

DEVELOPMENT APPLICATION PACKAGE

Official Community Plan (OCP) Amendment	Zoning Bylaw Amendment	OCP and Zoning Bylaw Amendment
Development Permit (DP)	Development Variance Permit (DVP)	Temporary Use Permit (TUP)
Applicant Information		
Applicant Name:		
Company Name:		
Telephone:	Cell Phone:	E-Mail:
Mailing Address:		Postal Code:
Property Information		
Civic Address of property:		
Current Use of property:		
Size of property:		
Project Information		
<p>For all applications complete the attached 'Development Application Checklist'.</p> <p>In a separate letter fully describe the proposed development. OCP and Zoning Bylaw amendment applicants are required to include details of community benefits and a "vision context statement" explaining how the proposal meets the 'Community Vision for a Sustainable West Coast Town'.</p>		
Authorization - All property owners on the certificate of title must complete this section.		
I/We hereby declare that all of the above statements and information contained in the material submitted in support of this application are, to the best of my knowledge, true and correct in all respects.		
Registered Owner's: (This application is made with my full knowledge and consent)		
Registered Owner's Name:	Signature:	Date:
Registered Owner's Name:	Signature:	Date:
Applicant's Name:	Signature:	Date:

The personal information on this form is collected under the authority of the *Community Charter* and will be used for the purpose of running the municipality. If you have any questions about the use and collection of this information, contact the Corporate Officer- 250.245.6417

To submit by mail: Town of Ladysmith P.O. Box 220 Ladysmith, B.C. V9G 1A2	To submit in person: City Hall 410 Esplanade Ave. Ladysmith, B.C.	For further information: Development Services Department 132C Roberts St., Ladysmith, B.C. Telephone: 250.245.6410 Email: ds@ladysmith.ca
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DEVELOPMENT APPLICATION CHECKLIST

Basic Requirements		Check, if provided	Office Use Only
1	A completed application form, project description letter, and checklist(s)		
2	Application Fee		
3	State of Title of Certificate (current within 60 days)		
4	Copies of covenants, rights of way, easements registered on the Title		
5	Permission of the Registered Owner(s) (signature on application form or letter of authorization)		
6	Proof of ownership of the company on certificate of title (if applicable)		
7	Site Profile Form, if applicable (available from the Development Services Department or at www.ladysmith.ca/business-development)		
8	Riparian Area Assessment Report, if applicable		
9	Survey for the subject property (completed by a B.C. Land Surveyor)		
Site Plan - Data Sheet Provide these items in the form of a data sheet on the site plan. Use metric dimensions.			
1	Architect/Designer (phone/fax number/email address)		
2	Name of Registered Owner(s)		
3	Address of subject property (civic address and legal description of property)		
4	Site Area (from a site survey)		
5	Parcel Coverage		
6	Floor Area / Number of Dwelling Units		
7	Floor Space Ratio		
8	Building height and number of storeys		
9	Landscape requirements (shade trees and landscape buffers)		
10	Off-street parking calculation (vehicle, loading, and bicycle)		
11	Development Permit Area, if applicable		
Site Plan (1 full size, 3 reduced (8.5 x 11), digital) Provide these items on the site plan. Use metric dimensions.			
1	North arrow, scale, date of plan		
2	Dimensions (based on the BCLand Surveyor survey for the subject property); and show all property lines, rights of way, easements, and/or covenant areas		
3	Detail to show compliance to the Zoning Bylaw regulations for the subject property		
4	Location, number and dimensions of all off street parking and loading areas		
5	Existing and proposed vehicle, pedestrian and bicycle access points to the site and off street parking and loading areas		
6	Water bodies, water courses, contours, and other significant natural features including grades (overlay RAR and/or SPEA areas if applicable)		
7	Works & services improvements adjacent to the development site such as sidewalks and street trees etc. (contact TOL Engineering Dept. 250.245.6445)		



Elevation Plans (1 full size, 3 reduced (8.5 x 11), digital)		Check, if provided	Office Use Only
1	Average, existing and finished grades		
2	Building height (B.C. Land Surveyor height survey may be required)		
3	Building elevations, including window and door details		
4	Dimensioned walkways and surface treatment		
5	Exterior finishing materials and colours (sample board)		
6	Streetscape sketch showing project relationship to neighbouring properties/ context		
7	Coloured rendering (building massing/perspective & landscape plan)		
8	Design rationale		
Landscape Plan (1 full size, 3 reduced (8.5 x 11), digital)			
1	Detailed plan showing retained trees, new plantings, shade trees and landscape buffers (including species, size, quantity, location, irrigation, finished grade)		
2	Surface materials, including paving treatment		
3	Site signage and lighting		
4	Final grading plan and location of retaining walls (with height and material details)		
5	Outdoor structures, including recycling/garbage enclosure, fencing		
6	Cost estimate for completion of landscaping from a Landscape Professional. (Security will be required prior to issuance of a development permit.)		
Signage Plan (1 full size, 3 reduced (8.5 x 11), digital)			
1	Size, type and location of sign(s) and/or canopy (Refer to the Sign and Canopy Bylaw)		
2	Appearance details, including materials & paint /colour samples (signs and canopy)		
3	Coloured renderings (showing sign and canopy design and locations)		
Engineering (1 full size, 3 reduced (8.5 x 11), digital)			
1	Engineering and serving pre-design submission		
2	Final grading plan - from property line to property line showing landscaping, building elevations and grade implications to adjacent properties and the street		
Reports/Studies/Other (2hard copies, digital)			
1	Traffic study		
2	View study, shadow study		
3	Heritage or archaeological assessment		
4	See the Community Amenity Contribution (CAC) policy for rezoning applications		
5	Describe green building and design features that are proposed in the development		
6	Impact study (economic, environmental, infrastructure, CPTED)		
7	If a public meeting was held, provide a complete summary of comments heard and describe how the development proposal responds to neighbourhood interests.		
Submitted by:			
Applicant's Name:			
Applicant's Signature:			
Date:			