fencing</li> <li>○ Cost estimate prepared by a Landscape Architect or other persons approved by the Planning Department including a breakdown of plant cost, site preparation, material and labour costs.</li> </ul>
<b>G. ADDITIONAL INFORMATION THAT MAY BE REQUIRED</b>	<ul style="list-style-type: none"> <li>○ Contour plan showing land contours before and after lot grading for the subject property and the adjacent properties</li> <li>○ Geotechnical analysis</li> <li>○ Survey certificate to identify the location of existing buildings/structures or watercourses, top of banks of other physical features</li> <li>○ Location of existing or proposed refuse enclosures, refuse and recycling bins</li> <li>○ Architectural rendering drawing which depicts the design, finish and colour of proposed buildings, landscaping detail and signage location. Renderings must not be embellished with unrelated details such as vehicles, wildlife, mountain, etc.</li> <li>○ Signage plans for free standing and fascia canopy or projecting signs, including the location, dimensions, height, materials and total sign area for each sign</li> </ul>
<b>H. CONTAMINATED SITES DECLARATION</b>	<ul style="list-style-type: none"> <li>○ Completed Contaminated Sites Declaration Form.</li> <li>○ Upon review, staff will inform applicant if Site Disclosure Statement is required. If so, a fee of \$100 must accompany the Site Disclosure Statement.</li> </ul> <p>*As per the Environmental Management Act 2003, as amended and effective as of February 1, 2021.</p>



## CONTAMINATED SITE DECLARATION FORM

I, \_\_\_\_\_, hereby acknowledge that the  
*Environmental Management Act, 2003*, as amended, is effective as of February 1, 2021.

Legal Description(s):

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Based on my personal knowledge of the property in question, I do not believe that it is or has been used for any of the industrial or commercial purposes and activities specified in [Schedule 2](#) of the regulations. Accordingly, I elect not to complete and submit a 'site disclosure statement', as outlined in Section 40.(1) of the Act.

I have read [Schedule 2](#) and one or more of the identified purposes or activities is or has occurred on the land(s) legally described above.  
\*Please contact staff to submit a "site disclosure statement".

I further acknowledge that this election does not remove any liability, which may otherwise be applicable under the legislation.

\_\_\_\_\_  
Owner/Agent

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dd mm yy

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Owner/Agent

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