



LAND USE APPLICATION TO COUNCIL OCP/Zoning/Land Use Permits/ Liquor License Consent/Appeals

1. Property Information

Street Address	Existing Zoning
Legal Description	Existing OCP
Existing Land Use	

2. Applicant

Contact Person			
Company			
Mailing Address			
City		Province	Postal Code
Phone	Fax	E-mail	
Signature of Contact Person			Date

3. Owner Information

Does the Applicant own this property? <input type="checkbox"/> Yes (skip to Section 4) <input type="checkbox"/> No (complete the following) If Applicant does not own the property, Owner must complete and sign application or submit letter of consent.			
Registered Owner			
Mailing Address			
City		Province	Postal Code
Signature of Owner			Date

4. Nature of Application(s)

Type of Application (check all that apply)	Complete these sections (starting next page)
<input type="checkbox"/> Official Community Plan designation change	5, 6, 7
<input type="checkbox"/> Official Community Plan text amendment	5, 6, 7
<input type="checkbox"/> Zoning Bylaw land use change	5, 6, 8
<input type="checkbox"/> Zoning Bylaw text amendment	5, 6, 8
<input type="checkbox"/> Temporary Commercial or Industrial Permit	5, 6, 9
<input type="checkbox"/> Development Permit	5, 6, 10
<input type="checkbox"/> Development Variance Permit	5, 6, 11
<input type="checkbox"/> Liquor License Consent	5, 6, 12
<input type="checkbox"/> Appeal of Delegated Decision	5, 6, 13

Note: The personal information on this form is collected under the authority of the Local Government Act/Community Charter for the purpose of processing this application, and is subject to the Freedom of Information and Protection of Privacy Act. Any questions regarding this collection should be directed to the Corporate Services Department, Town of Oliver, phone 250-485-6200.

5. Proposed Development (complete for all applications)

Describe the extent and nature of your proposed development. Attach scale plans and additional pages as required:

6. Reasons in Support (complete for all applications)

Please supply reasons in support of your application:

7. Official Community Plan Amendment Application

Requested new Land Use designation is:

Requested text amendment to the OCP Bylaw is:

8. Zoning Bylaw Amendment Application

Requested new Zoning is:

Requested text amendment to the Zoning Bylaw is:

9. Temporary Commercial or Industrial Permit Application

Check one: Commercial Permit OR Industrial Permit

Describe the nature of permit and proposed term of permit.

Applicant Initials _____

10. Development Permit Application

Indicate the total estimated value of your development. Include all phases covered by this application.	\$
Development Permit Area (check all that apply):	
<input type="checkbox"/> Multi-Family Residential Area	<input type="checkbox"/> Industrial Park Area
<input type="checkbox"/> General or Tourist Commercial Area	<input type="checkbox"/> Environmentally Area
<input type="checkbox"/> Downtown Commercial Area	<input type="checkbox"/> Riparian Area

11. Development Variance Permit Application

Describe all variances requested (Attach additional sheets if required):
Variance # 1:
Variance # 2:
Variance # 3:
Variance # 4:

12. Liquor License Consent Application

Describe license application being requested:
Describe what consent is being sought from council:

13. Appeal of Delegated Decision

Describe staff decision that is being appealed:
Provide reasons for your appeal:

Application Checklist

Please ensure the following items are included with your application. Incomplete applications may be rejected or create unnecessary delays or incur additional costs.	
<input type="checkbox"/> fully completed application form	<input type="checkbox"/> initial fee as calculated by municipal staff
<input type="checkbox"/> owner's signature if different from applicant	<input type="checkbox"/> renderings/plans to illustrate application (11' x 17')
<input type="checkbox"/> current state of title certificate	<input type="checkbox"/> a list of exterior building materials proposed
<input type="checkbox"/> copy of all relevant charges registered on the property	<input type="checkbox"/> a list of exterior building colors (including paint chips)
<input type="checkbox"/> landscaping plan/plant list complete with cost estimate (including installation costs)	<input type="checkbox"/> any other documentation required to describe or support your application

Office Use Only

<i>Initial fee received \$</i>	<i>Receipt #</i>
<i>Collector signature</i>	<i>Date</i>
<i>Backflow Prevention Assembly required: RP / DCVA / None</i>	
<i>Comments:</i>	
<i>Public Works approval</i> _____	<i>Date:</i> _____

Fee Schedule

Initial fees are based on the following table. Actual fees may vary depending on the complexity of your application, the value of your development or requirements for land title searches and preparation or review of survey plans and legal documents. Once calculated, all fees must be paid in full prior to final approval of your application.

Zoning and Official Community Plan Applications			
Change of OCP designation			1,000
Minor OCP text change			500
Change Zoning designation			1,000
Minor zoning text amendment			500
Joint OCP/Zoning designation change			1,500
Joint OCP designation/Zoning text change			1,250
Joint OCP text/Zoning designation change			1,250
Joint OCP/Zoning text change			750
Complex OCP/Zoning amendment requiring significant planning consultant costs (or amended amount set by council)			3,500
Temporary Industrial or Commercial Permit Applications			700
Development Permit Applications			
Unless otherwise specified			750
Permit value over \$1 million (fee/\$1million value)			1,000
Minor permit less than 2 hours staff time			200
Variance Permit Applications			
Basic fee includes one bylaw section variance			400
Basic fee if jointly applied with development permit			200
Extra fee <i>for each additional bylaw section</i> varied	add		100
Liquor License Consent Applications			
Applications requiring public input			1,000
All other applications			500
Riparian Area Assessments			
Additional fees to process riparian area assessments	add		100
Appeal of Delegated Decisions			100
Land Title Fees			
Additional fees for each title search required			15
Additional fees for each document retrieval			20
Fee to draft each covenant or right of way agreement			50
Hourly fee for legal review of covenant or right of way			250
Preparation of survey plan			at cost
TOTAL INITIAL FEE			