



COLUMBIA SHUSWAP REGIONAL DISTRICT

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DEVELOPMENT APPLICATION FORM

Applicants are advised to consult with Development Services staff before submitting a Development Application to the CSR D. Fees are non-refundable unless otherwise noted. **IMPORTANT: An application is considered incomplete and pending until all required documentation is received; applications are only placed in the queue for processing once all required documentation and fees are received.**

Application Type (check all that apply). Fees outlined in [Development Services Application Fees Bylaw No. 4000](#).

Development Permit:

| | | |
|---|--|---|
| <input type="checkbox"/> Flooding/Debris | <input type="checkbox"/> Floodplain Exemption | <input type="checkbox"/> Land Use Bylaw Amendment* |
| <input type="checkbox"/> Lakes 100m | <input type="checkbox"/> Development Variance Permit-Board | <input type="checkbox"/> Zoning Bylaw Amendment * |
| <input type="checkbox"/> Steep Slopes | <input type="checkbox"/> Development Variance Permit-Delegated | <input type="checkbox"/> Official Community Plan (OCP) Amendment* |
| <input type="checkbox"/> Riparian Area | <input type="checkbox"/> Temporary Use Permit* | <input type="checkbox"/> OCP and Zoning Bylaw Amendment * |
| <input type="checkbox"/> Form/Character | <input type="checkbox"/> Temporary Use Permit Renewal | <input type="checkbox"/> Comprehensive Development Amendment* |
| <input type="checkbox"/> Amendment | <input type="checkbox"/> Board of Variance | |
| <input type="checkbox"/> Foreshore/Water (separate Application) | <input type="checkbox"/> Development Permit with Variance | <input type="checkbox"/> 'After the fact' application** |

***Sign Notification Requirements:** Certain applications require that a sign be posted on the property to advise to the community of the proposed development and invite comments and questions. Staff will advise if a sign is required as part of your application process.

****Please check off both the application type(s) and 'after the fact' application if development and/or Bylaw Enforcement has begun.**

Owner Information (Registered owner(s) information required). Additional page(s) attached. (i.e. Notice of Article/Company Summary when owner is a company)

Full Name(s):

Mailing Address (house number, street name, city, province, postal code):

Phone:

E-mail:

Applicant Information (If the applicant is not the owner(s) or if one registered owner is assigned to act as agent on behalf of all registered owners, complete this and the agent authorization section).

Full Name:

Mailing Address (house number, street name, city, province, postal code):

Phone:

E-mail:

NOTE: In order to use an **agent** to work on the owners' behalf, **all registered owners** on title must sign to grant authorization. If the property is owned by a corporation, a designated person with signing authority for the company must sign the form and provide documentation of signing authority. Attach a separate page with additional signatures if necessary.

Authorization of Agent (Complete only if the applicant is not the owner(s) or if one registered owner is assigned to act as agent on behalf of all registered owners). Additional page(s) attached.

As owner(s) of the land described in this application, I/we hereby authorize _____ to act as agent in regard to this land development application and understand that the Agent will be the point of contact with the CSR D.

Print name of Owner

Signature of Owner

Date (mm/dd/yy)

Print name of Owner

Signature of Owner

Date (mm/dd/yy)

Property Information (Complete all property information of land under application, if available).

Legal Description (lot, block, section, township, range, district lot, land district, plan):

Civic Address (house number, street name, city, province, postal code):

Parcel Identifier (PID):

Size of property (hectares or acres):

Current method of water supply: Community Water Ground Water Well Surface Water Other

Current method of sewerage disposal: Community Sewer Septic System Other

Existing Land Use (i.e. How is the land used? What buildings and structures are on the property? What are they used for?) (Please attach separate pages if necessary). Additional page(s) attached.

Proposed Use / Description of Proposed Development and / or Proposed Variances (i.e. Explain your proposal and explain why your application is necessary.) (Please attach separate pages if necessary). Additional page(s) attached.

Declaration (If no agent has been authorized as the applicant, all registered owners must sign declaration. If more than two individual owners, attach a separate page with additional signatures). Additional page(s) attached.

I, the undersigned, hereby certify that the attached information, provided with respect to this application is full and complete and a true statement of facts, and hereby agree to submit further information as may be deemed necessary for processing the application. Further, I consent to authorizing the CSRD to include and publicly disclose personal information, which does not include contact information, as defined in the Freedom of Information and Protection of Privacy Act of BC, in staff reports, meeting agendas, application file names, bylaws, and permits related to this application.

Print name of Owner/ Agent

Signature of Owner/ Agent

Date (mm/dd/yy)

Print name of Owner/ Agent

Signature of Owner/ Agent

Date (mm/dd/yy)

DEVELOPMENT APPLICATION CHECKLIST

IMPORTANT: An application is considered incomplete and pending until all required documentation in the checklist is received; applications are only placed in the queue for processing once all required documentation and fees are received.

Please contact Development Services staff if you have any questions.

Email: plan@csrd.bc.ca Phone: 250-833-5904

Checklist: Completed by Applicant/Agent

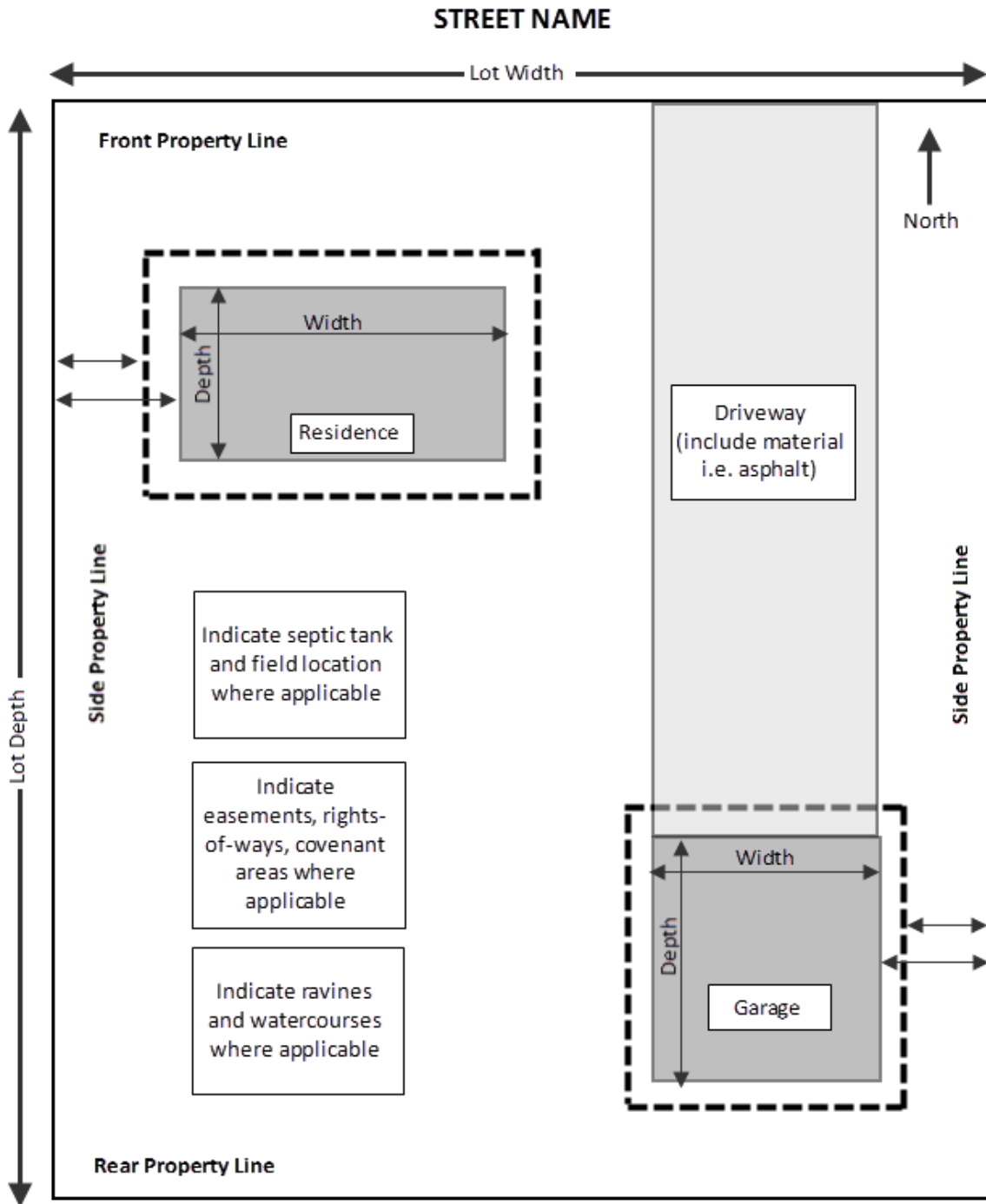
- Completed Development Application form – pages 1-2
- Fee paid: As set out in CSRD [Development Services Application Fees Bylaw No. 4000](#)
 - Application fee
 - Land Title Office registration (only applicable for Development Permits, Development Variance Permits and Temporary Use Permits)
- Certificate of Title - **dated within the last 30 days**. Obtained through [BC Land Title & Survey](#)
- All documents listed on Certificate of Title (i.e. covenants, rights-of-way, easements)
- Documentation of signing authority when Owner is a company (i.e. Notice of Article, Company Summary)
- Development Approval Information Assessments (i.e. Preliminary Project Impact Assessment – page 5, FireSmart Assessment – pages 6-7). Not required for Foreshore/Water Development Permit
- Professional report(s) if required (i.e. Hydro-Geo–Lakes 100m DP, Riparian–RAR DP, Geohazard-Steep Slopes DP)
- Site plan showing: (preferably in metric. Sample site plan on page 4)
 1. North arrow;
 2. Dimensions and boundaries of property lines;
 3. Location and dimensions of all existing and proposed buildings and structures, and the setbacks (including projections and overhangs) to parcel lines;
 4. Location of existing access roads, driveways, vehicle parking spaces, pathways, screening and fencing;
 5. Driveway material (i.e. asphalt, gravel etc.)
 6. Location of any physical or topographical constraints (such as watercourses, shorelines, ravines, wetlands, steep slopes, bedrock outcrops, etc.)
 7. Location of all existing water lines, wells, septic fields; and
 8. Existing covenant areas, rights-of-way, and easements (if applicable).

Staff may request a surveyed site plan by a BC Land Surveyor to confirm setbacks and/or building locations

- Completed [Provincial Site Disclosure Statement](#). Applicable for Development Permit (not Foreshore/Water) and Bylaw Amendment applications. Statement Form and Schedule 2 Specified Industrial or Commercial Uses attached to paper copies or [pdf fillable form here](#).

Please visit [CSRD Bill Payments](#) for all payment methods for application fees

SAMPLE SITE PLAN



PRELIMINARY PROJECT IMPACT ASSESSMENT

This preliminary assessment is required to assist the Development Services Department in assessing applications for potential community and site impact. You may be requested to supply more formal and complete information concerning the impact of your proposal before your application can be processed.

| CHECKLIST | YES | NO |
|---|-----|----|
| 1. Does the project have multiple phases? If yes, please attach the description of the phases and timeframes on a separate page. | | |
| 2. Does your property contain or have a boundary with a watercourse? | | |
| 3. Does the project involve works within 30 m (98.4 ft) of any watercourse? | | |
| 4. Does the project involve works within 100 m (328.1 ft) of a Lake? | | |
| 5. Does the project involve works on slopes of 30% or greater? | | |
| 6. Does the development have the potential to increase the need for public services or infrastructure, such as schools, roads, fire protection, solid waste facilities, transportation, hospitals, parks, etc.? | | |
| 7. Will your proposal require an amendment or variance of a CSRD bylaw or Plan? If yes, please attach the description on a separate page. | | |
| 8. Will the proposed use cause any public nuisance such as noise, odours, light/glare or dust? | | |
| 9. Are there any restrictive covenants on the proposed site? | | |
| 10. Will the proposal generate appreciable additional vehicular traffic, have a substantial effect on existing transportation systems, increase parking demands, or increase hazards for pedestrians or cyclists? | | |
| 11. Is substantial creation, upgrading or extension of utilities (sewer, water, storm drainage, etc.) required? | | |
| 12. Will the proposal impact upon parks, natural areas, beaches and waterfront access, or outdoor activities? | | |
| 13. Does the proposal have any potential to alter an archaeological site? | | |
| 14. Will any excavation, removal or addition of soil (including gravel) be required within a development permit area? | | |
| 15. To your knowledge, have any industrial or commercial uses occurred on the property which may have contributed to site contamination? If yes, please complete the Site Profile forms. | | |
| 16. Does the project involve any works on the foreshore or water structures, such as docks, buoys, marinas, etc.? | | |
| 17. Will the proposal be accompanied by any professional studies, reports, plans, etc.? If so, please provide a list that includes the professional designations of all persons involved. | | |
| 18. Are there any other major impacts you foresee your project having on the site and/or community? | | |
| 19. Does the project involve the removal, alteration, disruption, or destruction of vegetation involving more than 30% of the parcel? | | |
| 20. Have you completed and attached Schedule 'C' FireSmart Assessment? | | |
| 21. Is your FireSmart Assessment score "High" (30-35 points) or "Extreme" (>35 points)? | | |

FIRESMART ASSESSMENT

| FireSmart Assessment | Characteristics of Material | Point Rating | Your Score |
|---|--|--------------|------------|
| What kind of roofing material do you have? | Asphalt shingles, metal, clay tile or ULC rated shakes | 0 | |
| | Unrated wooden shakes | 30 | |
| How clean is your roof? | No needles, leaves or other combustible materials | 0 | |
| | A scattering of needles and leaves | 2 | |
| | Clogged gutters and extensive leaf litter | 3 | |
| What is the exterior of your home built of? | Non-combustible material stucco, metal siding, brick | 0 | |
| | Logs or heavy timbers | 1 | |
| | Wood, vinyl siding or wood shakes | 6 | |
| Are your eaves and vents closed up and screened? | Closed eaves and vents with 3 mm wire mesh | 0 | |
| | Closed eaves and vents with no mesh | 1 | |
| | Open eaves, open vents | 6 | |
| Have you screened in your balcony, deck or porch? | All decks, balconies and porches are screened or sheathed in with fire resistant material | 0 | |
| | All decks, balconies and porches are screened or sheathed with combustible material | 2 | |
| | Decks, balconies and porches are not screened or sheathed in | 6 | |
| How fire resistant are your windows and doors? | Tempered glass in all doors/windows | 0 | |
| | Double pane glass: <ul style="list-style-type: none"> • small/Medium • large | 1 2 | |
| | Single pane glass: <ul style="list-style-type: none"> • small/Medium • large | 2 4 | |
| Where is your woodpile located? | More than 10 m from any building | 0 | |
| | Less than 10 m from any building | 6 | |
| Is your home set back from the edge of a slope? | Building is located on the bottom or lower portion of a hill | 0 | |
| | Building located on the mid to upper portion or crest of a hill | 6 | |

| | | | |
|---|---|----------------------------|------------------------------|
| What type of forest surrounds your home, and how far away is it? | Deciduous trees (poplar, birch) within 10 m of buildings | 0 | |
| | Deciduous trees 10 – 30 m from buildings | 0 | |
| | Mixed wood (poplar, birch, spruce, or pine) within 10 m of the buildings | 30 | |
| | Mixed wood 10 – 30 m from buildings | 10 | |
| | Conifers (spruce, pine or fir) within 10 m of buildings <ul style="list-style-type: none"> • separated • continuous | 30 30 | |
| | Conifers (spruce, pine, or fir) within 10 – 30 m of buildings <ul style="list-style-type: none"> • separated • continuous | 10 30 | |
| What kind of vegetation grows in the zone around your buildings? | Well watered lawn or non-combustible landscaping material | 0 | |
| | Uncut wild grass or shrubs <ul style="list-style-type: none"> • within 10 m of buildings • within 10 – 30 m of buildings | 30 5 | |
| | Dead and down woody material within 10 m of buildings <ul style="list-style-type: none"> • scattered • abundant | 30 30 | |
| | Dead and down woody material within 10 – 30 m of buildings <ul style="list-style-type: none"> • scattered • abundant | 5 30 | |
| Are there abundant underbrush and ladder fuels in the surrounding forest? | None within 10 – 30 m | 0 | |
| | Scattered <ul style="list-style-type: none"> • within 10 – 30 m of buildings | 5 | |
| | Abundant <ul style="list-style-type: none"> • within 10 – 30 m of buildings | 10 | |
| The Wildfire Hazard Level for your home is : | | Total Score | |
| Low < 21 points | Moderate 21 - 29 points | High 30 - 35 points | Extreme >35 points |
| The checklist above is from the BC Edition of the Home Owners FireSmart Manual. FireSmart is a registered trademark of Partners in Protection Association. | | | |