

DEVELOPMENT APPLICATION CHECKLIST

OFFICIAL COMMUNITY PLAN AMENDMENT

ZONING BYLAW AMENDMENT

TEMPORARY USE PERMIT

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. Pre-application meetings are welcomed.

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. 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 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 and how it aligns with the Official Community Plan.

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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, permits, 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

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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.

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| <input type="checkbox"/> | Transportation Impact Assessment |
| <input type="checkbox"/> | View Study |
| <input type="checkbox"/> | Shadow Study |
| <input type="checkbox"/> | Conceptual Site and Elevation Plans |
| <input type="checkbox"/> | Heritage or Archaeological Assessment |
| <input type="checkbox"/> | Impact Studies: Economic, environmental, infrastructure |
| <input type="checkbox"/> | Site Survey |
| <input type="checkbox"/> | Servicing Study |
| <input type="checkbox"/> | Geotechnical Assessment |
| <input type="checkbox"/> | Wildfire Assessment |
| <input type="checkbox"/> | Review of Community Amenity Contribution (CAC) Policy |
| <input type="checkbox"/> | Proposed Green Building and Green Design Features |
| <input type="checkbox"/> | Neighbourhood Information Meeting Summary Report |