

# DEVELOPMENT APPLICATION CHECKLIST

## DEVELOPMENT VARIANCE PERMIT

Development Variance Permits are used to adjust zoning requirements for a specific project. A Development Variance Permit cannot change the permitted uses, density or residential tenure required by the Zoning Bylaw.

This checklist will help you determine what to include in your development application. If you have questions or require any additional information, please contact Development Services at [250.245.6415](tel:250.245.6415) or by email at [ds@ladysmith.ca](mailto:ds@ladysmith.ca). Pre-application meetings are welcomed. If you would like to make a Board of Variance Application, please contact Development Services.

### MUST HAVE ITEMS:

Once we receive these “must have” items, we will start to process your application. This will help us to process all applications as quickly as possible. The Application and Appointment of Agent Forms are available at [ladysmith.ca](http://ladysmith.ca). Please provide one digital and one full sized hard copy of each document.

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#### Development Application Form

This form must be fully completed for your project and signed!

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#### Appointment of Agent Form (if applicable)

This form must be signed by the owner(s), authorizing the agent to make the application and communicate with the Town on the owner's behalf.

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#### Rationale Letter

Provide a letter fully describing the proposed development.

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#### Site Plan

See 'Tip Sheet' below for details on what to include.

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#### Site Plan - Data Sheet

See 'Tip Sheet' below for details on what to include.

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#### Certificate of Title

Provide a current title (within 30 days) and include any Charges or Interests such as easements, rights of way, covenants, geotechnical reports, etc.

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#### Corporate Summary (if applicable)

This is required if the property is owned by a corporation.

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#### Site Disclosure Statement

Provide a Site Disclosure Statement as required by the *Environmental Management Act*  
[www2.gov.bc.ca/gov/content/environment/air-land-water/site-remediation/guidance-resources/forms](http://www2.gov.bc.ca/gov/content/environment/air-land-water/site-remediation/guidance-resources/forms)

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#### Application Fee

## MAY BE REQUIRED ITEMS:

Book a pre-application meeting to review the items that may be required. In some cases, additional information may be required if questions come up while your file is being processed. Please provide one digital and one full sized hard copy of each document.



### Site Survey

It is strongly recommended that you provide a survey of the property prepared and sealed by a BC land surveyor.

# DEVELOPMENT APPLICATION TIP SHEET

This “tip sheet” provides details of what should be included in each plan. Please use metric dimensions and include one digital and one full sized hard copy of each document.

## SITE PLAN

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**North Arrow, Scale, Date of Plan**

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**Dimensions of Property and Buildings**

Based on the BCLand Surveyor survey for the subject property. Show all property lines, rights of way, easements, and/or covenant areas. Show existing and proposed buildings.

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**Detail to Show Zoning Compliance**

Show compliance with the Zoning Bylaw regulations for the subject property (e.g. building dimensions, setbacks).

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**Location, Number and Dimensions of all Off Street Parking and Loading Areas**

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**Existing and Proposed Vehicle, Pedestrian and Bicycle Access Points**

To the site and off street parking and loading areas.

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**Water Bodies, Water Courses, Contours, and Other Significant Natural Features**

Include grades (overlay RAR and/or SPEA areas if applicable).

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**Works & Services Improvements Adjacent to the Development Site**

Such as sidewalks and street trees etc. (contact TOL Engineering Dept. 250.245.6445).

## SITE PLAN – DATA SHEET

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**Architect/Designer**

Phone or email address.

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**Name of Registered Owner(s)**

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**Address of Subject Property**

Civic address and legal description of property.

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**Site Area**

From a site survey.

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**Parcel Coverage**

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**Floor Area / Number of Dwelling Units**

## SITE PLAN – DATA SHEET (Continued)

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**Floor Space Ratio**

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**Building Height and Number of Storeys**

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**Landscape Requirements**

Shade trees, landscape buffers, and height of retaining walls.

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**Off-Street Parking Calculation**

Vehicle, loading, and bicycle.

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**Development Permit Area (if applicable)**