



COLUMBIA SHUSWAP REGIONAL DISTRICT

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DEVELOPMENT APPLICATION CHECKLIST

Applicants are advised to consult with Development Services staff before submitting a Subdivision 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 is received.**

Land Development Permit, Development Variance Permit, Temporary Use Permit, Bylaw Amendment, Flood Plain Exemption, Board of Variance.

Checklist:

- Completed application form
- Fee paid: As set out in CSR D [Development Services Application Fees Bylaw No. 4000](#)
 - Application fee
 - Land Title Office registration (only applicable for Development Permits and Development Variance Permits)
- Certificate of Title or Title Search - dated within the last 30 days. Obtained through [BC Land Title & Survey](#)
- All documents listed on title (e.g. covenants and easements)
- Development Approval Information Assessments (i.e. Preliminary Project Impact Assessment, Request for Reconsideration Form, FireSmart Assessment). Applicable for Development Permit, Rezoning, and Temporary Use Permit applications. As set out in CSR D [Development Approval Information Bylaw No. 644](#)
- Completed [Provincial Site Disclosure Statement](#). Applicable for Development Permit (not Foreshore/Water) and Rezoning applications. Statement Form and Schedule 2 Specified Industrial or Commercial Uses attached to paper copies or [pdf fillable form here](#).
- Professional report(s) if applicable
- Site plan showing: (preferably in metric. Sample site plan on page 2)
 - North arrow;
 - Dimensions and boundaries of property lines, rights-of-way, and easements;
 - Location and dimensions of all existing and proposed buildings and structures, and the setbacks (including projections and overhangs) to parcel lines, rights-of-ways, easements;
 - Location of existing access roads, driveways, vehicle parking spaces, pathways, screening and fencing;
 - Material driveway is made of (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, including sizes; and
 - Existing covenant areas (if applicable).

Sample Site Plan:

