



# COLUMBIA SHUSWAP REGIONAL DISTRICT

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## ALC EXCLUSION 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.**

Fees are outlined in [Development Services Application Fees Bylaw No. 4000](#).

Stage 1: Preliminary fee: \$650

Stage 2: Public consultation fee: \$1000

Stage 3: ALC exclusion application fee: \$750

<b>Owner Information</b> (Registered owner(s) information required). <input type="checkbox"/> 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:
<b>Applicant Information</b> (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.

<b>Authorization of Agent</b> (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). <input type="checkbox"/> 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.

**Reasoning for ALR Exclusion** (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)

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## ALC EXCLUSION 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](mailto: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)
- 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)
  - North arrow;
  - Dimensions and boundaries of property lines;
  - Location and dimensions of all existing and proposed buildings and structures, and the setbacks (including projections and overhangs) to parcel lines;
  - Location of existing access roads, driveways, vehicle parking spaces, pathways, screening and fencing;
  - Driveway material (i.e. asphalt, gravel etc.)
  - Location of any physical or topographical constraints (such as watercourses, shorelines, ravines, wetlands, steep slopes, bedrock outcrops, etc.)
  - Location of all existing water lines, wells, septic fields; and
  - 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**

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

# SAMPLE SITE PLAN

