



PERMIT APPLICATION FORM

Development Permit Temporary Use Permit Amendment to a Permit

OFFICE USE ONLY

Application Fee: _____ Receipt No.: _____ File No.: _____

SECTION 1: DESCRIPTION OF PROPERTY
(AS INDICATED ON THE STATE OF TITLE CERTIFICATE)

Legal Description _____

Civic Address _____

Electoral Area _____ Parcel Identifier (PID) _____

SECTION 2: OWNER INFORMATION
(ATTACH ADDITIONAL PAGE IF MORE THAN TWO OWNERS)

<p>1) _____</p> <p>Name _____</p> <p>_____</p> <p>Mailing Address _____</p> <p>_____</p> <p>Town/Province _____ Postal Code _____</p> <p>_____</p> <p>Telephone/Cell _____ Fax _____</p> <p>_____</p> <p>Email _____</p>	<p>2) _____</p> <p>Name _____</p> <p>_____</p> <p>Mailing Address _____</p> <p>_____</p> <p>Town/Province _____ Postal Code _____</p> <p>_____</p> <p>Telephone/Cell _____ Fax _____</p> <p>_____</p> <p>Email _____</p>
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I would prefer all correspondence via: email regular mail fax

SECTION 3: AGENT INFORMATION

Name _____	Mailing Address _____	Town/Province _____
Postal Code _____	Telephone/Cell _____	Fax _____
		Email _____

I would prefer all correspondence via: email regular mail fax

SECTION 4: DESCRIPTION OF PROPOSAL

I/We, the registered owner(s) of the above noted property, hereby make an application under Section 920 or 921 of the *Local Government Act* to:

- subdivide the land within a Development Permit Area
- construct a building or structure, or addition thereto within a Development Permit Area
- alter the land within a Development Permit Area for the purpose of: _____
- issue a temporary use permit for the purpose of: _____

SECTION 5: REQUIRED DOCUMENTATION

An application for a Development or Temporary Use Permit shall include the following:

- If an agent is representing the registered owners, a Letter of Authorization attached as Schedule “F” to the Powell River Regional District Development Services Procedures Bylaw No. 477, 2013;
- A current Certificate of Indefeasible Title dated no more than 30 days prior to the date of application, together with copies of any charges registered against the title of the property;
- A written explanation of the proposal;
- A scaled survey plan, drawn to the satisfaction of the Regional District’s Manager of Planning at a maximum scale of 1:250 that shows the subject property and includes:
 - The scale and a North arrow;
 - The legal description and municipal address of the site;
 - Parcel(s) boundaries, dimensions, and area(s);
 - Proposed subdivision of parcel(s) if applicable;
 - Location of all existing and proposed roads;
 - Location of all site access and egress points;
 - Location and type of all existing and proposed easements and covenants;
 - Location of any registered utility rights-of-way (including Plan number);
 - Location of all watercourses, riparian areas, environmentally sensitive areas, natural hazard areas, and their associated setbacks;
 - Size and location of all existing and proposed buildings, structures, and their uses; and,
 - Location of all existing and proposed water lines, wells, septic fields, and sanitary sewer and storm drain facilities, including sizes.

Additionally, for Temporary Use Permit applications, the following information is also required:

- Location of existing and proposed vehicular, cycling, and pedestrian internal routes and access points;
- Location of existing and proposed off-street parking and loading spaces, garbage and recycling provisions;
- Location and type of existing and proposed landscaping;
- Existing and proposed on-site services including type and location of each service; and,
- Location and type of existing and proposed signage.
- A signed copy of the Riparian Areas Regulation Property Declaration Form attached as Schedule “G” to the Powell River Regional District Development Services Procedures Bylaw No. 477, 2013;
- Electronic copies of all plans; and,
- The required application fee as stipulated in Schedule “A” of the Powell River Regional District Development Services Procedures Bylaw No. 477, 2013.

For Development Permit applications, the following information may also be required:

- If the proposed development is within a Development Permit Area designated as a Hazard Area by any PRRD bylaws, a geotechnical report, including a site plan, prepared by a qualified geotechnical professional, which assesses the geotechnical suitability of lands to be developed for the use intended; and,
- If the proposed development is within a Development Permit Area designated as a Riparian Area by any PRRD bylaws, or if the proposed development is located within a riparian assessment area as defined by the *Riparian Area Regulation*, a Riparian Area Assessment as stipulated in Section 4 of the Riparian Area Regulation.

If a development is proposed in an area that is designated as a Development Permit Area by any PRRD bylaws but is clearly not in the proximity of a Riparian Assessment Area or a Hazard Area, then at the discretion of the Manager of Planning, some of the requirements listed above may be waived. In these cases, applicants will still be required to apply for a Development Permit. Furthermore, an initial site visit and subsequent monitoring may be required as a condition of the Development Permit.

Finally, depending on the scale and complexity of the application, additional information may be required to properly evaluate a proposal.

SECTION 6: REGISTERED OWNER'S AUTHORIZATION

(ATTACH ADDITIONAL PAGE IF MORE THAN TWO OWNERS)

I hereby declare that all the above noted statements and information contained in this application and supporting documents are true and correct.

Signature of Registered Owner

Date

Signature of Registered Owner

Date

In order to process your application, please provide all necessary documentation with your application. Contact the Manager of Administrative Services at the Powell River Regional District if you require assistance.

Submit the completed application form, required fee, plans, and supporting material to the Powell River Regional District. The fee is payable to the "Powell River Regional District".

Powell River Regional District
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