



District of Invermere Development Application

I/We, _____

(print full name of applicant)

of, _____

(mailing address)

(telephone and fax no's.)

- | | |
|---|--|
| <input type="checkbox"/> an official community plan amendment | <input type="checkbox"/> a zoning bylaw amendment |
| <input type="checkbox"/> a development variance permit | <input type="checkbox"/> a development permit |
| <input type="checkbox"/> a subdivision of real property | <input type="checkbox"/> a sign permit |
| <input type="checkbox"/> a land use contract | <input type="checkbox"/> a board of variance request |

for the property within the District of Invermere that is legally described below:

Lot _____ **Block** _____ **D.L.** _____ **Plan** _____ **P.I.D.** _____

Complete only if the applicant is not the registered owner of the property:

print full name(s) of owners

(mailing address)

(telephone and fax)

I/we the owners(s), acknowledge and give my/our consent to this application, and authorize the applicant to be my/our agent in this matter

REASONS FOR MAKING THIS APPLICATION

(describe as fully as possible the present use of the property, its area and physical features, the location of buildings or other improvements, the proposed use and the requested change(s) to the Official Community Plan, zoning bylaw and/or a land use contract. Attach all required materials as per the appended Plan Check List.) If necessary, please attach additional sheet(s) effectively describing your proposal.

Incomplete applications will not be accepted by the District of Invermere

Signature of applicant

Date (dd/mm/yyyy)

DEVELOPMENT APPLICATION FEES

	Fee Total	Other Costs	Non-Refundable Portion	Refundable Portion
A. Application to amend the Official Community Plan	\$1,500	Costs of Advertising	\$750	\$750
B. Zoning Bylaw Amendment	\$1,500	Costs of Advertising	\$750	\$750
C. Area Structure or Neighbourhood Plans	\$3500 + \$100/hectare (gross site area)	Costs of Advertising	\$2,500	\$1000 + \$100/hectare
D. Subdivisions (including fee simple, bareland stratas, phased stratas, and stratification of existing buildings)	\$150 for the first parcel to be created + \$125 for each additional parcel thereafter			50% refundable if application is withdrawn within 45 days
E. Application for a Development Permit				
<i>Hazardous Slopes and Watercourse, Wetlands and Wildlife Development Permits</i>	\$500		\$250	\$250
<i>Residential</i>	\$600 for the first 10 units + \$50 for each additional unit to a max. of \$5000		\$300	50% of remainder of fee
<i>Commercial</i>	\$600 for the first 500 sq m gross building area + \$50 for each additional 100 sq m to a max. of \$5000		\$300	50% of remainder of fee
<i>Minor Amendments to Development Permits</i>	\$300 - amendments to allow minor alterations to the Development Permit not exceeding \$50,000 building costs and not exceeding 50 sq m		\$150	\$150
<i>Major Amendment to Development Permits</i>	\$600 - amendments to allow major alterations exceeding \$50,000 building costs or exceeding a building area of 50 sq m		\$300	\$300
<i>Façade improvements (front building face only)</i>	\$100		\$100	
<i>Placement of Signs as per Bylaw 1044</i>	\$45		\$45	n/a

F. Application for a Development Variance Permit				
<i>Stand Alone Application</i>		\$1,000	\$500	\$500
<i>Each Variance in conjunction with a Development Permit</i>		\$200	\$200	n/a
G. Road Closure Application		\$1,000	Costs of Advertising	\$500
H. Amendments to or Discharge of a restrictive covenant		\$1,000	Costs of Advertising	\$500
I. Amendments to a Land Use Contract		\$1,000	Costs of Advertising	\$500
J. Board of Variance Applications		\$1,000		\$500

1. All costs expended as part of the District's review of a development application will be invoiced to the applicant. This review may include, but is not limited to, legal opinions, engineering review and independent environmental reviews.

DEVELOPMENT APPLICATION SUBMISSION CHECK LIST

(To be completed by Applicant)

To avoid unnecessary delays, please ensure that all information listed below is provided.

Required sets of plans should be to scale in metric, or with metric equivalent calculated from imperial measurements.

Presentation **may** include other appropriate materials at the applicant's discretion, relevant to the scale and visual impact and land use context of the proposal: e.g. models; coloured perspectives, photographs, and building material samples.

Application type	Submission Requirements	Required Plan sets
OCP Amendment/Land Use Contract Amendment	<ul style="list-style-type: none"> Application form and Items 1-4, 12-13, 16, & 20-22 	1 - Full size 5 - 11 x 17 reduction
Zoning Bylaw Amendments	<ul style="list-style-type: none"> Application form and items 1-6, 13, 16, & 20-22 	1 - Full size 5 - 11 x 17 reduction
Development Permit	<ul style="list-style-type: none"> Application form and items 1-23 	1 - Full size 5 - 11 x 17 reduction
Development Variance Permit	<ul style="list-style-type: none"> Application form and items 1-6, 8, & 20-22 provide supporting documentation outlining requested variance 	1 - Full size 5 - 11 x 17 reduction
Development Permit for Façade Improvements	<ul style="list-style-type: none"> Application form and items 1-6, 13-15 & 20-22 	1 - Full size 5 - 11 x 17 reduction
Subdivisions	<ul style="list-style-type: none"> Application form and items 1-6, 8, 12-13, & 20-22 Note: the Preliminary Layout Approval (PLA) may require additional information, works and services, and fees. 	1 - Full size 5 - 11 x 17 reduction
Signage Permits	<ul style="list-style-type: none"> Application form and items 1-8 on signage check list 	2 sets of plans

Note: in accordance with Bylaw No. 1270, 2005 you may also be required to submit information regarding the impact of your proposal on any or all of the following:

- relationship and compliance with the Official Community Plan
- traffic impacts including traffic flow
- requirements for drainage, water, sewage, and other utilities and local infrastructure
- potential impacts on adjacent land uses
- public facilities including schools and parks
- community services
- the natural environment of the affected area
- detailed geotechnical evaluation
- assessment of the impacts on community services and facilities
- staging, implementation schedule and duration of construction

Note: Items 3-10 should be in the form of a data sheet on the site plan		YES	NO
1.	State of Title Certificate ** issued not more that 30 days prior to the date of the application		
2.	Letter of authorization to agent, if applicable (interim purchase agreements are not applicable)		
3.	Legal description of subject property(s)		
4.	Civic address of subject property(s)		
5.	Architect/Designer phone and fax numbers		
6.	Lot area		
7.	Gross Floor Area		
8.	Lot coverage (%)		
9.	Height of building from average grade (at 4 sides of building)		
10.	Setbacks/yard* dimensions in metres		
11.	Floor plans indicating uses of all spaces of existing and proposed buildings		
12.	site plans prepared by a BC Land Surveyor		
13.	Site plans to scale showing building footprint and ground levels (existing and finished), adjoining streets, footprints of adjacent buildings and north arrow and scale (i.e.: 1' = 1/4" or 1:200)		
14.	All elevations to scale indicating existing average grade and finished building grade at building wall. <i>For projects where existing grade is altered, indicate finished grade at all bordering properties/streets ***</i>		
15.	Exterior treatments on all elevations identifying materials and colours <i>with colour chips included</i>		
16.	Numbered parking and loading spaces, access, layout and dimensions, surface treatment, screening, curbing, and handicap accessibility, as applicable to the proposal		
17.	Roof plans showing treatment of all exposed surfaces, including vents, chimneys, and elevator housing		
18.	Off-site information as may be relevant to the design: e.g. boulevard trees, adjacent buildings and parks, sidewalks, street furnishing etc...		
19.	As Applicable - Comprehensive hard and soft landscaping plan as per sections 33-36 of Bylaw 1165, 2003 (Development Approval Procedures and Fees Bylaw)		
20.	As Applicable - Signage details and permit application		
21.	As Applicable - rationale letter to council requesting variances		
22.	Five sets of drawings reduced to 11" x 17" (ledger size) for agenda purposes		
23.	As Applicable - One set of full size colour landscape plans and/or elevations		

Signage Permit Check list		YES	NO
1.	Legal description of subject property(s)		
2.	State of Title Certificate ** issued not more that 30 days prior to the date of the application		
3.	Civic address of subject property(s) (if applicable)		
4.	Completed application form signed by the site/building owner and, if different, the person responsible for erecting the sign		
5.	Indicate zoning for property on which sign is to be erected		
6.	Indicate type(s) of signage (as per Sign Bylaw 1044, 2001 definitions)		
7.	Drawings, to scale , which describe the dimensions, area, material, finishes, colours, size of lettering, wording, graphics, method of illumination, and mounting or erection details (indicate scale on all drawings)		
8.	Drawings or photos which show the dimensions and location of all existing and proposed signs on the building façade or on a site relative to grade, vehicle areas, and property lines		

*Definitions of technical terms are provided in the Zoning Bylaw

****Copy of Certificate of Title** should include copies of any easements and covenants and shall be less than 30 days old at the time application is submitted. This information is available from

- **BC Land Titles Office** in Kamloops, (250) 828-4455, 114 - 455 Columbia Street Kamloops British Columbia, Canada V2C 6K4 www.ltsa.ca. or

*** **A coloured perspective or rendering is recommended for council presentations**

Will the presentation include a display board/photo? Yes _____ No _____

Office use Only	
Checked for Completion by: _____	
Date: _____	
Application is: Complete _____ Incomplete _____	
Sets of full size plans submitted #: _____	Sets of ledger size plans submitted #: _____