

Application for Development Permits



**Development Services
Department**
Regional District of Central Okanagan
1450 K.L.O. Road,
Kelowna, B.C. V1W 3Z4
Phone: (250) 469-6227
Fax: (250) 762-7011
www.regionaldistrict.com

Office Use Only

File No.
Appl Fee(s) from Sect. 3 _____
Electoral Area _____
Date Received _____
Receipt No. _____

Sections 1, 2, 3 and 6 of this application form must be filled in for all applications.

In Sections 4 the applicant must select (check mark) the appropriate type of development permit application to show the specific type(s) of application being applied for, and indicate the information required for that type of application has been included with the application.

Section 5 is optional and only to be filled in if a variance to a bylaw regulation is a part of the application.

Schedules 1 through 6 of the application form are referred to only for certain types of development permit as further indicated in the application.

More than one development permit can be applied for using a single form. Multiple application forms are not necessary. Note that if the application includes more than one type of development permit additional application fees may be required. See the schedule of fees for more information.

It is strongly recommended that the applicant meet with staff to review development permit guidelines and application requirements prior to producing drawings and reports in order to ensure understanding of the development permit guidelines, ensure appropriate information is included, and avoid unnecessary delays.

A building permit will not be issued until after a required development permit has been approved and issued.

There may be charges and costs unrelated to this application that are assessed at the time of building permit or subdivision such as development cost charges, sewage utility latecomer fees, etc.

Section 1 Description of Owner (and Agent if applicable) (This section must be filled in)

Owner(print clearly) _____	Agent(print clearly) _____
Address _____	Address _____
Phone (daytime) _____	Phone (daytime) _____
Phone (other) _____	Phone (other) _____
Fax _____	Fax _____
E-Mail _____	E-Mail _____

<u>Office Use Only</u>			
Type of development permit(s) applied for:	<input type="checkbox"/> Form/Character/Landscaping	<input type="checkbox"/> Sensitive Terrestrial Ecosystem	
<input type="checkbox"/> Sensitive Aquatic Ecosystem	<input type="checkbox"/> Hillside/Slope Stability	<input type="checkbox"/> Wildfire	

Section 2 Description of Property (This section must be filled in)

Lot _____ Plan _____ Block _____ District Lot _____ Section _____ Township _____

Street Address _____

Zone from Zoning Bylaw #871 (or in the case of Joe Rich the RLUB designation) _____

Official Community Plan designation (if located within an OCP) _____

Current Land Use (brief description) _____

Proposed Land Use (brief description) _____

Current method of sewage disposal: Community Sewer Septic Tank Other

Current method of water supply: Community Water Well Other

Land is in the Agricultural Land Reserve: Yes No

Section 3 Required Information (This section must be filled in and the items provided with the application.)

All of the following items must accompany the application. Included are (check off the boxes):

Development Permit Application fee(s) (Must accompany all applications). There is a separate additional fee for different types of development permit included in the application. Multiple application forms are not required.

<input type="checkbox"/>	Multiple Unit Housing Development Permit	\$1500.00
<input type="checkbox"/>	Commercial/Industrial Development Permit	\$1000.00
<input type="checkbox"/>	Sensitive Terrestrial Ecosystem Development Permit	\$695.00 plus \$10.00 per lot
<input type="checkbox"/>	Sensitive Aquatic Ecosystem Development Permit	OR
<input type="checkbox"/>	Hillside or Rural Hillside Development Permit	\$1386.00 w/ Board review
<input type="checkbox"/>	Wildfire Interface Development Permit	
<input type="checkbox"/>	Minor Development Permit (no variance permitted)	\$150.00
<input type="checkbox"/>	The Application includes a request for variances to a Regional District bylaw(s)	\$700.00 plus \$100.00 per Variance

The total application fee is _____

- Proof of ownership of the property** (Must accompany all applications) A state of title certificate no more than 90 days old (available from the BC Registrar of Land Titles) is required.
- Existing covenants and previously issued development permits registered on the title.** (Must accompany all applications)
- A letter from the owner authorizing the agent to act on his behalf for the purposes of the application.** This is required only where the owner has decided that another person is to act on the owner's behalf for the purposes of being the contact and providing direction for the application.
- Schedule 1 – Site Profile OR Site Profile Waiver**

Section 4 Specific Development Permit Area Requirements *(The applicant must indicate the type of development permit(s) being applied for, and the submission of the reports and drawings for that type of development permit)*

A proposal may be affected by more than one type of development permit area. In that case the objectives, guidelines and requirements for each type of development permit must be considered.

Indicate (check off) each type of development permit being applied for, and that the required drawings and reports for each type of development permit are enclosed with the application.

For all drawings, plans and professional reports the following copies are required to be submitted with the application:

Number of each drawing/plan:

- two (2) full sized sets of professionally stamped drawings 24”by 36”
- one (1) 11” by 17” reduction suitable for photocopying
- Adobe “PDF” versions of all digitally produced drawings.

Number of professional report(s) required - two (2) bound copies of professionally stamped report

- one (1) unbound, stamped and suitable for copying
- Adobe “PDF” versions of all reports and plans

DEVELOPMENT PERMIT FOR THE FORM, CHARACTER, AND LANDSCAPING OF MULTIPLE UNIT, COMMERCIAL AND INDUSTRIAL DEVELOPMENT

Check this box if this application is for a development permit for the Form, Character and Landscaping of Multiple Unit, Commercial and Industrial Development.

All of the drawings and plans must be stamped and signed by a professional architect and/or landscape architect registered in BC with their respective professional societies.

The following have been included with the application (check off the boxes) *(Required for this type of development permit):*

A signed Schedule 4 undertaking to retain a landscape architect (See Schedule 4 of this application form). The letter is required in order to ensure installation and completion of the landscape in accordance with the landscape plan that will form part of the development permit.

A completed design evaluation from for multiple unit residential development permits (See Schedule 6 of this application form). This is required only where the application is for a development permit for form, character and landscaping of multiple unit residential development.

Site plan no greater in scale than 1:200 showing:

- o the location of the proposed building,
- o on-site parking spaces, loading spaces and site layout,
- o offsite information that may be relevant such as public roads, parks, sidewalks etc.
- o existing and proposed site elevations,
- o setbacks required in the bylaw
- o any easements or right of ways (or similar) that may affect site and building layout
- o fences, screening and signage

- Data sheet** either separate or listed on the site plan:
 - lot area in square metres,
 - percentage (%) of lot coverage
 - Gross floor areas in square metres
 - Building height in metres from existing average grade
 - existing average grade of building and any changes in grade *(provide all information necessary to calculate the height in accordance with the bylaws of the Regional District)*
 - number of storeys
 - Number of parking spaces provided
- Landscape plan** no greater in scale than 1:200 showing
 - Plant names (including latin name), numbers, and their location
 - Hard surface landscaping, signage, patios, fences, retaining walls, etc.
 - Notations required in accordance with the design guidelines of the Regional District
 - Landscape cost estimate for total installation including irrigation, fabric and mulch
- Building elevation drawings** indicating all materials and colours, and including **one set rendered to illustrate colours.**
- Site section profile through the site and neighbouring lands** to show relative topography and important relationships between proposed buildings, the site, and the surrounding area.
- Topographic plan** showing predevelopment current topography and contours including existing elevations at the property line as well as post development proposed topography including proposed elevations and contours.

DEVELOPMENT PERMIT FOR SENSITIVE TERRESTRIAL ECOSYSTEMS

- Check this box if this application is for a development permit for Sensitive Terrestrial Ecosystems.**

All of the following must be stamped and signed by a by a qualified environmental professional as outlined in the development permit guidelines for this development permit area.

The following plans, reports, and information have been submitted with the application (check off the boxes): *(Required for this type of development permit):*

- Signed Schedule 5 undertaking to retain a qualified environmental professional. (See Schedule 5 of this application form)** The letter is required in order to ensure completion of the development permit requirements.
- Environmental Impact Assessment** prepared by a qualified environmental professional in a report that conforms to **Schedule 1** of this application that considers the development permit guidelines from the Official Community Plan (or Rural Land Use Bylaw)
 (Please also ensure an electronic copy of the Environmental Impact Assessment is forwarded/e-mailed to the Development Services Department)
 (For more important information see the development permit guidelines for this particular type of development permit and the attached **Schedule 1** "Professional Reports for Environmental Impact Assessments")

DEVELOPMENT PERMIT FOR SENSITIVE AQUATIC ECOSYSTEMS

- Check this box if this application is for a development permit for Sensitive Aquatic Ecosystems.

All of the following must be stamped and signed by a by a qualified environmental professional as outlined in the development permit guidelines for this development permit area

The following plans, reports, and information have been submitted with the application (check off the boxes): *(Required for this type of development permit):*

- Signed Schedule 5 undertaking to retain a qualified environmental professional. (See Schedule 5 of this application form)** The letter is required in order to ensure completion of the development permit requirements.
- 2 copies of an Environmental Impact Assessment** prepared by a qualified environmental professional in a report that conforms to **Schedule 1** of this application that considers the development permit guidelines from the Official Community Plan (or Rural Land Use Bylaw)
(Please also ensure an electronic copy of the Environmental Impact Assessment is forwarded/e-mailed to the Development Services Department)
(See the development permit guidelines for this particular type of development permit and the attached **Schedule 1** "Professional Reports for Environmental Impact Assessments" for more details)

DEVELOPMENT PERMIT FOR HILLSIDE OR RURAL HILLSIDES

- Check this box if this application is for a development permit for Hillside or Rural Hillsides.

All of the following must be stamped and signed by a by a qualified professional engineer registered in BC specializing in geotechnical issues.

The following plans, reports, and information have been submitted with the application (check off the boxes): *(Required for this type of development permit):*

- Geotechnical Assessment** prepared by a qualified professional engineer registered in BC specializing in geotechnical issues in a report that conforms to **Schedule 2** of this application that considers the development permit guidelines from the Official Community Plan (or Rural Land Use Bylaw)
(See the development permit guidelines for this particular type of development permit and the attached **Schedule 2** "Professional Reports for Hillside Development and Slope Stability" for more details)
- Plan of the entire site with current existing grades and proposed finished grades** at all boundaries of the site, and the area of proposed construction and site disturbance clearly indicated.

DEVELOPMENT PERMIT FOR WILDFIRE INTERFACE CONSTRUCTION HAZARD

- Check this box if this application is for a development permit for Wildfire interface Construction Hazard.** *(Should the intention be to adhere to all the development permit guidelines, the registration of a covenant and agreement to submit building plans that follow the guidelines may mean a development permit is not necessary. The Inspection Services Department can provide more information):*

All of the following must be stamped and signed by a by a professional forester registered in BC (Where it is proposed that the guidelines not be adhered to, a professional engineer registered in BC must certify that the level of fire safety is equivalent or better than the guidelines.)

The following plans, reports, and information have been submitted with the application (check off the boxes): *(Required for this type of development permit):*

- Wildfire Hazard Assessment** prepared by a professional forester registered in BC (where it is proposed that the guidelines not be adhered to, a professional engineer registered in BC must certify that the level of fire safety is equivalent or better than the guidelines) in a report that conforms to **Schedule 3** of this application that considers the development permit guidelines from the Official Community Plan (or Rural Land Use Bylaw) (See the development permit guidelines for this particular type of development permit and the attached **Schedule 3** “Professional Reports for Wildfire Interface Construction Development Permits” for more details)

Section 5 Variances to a Regional District Bylaw *(Optional section – not required)*

A development permit application may include a request to vary specific regulations of bylaws of the Regional District. All bylaws and regulations of the Regional District must be adhered to unless a specific variance is approved and included in the development permit.

List all requested variances, if any, to the regulations in bylaws. Clearly state each specific item, for example: “Zoning Bylaw #871 – A reduction of regulation 10.1.8 minimum rear setback in the R-3A zone from 9.0 metres to 7.5 metres.” Each variance should also be marked on the applicable drawings. Include a written rationale for requesting each variance. A variance cannot be considered where use or density would be affected *(Attach additional pages if necessary)*.

Section 6 Signatures *(This section must be filled in)*

I hereby grant Regional District staff full right of access to the subject property, between the hours of 8:00 a.m. and 4:00 p.m., Monday through Friday, except Statutory Holidays, while this application is in effect.

Date: _____

Owner (signature)

(If the owner is a registered company then the signature must be of a person with authority under the company to submit this application and their title under the company must be indicated)

Date: _____

Agent of Owner (if applicable) (signature)

Important information

- **There may be charges and costs unrelated to the development permit application that are assessed when a building permit is applied for such as development cost charges, sewage utility latecomer fees, etc.**
- **A building permit will not be issued until a development permit has been approved and issued.**
- *The application must be complete including all information for all development permit areas that may affect the property. All incomplete applications will be returned.*
- *Information contained on this form is collected in accordance with the Local Government Act of BC and is subject to the Freedom of Information and Privacy Act of BC. All submitted items will not be returned to the applicant.*
- *There are development permit application guides available that further describe the steps and process in considering the application. A copy can be obtained from the Regional District of Central Okanagan website www.regionaldistrict.com. Go to the Planning Section page and click on "Applications and application guides".*

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“Schedule 1”
of the Application Form for Development Permits
(To be used ONLY for applications for a development permit for Sensitive Terrestrial
Ecosystems and/or Sensitive Aquatic Ecosystems,
or for a Request for Exemption from Floodplain Regulations)

Terms of Reference for
Professional Reports for Sensitive Terrestrial Ecosystem and
Sensitive Aquatic Ecosystem Development Permits

Applications for Sensitive Terrestrial Ecosystem Development Permits and Sensitive Aquatic Ecosystem Development Permits require a professional report that evaluates and makes recommendations about the proposal. For convenience and clarity the requirements for such reports as provided for in, “Terms of Reference, Professional Reports for Planning Services, 2005”, are consolidated here.

It is recommended that applicants discuss requirements with staff prior to having any consultant undertake plans and reports. This will ensure a complete understanding of requirements, ensure questions are answered, and prevent any unnecessary delays.

Qualified registered environmental professionals need to prepare their report in consideration of:

- the requirements outlined here,
- the guidelines for the development permit area,
- integration with other guidelines of other applicable development permit areas,
- integration with the requirements and regulations of the Regional District including other important values that may exist on the site such as public access (pathways), stormwater management, etc,
- discussions with Regional District staff
- Riparian Area Regulations of the Province of BC

The requirements are detailed as follows:

1.0 PROFESSIONAL STANDARDS

1. Reports are to be prepared by, **signed and sealed** by a registered qualified environmental professional and signed off within the document or by a covering letter bound into the document. A photocopy signature and seal is not accepted; an original signed and sealed report must be retained on Regional District files. The person and corporation who prepared the report must be identified, and the person or corporation who provided the funding, or at whose bequest the report was prepared must be identified.

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2. The qualified environmental professional personnel must be prepared to work within a comprehensive design process where the development proposal adapts to requirements from multiple approval agencies.
3. The report must reflect the site conditions **prior** to disturbance and the anticipated site conditions post development.
4. The report must acknowledge off-site developments (both existing and those permitted by current regulation) and the impact these developments may have on the subject site.
5. The report must conform to all regional bylaws, federal and provincial legislation, regulations and standards.
6. Methods must be repeatable and results based on agency or scientific standards appropriate to the landscape being assessed.
 - a. All personnel working on the report and their contributions must be acknowledged.
 - b. Because disciplines are not equally standardized in all professions, a one-page Biography or C.V. of each professional and technical staff contributing to the results and interpretations in the report must be included as an addendum.
 - c. The level of effort in terms of personnel and time spent on site evaluations must be clearly stated including time of year and length of site evaluations. Site conditions likely to be absent during the period of evaluation need to be documented and assessed by alternative methods.
 - d. All data and non-standard methods contributing to the results and interpretations contained in the report must be included in the report or in appendices, either copies of hand-written field sheets or the data as entered in a digital format.

2.0 LOCATION OF PROJECT AND MAPPING

The proponent should commit to provide the following in the application:

1. Legal site description including plan number, lot number, and district lot. For large parcels, UTM coordinates of the site location where specific works will occur may be required.
2. Location map at appropriate scale (1:20,000) indicating the regional setting. This information should be overlaid on the most current cadastral map.
3. Site map at appropriate scale (minimum 1:200 and maximum 1:5,000) indicating the layout of project components and activities. This information should be overlaid on the most current cadastral map outlining all surrounding property boundaries. Map legends should show clear descriptions of all symbols used as per provincial standards.
4. Site profiles and cross sections in sufficient number to demonstrate terrain conditions prior to disturbance and intended conditions post development. When development is occurring on or near slopes that are greater than 20%, a topographic survey may

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- be required. The survey is to show natural slope contours (at appropriate contour intervals of 1 to 5 meters) and the post development contours.
5. Maps should be presented in full-size, colour format and at least one copy must be printed to scale. Any additional copies at a reduced size must be clearly marked "Not to Scale".
 6. Site plans / sketches / colour photographs indicating project location, site features and activities identified in relation to easily identifiable landmarks such as those found on accompanying maps.
 7. Proximity to designated environmentally sensitive areas such as those previously identified in RDCO documents (Official Community Plans or otherwise). This includes aquatic, terrestrial and hillside areas, watercourses and updated sensitive ecosystem inventory locations.
 8. Where available, digital copies of supporting information presented should be provided in a format compatible with the ESRI platform (shapefiles) in NAD83 UTM Zone 11.
 9. All image and data sources will be appropriately referenced and clearly indicate the date when this information was developed to certify that the most up-to-date information available was used in completing the relevant assessments.

3.0 ENVIRONMENTAL IMPACT ASSESSMENT

1. Environmental Impact Assessments (EIA) should be performed generally in accordance with the B.C. Environmental Assessment Act (2002)¹ and in consideration of the development permit guidelines for that development permit area.
2. Assessments will be broken down into two phases:
 - **Inventory Phase**, or pre-planning phase, based on existing biological and physical conditions, or such conditions prior to any recent site disturbances; and,
 - **Impact Assessment and Mitigation Phase**, outlining the impact of proposed or intended developments to be addressed in the EIA. Not every EIA will address both phases, but the phase(s) being addressed will be identified in each EIA.
3. The time, number of personnel, and type of expertise of each person contributing to the assessment will be specified, and justification or the reason for choosing this type and level of effort must be included. This will include the level of knowledge and/or inventory required to assess impacts to meet regulatory and policy requirements.

¹ BC Environmental Assessment Act (May 30, 2002)

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4. Pre-existing information for the site collected by government agencies or in the published literature will be gathered, assessed and presented.
5. Clearly identify gaps in the existing information and state the best ways to fill these information gaps. Provide additional fieldwork as identified to fill information gaps to reach the desired level of information to conduct the EIA. Information gaps may also be filled from local information sought from other interested parties including current and past owners, neighbors, and other local groups to make up for the typical short time-frame and limited fieldwork undertaken to complete EIAs.
6. Conduct field assessments to meet the policy and regulatory requirements and identify impacts on the environment.
7. Consider surrounding lands, and their uses and impacts in a Cumulative Impact Analysis. In most cases on very small parcels, individual environmental impacts may be small and therefore, difficult to measure and/or assess, or seem negligible in total impact. However, cumulative impacts of the same nature on adjacent lands, or all similarly-zoned land, or all land with similar future generalized use, may be large or even extreme. The RDCO can provide consultants with GIS files of zoning, future land uses and ecosystem inventories (at cost) that will allow for Cumulative Impact Assessments over entire community (or perhaps even larger) areas in a GIS framework.
8. Where facts are incomplete or surmised, the levels of confidence or reliability in the environmental knowledge will be assessed and documented. Knowledge gaps required for an assessment outlined in a specific TOR that could not be filled will be assessed and the impact of a lack of such knowledge documented.

3.1 Environmentally Sensitive Areas² (ESAs)

A fundamental task within the Inventory Phase is the stratification of communities occurring within the study area based on their environmental sensitivity. This is a key element in the planning process as it identifies area constraints and opportunities (avoidance/conservation, mitigation, and restoration) thus encouraging a more integrated and sustainable development plan. The following four-class rating system has been adopted by the RDCO and shall be applied to all ESA evaluations.

ESA – 1 contain significant vegetation and wildlife characteristics representing a diverse range of sensitive habitat. These features contribute significantly to the overall connectivity of the habitat and ecosystems. Avoidance and conservation of ESA-1 designations should be the primary objective. If development should occur within these areas (**Only after it proves impossible or impractical to maintain the same level of ecological function**) compensation will promote no net loss to the habitat (typically with a 3:1 replacement of equivalent functioning habitat).

ESA – 2 or moderate significance, contribute toward the overall diversity and contiguous nature of the surrounding natural features. If development is pursued in these areas

² Adapted from the works of J. Grods RPBio, L. Gyug RPBio, and M.Sarell RPBio.

portions of the habitat should be retained and integrated to maintain the contiguous nature of the landscape. Some loss to these ESAs can be offset by habitat improvements to the remaining natural areas found on property.

ESA – 3 polygons delineated as low significance representing disturbed habitats or fragmented features. These areas contribute to the diversity to the landscape, although based on the condition and adjacency of each habitat the significant function within the landscape is limited. If development is pursued in these areas the impacts should be offset by habitat improvements in other more sensitive natural areas found on property.

ESA – 4 polygons delineated contributes little or no value to the overall diversity or vegetation, soils, terrain and wildlife characteristics of the area. Development is encouraged to be focused to these sites before consideration developing higher rated sites of the area. These areas shall not be considered as areas for restoration and enhancement or as recruitment as higher value ESA in offsetting development in other areas.

ESA Criteria.

A complex of factors may contribute to an areas environmental sensitivity rating. Although an exclusive ESA criterion has not been adopted by the RDCO, principle components will be required in evaluating communities/polygons. At a minimum, communities/polygons will be stratified and evaluated in terms of habitat/ecosystem rarity, wildlife habitat suitability, rare and endangered species' occurrence potential, functional condition (i.e., ecological connectivity, level of disturbance, seral stage, structural stage etc.), and fragility.

Stratifying ESAs will be completed from a primarily objective approach relying on existing information and a professional understanding about the functional requisites for respective wildlife, communities, and ecosystems. The specific criteria/rating system developed and used in the evaluation will be appended to the EIA report. Where ESA evaluations require a more subjective approach, a clearly articulated discussion/rationale will be provided (in the report).

3.2 Environmental Impact Mitigation and Enhancement

1. This will depend on the specific Terms of Reference (TOR) for any given project based on the regulatory and policy framework, which required the preparation of an EIA. The TOR will need to specify which impacts are being addressed, and the level or possible mitigation, enhancement and or replacement. These will clearly be based on the facts as based on the assessment (Inventory Phase).
2. Habitat or biological assessments completed to satisfy legal requirements of other levels of government (e.g. Department of Fisheries and Oceans) may be included within a EIA, but should be identified as to the requirements they are addressing and assessing, and their relationship to any RDCO requirements. This may include:
 - a. Recommending environmental works that could mitigate fish, wildlife or environmental impacts, e.g. by providing modifications to development

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- design, footprint, timing, equipment, or providing on/off site habitat or environmental improvements to avoid or minimize adverse impacts.
- b. Providing 'typical' design drawings in addition to text. The intent is to apprise other members of the development team of the technical considerations that need to be incorporated into the design.
 - c. Providing improved or new fish, wildlife or environmental enhancement opportunities.
 - d. Providing details stating how the works or strategies for mitigation and/or enhancement will be carried out and provide approximate cost estimates (See Bonding).
3. A mitigation or enhancement report is to include an Evaluation of Impacts as follows:
- a. Provide measurable parameters that will help establish whether the development has caused impacts, or that mitigation was actually achieved and successful.
 - b. Identify who is accountable for potential impacts that might occur, and who would be responsible for unintended but foreseeable impacts.
 - c. Identify who (e.g., agencies, departments, developers and/or personnel) will be responsible for monitoring potential impacts, and propose a monitoring schedule including identifying the expertise of personnel required to perform the monitoring. Provide recommendations for future assessments (procedure / protocol / TOR)
 - d. All mitigative, restoration, and compensative prescriptions will include clearly articulated performance standards that are based on the best available science and that reflect the structural and functional objectives of projects.

3.3 Environmental Report and Data Deliverables:

In addition to hard copies provided to the RDCO for review by the Regional Board and relevant Advisory Committees.

- a. A digital version (.pdf) of the complete document must also be provided such that all information contained within professional reports are available to the public. It is the intent that digital reports will be posted on the RDCO website and archived.
- b. All new and/or updated information (e.g. Rare Element Occurrences and revised TEM polygons and databases) will be provided to appropriate groups and agencies such as the BC Conservation Data Center and the RDCO. All data will be provided in digital format such that it may be incorporated into current works in process such as the Sensitive Habitat Inventory and Mapping (SHIM), and Sensitive Ecosystem Inventory (SEI), both of which are paramount in providing current spatially accurate information used in responsible planning and development.

4.0 GROUNDWATER MANAGEMENT

Certain sites are subject to groundwater movement. In some areas, natural springs are known to occur.

An environmental review of any development site should:

1. obtain information from any previous well drilling;

2. assess pre-development groundwater conditions;
3. identify any natural springs on site;
4. identify connections between groundwater and surface water;
5. include recommendations for management of groundwater; and
6. assess the anticipated post-development situation with respect to groundwater.

A hydrogeological assessment will include:

1. an assessment of predevelopment groundwater conditions including identification of natural springs, description of the hydrogeology and vulnerability of aquifers, map of the capture zone, and identification of connections between ground and surface water;
2. assess the anticipated post development situation with respect to groundwater;
3. potential contaminants will be identified; and
4. recommendations for managing contaminant sources will provide direction to future permitted land uses or development designs permitted on the site.

5.0 BONDING

If development conditions include mitigation, maintenance or monitoring plans, the applicant shall post a maintenance/monitoring bond or other security in a form and amount **determined by the qualified professional** and deemed acceptable by the RDCO. The bond shall be sufficient to guarantee that all required mitigation measures will be completed and furthermore continue to function properly as prescribed. Bonds shall also be required for restoration of significant natural features (i.e. ecological corridors) and buffers not performed as part of a mitigation or maintenance plan. Bonding requirements shall be split into two (2) components: *Performance Bonds and Maintenance Bonds*.

Performance Bonds

Performance bonds guarantee the faithful performance and that work will be completed according to the contract terms and conditions. A performance bond will be required as a financial tool used to guarantee that in the event of a developer or contractor default, funds are available to finish the construction of prescribed environmental mitigative and compensative works.

Maintenance Bonds

Maintenance bonds may be required after construction to guarantee the performance / proper functioning of the works. The role of a maintenance bond is to protect against design defects and/or failures in workmanship, and to guarantee that the works constructed under the permit will be regularly and adequately maintained throughout the maintenance period. Thus, the maintenance bond guarantees that the faulty work of the developer or contractor will be corrected or defective materials will be replaced.

5.1 Bond Amount

The performance bond shall be in the amount of 150% of the estimated cost of the prescribed works (including monitoring). Maintenance bonds will be in the amount of 10% of the performance bond.

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Bonds shall be in the form of a surety bond, assignment of savings account, or an irrevocable letter of credit guaranteed by an acceptable financial institution with terms and conditions acceptable to the RDCO attorney.

5.2 Duration

The duration of maintenance/monitoring obligations shall be established by the RDCO, based upon the nature of the proposed mitigation, maintenance or monitoring and the likelihood and expense of correcting mitigation or maintenance failures with respect to design and ecological function.

Performance bonds shall remain in effect until the RDCO has been notified, in writing, by the qualified professional that the standards bonded for have been met and substantial completion of the works has been satisfied. Once substantial completion of the works has been certified, the RDCO will withhold 10% of the credit as the maintenance bond. Maintenance bonds (10% of the performance bond) shall be held for a minimum of two (2) years (growing seasons) to ensure that the required mitigation has been fully implemented and demonstrated to function (ecologically or as designed). The maintenance bond may be held for longer periods if, throughout the initial 2-year period the persistent failure of the works is documented.



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“Schedule 2” of the Application Form for Development Permits (To be used ONLY for applications for a development permit for Hillside or Rural Hillside)

Terms of Reference for Professional Reports for Hillside or Rural Hillside Development Permits

Applications for Hillside, Rural Hillside and Development Permits require a professional report that evaluates and makes recommendations about the proposal. For convenience and clarity the requirements for such reports as provided for in, “Terms of Reference, Professional Reports for Planning Services, 2005”, are consolidated here.

It is recommended that applicants discuss requirements with staff prior to having any consultant undertake plans and reports. This will ensure a complete understanding of requirements, ensure questions are answered, and prevent any unnecessary delays.

Qualified professionals need to prepare their report in consideration of:

- the requirements outlined here,
- the guidelines for the development permit area,
- integration with other guidelines of other applicable development permit areas,
- integration with the requirements and regulations of the Regional District including the requirements of other Departments and other important values that may exist on the site such as the protection of sensitive environments, public access (pathways), stormwater management, etc,
- discussions with Regional District staff

The requirements are detailed as follows:

1.0 PROFESSIONAL STANDARDS

1. Reports are to be prepared by, **signed and sealed** by a professional engineer licensed in BC specializing in geotechnical issues and signed off within the document or by a covering letter bound into the document. A photocopy signature and seal is not accepted; an original signed and sealed report must be retained on Regional District files. The person and corporation who prepared the report must be identified, and the person or corporation who provided the funding, or at whose bequest the report was prepared must be identified.

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Professional Reports for Hillside or Rural Hillside Development Permits

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2. The professional must be prepared to work within a comprehensive design process where the development proposal adapts to requirements from multiple approval agencies.
3. The report must reflect the site conditions **prior** to disturbance and the anticipated site conditions post development.
4. The report must acknowledge off-site developments (both existing and those permitted by current regulation) and the impact these developments may have on the subject site.
5. The report must conform to all regional bylaws, federal and provincial legislation, regulations and standards.
6. Methods must be repeatable and results based on agency or scientific standards appropriate to the landscape being assessed.
 - a. All personnel working on the report and their contributions must be acknowledged.
 - b. Because disciplines are not equally standardized in all professions, a one-page Biography or C.V. of each professional and technical staff contributing to the results and interpretations in the report must be included as an addendum.
 - c. The level of effort in terms of personnel and time spent on site evaluations must be clearly stated including time of year and length of site evaluations. Site conditions likely to be absent during the period of evaluation need to be documented and assessed by alternative methods.
 - d. All data and non-standard methods contributing to the results and interpretations contained in the report must be included in the report or in appendices, either copies of hand-written field sheets or the data as entered in a digital format.

2.0 LOCATION OF PROJECT AND MAPPING

The proponent should commit to provide the following in the application:

1. Legal site description including plan number, lot number, and district lot. For large parcels, UTM coordinates of the site location where specific works will occur may be required.
2. Location map at appropriate scale (1:20,000) indicating the regional setting. This information should be overlaid on the most current cadastral map.
3. Site map at appropriate scale (minimum 1:200 and maximum 1:5,000) indicating the layout of project components and activities. This information should be overlaid on the most current cadastral map outlining all surrounding property boundaries. Map legends should show clear descriptions of all symbols used as per provincial standards.
4. Site profiles and cross sections in sufficient number to demonstrate terrain conditions prior to disturbance and intended conditions post development. When development is occurring on or near slopes that are greater than 20%, a topographic survey may

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Professional Reports for Hillside or Rural Hillside Development Permits

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- be required. The survey is to show natural slope contours (at appropriate contour intervals of 1 to 5 meters) and the post development contours.
5. Maps should be presented in full-size, colour format and at least one copy must be printed to scale. Any additional copies at a reduced size must be clearly marked "Not to Scale".
 6. Site plans / sketches / colour photographs indicating project location, site features and activities identified in relation to easily identifiable landmarks such as those found on accompanying maps.
 7. Proximity to designated environmentally sensitive areas such as those previously identified in RDCO documents (Official Community Plans or otherwise). This includes aquatic, terrestrial and hillside areas, watercourses and updated sensitive ecosystem inventory locations.
 8. Where available, digital copies of supporting information presented should be provided in a format compatible with the ESRI platform (shapefiles) in NAD83 UTM Zone 11.
 9. All image and data sources will be appropriately referenced and clearly indicate the date when this information was developed to certify that the most up-to-date information available was used in completing the relevant assessments.

3.0 GEOTECHNICAL STUDY

1. A geotechnical engineering review is required to assess slope stability on sites that exceed 25% natural grade, or otherwise identified as having geotechnical hazard (such as identified hazardous areas, erosion potential areas or floodplains).
2. A site survey will include topographic and features showing natural slope contours in 1 to 5 meter contour intervals, spot elevations, swales, knolls, ridgelines, bedrock outcrops, cliffs and slope transitions, seasonal and permanent watercourses, drainage routes, vegetation, top of bank and break lines.
3. The topographic survey will include current and future roads, site grading and post development contours.
4. The geotechnical engineer will determine whether the proposed development is feasible in a safe manner.
5. The geotechnical report will identify potential hazards to the subject land and to neighbouring properties from existing or future development.
6. Slope stability should be addressed such that there is no net decrease in overall slope stability resulting from the proposed development and off-site slope instabilities are mitigated to provide for safe occupation and use of nearby lands.

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7. Where a potential hazard is identified, a construction management plan must be developed and monitored by the geotechnical engineer.
8. Where a potential hazard is identified, specific geotechnical assurance, provision of insurance, and the provision of bonding to secure the safe completion of on-site and off-site construction works will be required.

4.0 STORMWATER MANAGEMENT AND DRAINAGE

A stormwater management and water quality study should form the basis for a master drainage plan for development. A stormwater management plan will investigate stormwater patterns and quality, anticipate the effects of development, and include recommendations for comprehensive stormwater management and treatment.

This study should include:

1. a compilation of all information relating to the on and off-site existing storm water system;
2. consultation with the Ministry of Environment regarding any concerns or background information;
3. the identification of tributary areas and major off-site drainage routes;
4. a survey of pre-development conditions;
5. an analysis showing the anticipated post-development conditions;
6. an analysis of the potential downstream problems, considering both peak flow and low flow situations;
7. a management plan with concepts for stormwater management, including treatment; and,
8. liaison with qualified professional to determine low flow and pond requirements.

It is expected that both potential erosion and flooding will be controlled by way of the stormwater management system. This study should investigate areas potentially susceptible to flooding, and will include recommendations to address possible concerns.

This study should:

1. identify the areas in which potential flooding might occur;
2. perform geotechnical investigation and analysis as required;
3. investigate soil stability and potential impact on surface water; and,
4. provide recommendations.

5.0 GROUNDWATER MANAGEMENT

Certain sites are subject to groundwater movement. In some areas, natural springs are known to occur.

An environmental review of any development site should:

1. obtain information from any previous well drilling;
2. assess pre-development groundwater conditions;
3. identify any natural springs on site;
4. identify connections between groundwater and surface water;
5. include recommendations for management of groundwater; and
6. assess the anticipated post-development situation with respect to groundwater.

A hydrogeological assessment will include:

1. an assessment of predevelopment groundwater conditions including identification of natural springs, description of the hydrogeology and vulnerability of aquifers, map of the capture zone, and identification of connections between ground and surface water;
2. assess the anticipated post development situation with respect to groundwater;
3. potential contaminants will be identified; and
4. recommendations for managing contaminant sources will provide direction to future permitted land uses or development designs permitted on the site.

6.0 VISUAL QUALITY

1. Visual quality will be integrated into development design through inventory, analysis, interpretation and design conducted by a Landscape Architect.
2. Visual Quality Assessments shall be based on standard methodology such as that applied by Ministry of Forests, Ministry of Transportation, and/or applicable Official Community Plans and Development Permit guidelines.
3. The inventory will include the identification of visual sensitivity units occurring on the property, visual factors, site factors, ecological and management factors. The inventory will provide the basis of visual quality analysis, interpretation and development of design concepts.
4. Concepts are to be presented together with a report on constraints and opportunities, and a plan of implementation for each concept. Concepts must be illustrated in a 3-dimensional format.
5. In the case of a neighbourhood plan, the selected design concept will be included as part of the land use plan. In the case of a Hillside Development Permit Area, the selected design concept will govern subsequent issued development permits.

7.0 BONDING

If development conditions include mitigation, maintenance or monitoring plans, the applicant shall post a maintenance/monitoring bond or other security in a form and amount **determined by the qualified professional** and deemed acceptable by the RDCO. The bond shall be sufficient to guarantee that all required mitigation measures will be completed and furthermore continue to function properly as prescribed. Bonds shall also be required for restoration of significant natural features (i.e. ecological corridors) and buffers not performed as part of a mitigation or maintenance plan. Bonding requirements shall be split into two (2) components: *Performance Bonds* and *Maintenance Bonds*.

Performance Bonds

Performance bonds guarantee the faithful performance and that work will be completed according to the contract terms and conditions. A performance bond will be required as a financial tool used to guarantee that in the event of a developer or contractor default,

funds are available to finish the construction of prescribed environmental mitigative and compensative works.

Maintenance Bonds

Maintenance bonds may be required after construction to guarantee the performance / proper functioning of the works. The role of a maintenance bond is to protect against design defects and/or failures in workmanship, and to guarantee that the works constructed under the permit will be regularly and adequately maintained throughout the maintenance period. Thus, the maintenance bond guarantees that the faulty work of the developer or contractor will be corrected or defective materials will be replaced.

7.1 Bond Amount

The performance bond shall be in the amount of 125% of the estimated cost of the prescribed works (including monitoring). Maintenance bonds will be in the amount of 10% of the performance bond.

Bonds shall be in the form of a surety bond, assignment of savings account, or an irrevocable letter of credit guaranteed by an acceptable financial institution with terms and conditions acceptable to the RDCO attorney.

7.2 Duration

The duration of maintenance/monitoring obligations shall be established by the RDCO, based upon the nature of the proposed mitigation, maintenance or monitoring and the likelihood and expense of correcting mitigation or maintenance failures with respect to design and ecological function.

Performance bonds shall remain in effect until the RDCO has been notified, in writing, by the qualified professional that the standards bonded for have been met and substantial completion of the works has been satisfied. Once substantial completion of the works has been certified, the RDCO will withhold 10% of the credit as the maintenance bond. Maintenance bonds (10% of the performance bond) shall be held for a minimum of two (2) years (growing seasons) to ensure that the required mitigation has been fully implemented and demonstrated to function (ecologically or as designed). The maintenance bond may be held for longer periods if, throughout the initial 2-year period the persistent failure of the works is documented.



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“Schedule 3” of the Application Form for Development Permits (To be used ONLY for applications for a development permit for Wildfire Interface Construction)

Terms of Reference for Professional Reports for Wildfire Interface Construction Development Permits

Applications for Wildfire Interface Construction require a professional report that evaluates and makes recommendations about the proposal. For convenience and clarity the requirements for such reports as provided for in, “Terms of Reference, Professional Reports for Planning Services, 2005”, are consolidated here.

Should the intention be to adhere to all the development permit guidelines, the registration of a covenant and agreement to submit building plans that follow the guidelines may mean a development permit is not necessary. The Inspection Services Department can provide more information.

It is recommended that applicants discuss requirements with staff prior to having any consultant undertake plans and reports. This will ensure a complete understanding of requirements, ensure questions are answered, and prevent any unnecessary delays.

A professional forester registered in BC (where it is proposed that the guidelines not be adhered to, a professional engineer registered in BC must certify that the level of fire safety is equivalent or better than the guidelines) need to prepare their report in consideration of:

- the requirements outlined here,
- the guidelines for the development permit area,
- integration with other guidelines of other applicable development permit areas,
- integration with the requirements and regulations of the Regional District including other important values that may exist on the site such as protection of environmentally sensitive areas, public access (pathways), stormwater management, etc,
- discussions with Regional District staff,
- where it is proposed that the guidelines not be adhered to, a professional engineer registered in BC must certify that the level of fire safety is equivalent or better than the level provided for in the guidelines.

The requirements are detailed as follows:

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Development Permit Application Form

Professional Reports for Wildfire Interface Construction Development Permits

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1.0 PROFESSIONAL STANDARDS

1. Reports are to be prepared by, **signed and sealed** by a professional forester registered in BC (where it is proposed that the guidelines not be adhered to, a professional engineer registered in BC must certify that the level of fire safety is equivalent or better than the guidelines) and signed off within the document or by a covering letter bound into the document. A photocopy signature and seal is not accepted; an original signed and sealed report must be retained on Regional District files. The person and corporation who prepared the report must be identified, and the person or corporation who provided the funding, or at whose bequest the report was prepared must be identified.
2. The professional must be prepared to work within a comprehensive design process where the development proposal adapts to requirements from multiple approval agencies.
3. The report must reflect the site conditions **prior** to disturbance and the anticipated site conditions post development.
4. The report must acknowledge off-site developments (both existing and those permitted by current regulation) and the impact these developments may have on the subject site.
5. The report must conform to all regional bylaws, federal and provincial legislation, regulations and standards.
6. Methods must be repeatable and results based on agency or scientific standards appropriate to the landscape being assessed.
 - a. All personnel working on the report and their contributions must be acknowledged.
 - b. Because disciplines are not equally standardized in all professions, a one-page Biography or C.V. of each professional and technical staff contributing to the results and interpretations in the report must be included as an addendum.
 - c. The level of effort in terms of personnel and time spent on site evaluations must be clearly stated including time of year and length of site evaluations. Site conditions likely to be absent during the period of evaluation need to be documented and assessed by alternative methods.
 - d. All data and non-standard methods contributing to the results and interpretations contained in the report must be included in the report or in appendices, either copies of hand-written field sheets or the data as entered in a digital format.

2.0 LOCATION OF PROJECT AND MAPPING

The proponent should commit to provide the following in the application:

1. Legal site description including plan number, lot number, and district lot. For large parcels, UTM coordinates of the site location where specific works will occur may be required.
2. Location map at appropriate scale (1:20,000) indicating the regional setting. This information should be overlaid on the most current cadastral map.

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Professional Reports for Wildfire Interface Construction Development Permits

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3. Site map at appropriate scale (minimum 1:200 and maximum 1:5,000) indicating the layout of project components and activities. This information should be overlaid on the most current cadastral map outlining all surrounding property boundaries. Map legends should show clear descriptions of all symbols used as per provincial standards.
4. Site profiles and cross sections in sufficient number to demonstrate terrain conditions prior to disturbance and intended conditions post development. When development is occurring on or near slopes that are greater than 20%, a topographic survey may be required. The survey is to show natural slope contours (at appropriate contour intervals of 1 to 5 meters) and the post development contours.
5. Maps should be presented in full-size, colour format and at least one copy must be printed to scale. Any additional copies at a reduced size must be clearly marked "Not to Scale".
6. Site plans / sketches / colour photographs indicating project location, site features and activities identified in relation to easily identifiable landmarks such as those found on accompanying maps.
7. Proximity to designated environmentally sensitive areas such as those previously identified in RDCO documents (Official Community Plans or otherwise). This includes aquatic, terrestrial and hillside areas, watercourses and updated sensitive ecosystem inventory locations.
8. Where available, digital copies of supporting information presented should be provided in a format compatible with the ESRI platform (shapefiles) in NAD83 UTM Zone 11.
9. All image and data sources will be appropriately referenced and clearly indicate the date when this information was developed to certify that the most up-to-date information available was used in completing the relevant assessments.

3.0 WILDFIRE HAZARD ASSESSMENT

1. The assessment must utilize the BC Ministry of Forests supported assessment methodology.
2. The assessment must be prepared by a Registered Professional Forester (RPF) licensed in BC specializing in forest wildfire assessments.
3. The assessment must evaluate the site as it pertains to the land use or subdivision proposed in the application not just the current land use.
4. The assessment of the site for susceptibility to wildfire requires evaluation from conditions both on and off-site including neighbouring lands that may present a wildfire hazard to the site in question.
5. The assessment and subsequent recommendations must consider evaluation of the proposal for wildfire susceptibility, site modification requirements and any requirements for subdivision or home construction.

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Professional Reports for Wildfire Interface Construction Development Permits

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6. The Wildfire Interface Development Permit Guidelines must be considered. A series of development permit design guidelines have been developed based upon the document "*FireSmart, Protecting Your Community from Wildfire*" supported by the Alberta Department of Sustainable Resource Development, the British Columbia Forest Service, Natural Resources Canada, most Canadian provinces and endorsed by the report of the Province of BC "*2003 Firestorm Provincial Review*".
7. Where a large remainder (e.g. a property greater than 8 hectares) abuts a lot 1 hectare in size or smaller, the wildfire hazard report must include methods for reducing hazard along that property line to "moderate" or less and must address management of the interface.
8. In most cases, the report will be registered as a restrictive covenant against title of the lot prior to subdivision.

4.0 BONDING

If development conditions include mitigation, maintenance or monitoring plans, the applicant shall post a maintenance/monitoring bond or other security in a form and amount **determined by the qualified professional** and deemed acceptable by the RDCO. The bond shall be sufficient to guarantee that all required mitigation measures will be completed and furthermore continue to function properly as prescribed. Bonds shall also be required for restoration of significant natural features (i.e. ecological corridors) and buffers not performed as part of a mitigation or maintenance plan. Bonding requirements shall be split into two (2) components: *Performance Bonds* and *Maintenance Bonds*.

Performance Bonds

Performance bonds guarantee the faithful performance and that work will be completed according to the contract terms and conditions. A performance bond will be required as a financial tool used to guarantee that in the event of a developer or contractor default, funds are available to finish the construction of prescribed environmental mitigative and compensative works.

Maintenance Bonds

Maintenance bonds may be required after construction to guarantee the performance / proper functioning of the works. The role of a maintenance bond is to protect against design defects and/or failures in workmanship, and to guarantee that the works constructed under the permit will be regularly and adequately maintained throughout the maintenance period. Thus, the maintenance bond guarantees that the faulty work of the developer or contractor will be corrected or defective materials will be replaced.

4.1 Bond Amount

The performance bond shall be in the amount of 125% of the estimated cost of the prescribed works (including monitoring). Maintenance bonds will be in the amount of 10% of the performance bond.

Bonds shall be in the form of a surety bond, assignment of savings account, or an irrevocable letter of credit guaranteed by an acceptable financial institution with terms and conditions acceptable to the RDCO attorney.

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Professional Reports for Wildfire Interface Construction Development Permits

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4.2 Duration

The duration of maintenance/monitoring obligations shall be established by the RDCO, based upon the nature of the proposed mitigation, maintenance or monitoring and the likelihood and expense of correcting mitigation or maintenance failures with respect to design and ecological function.

Performance bonds shall remain in effect until the RDCO has been notified, in writing, by the qualified professional that the standards bonded for have been met and substantial completion of the works has been satisfied. Once substantial completion of the works has been certified, the RDCO will withhold 10% of the credit as the maintenance bond. Maintenance bonds (10% of the performance bond) shall be held for a minimum of two (2) years (growing seasons) to ensure that the required mitigation has been fully implemented and demonstrated to function (ecologically or as designed). The maintenance bond may be held for longer periods if, throughout the initial 2-year period the persistent failure of the works is documented.



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“Schedule 4”

Required for a development permit application for the form, character, and landscaping of commercial, industrial and multiple unit residential developments

Letter of undertaking to retain a registered professional landscape architect to ensure completion of development permit requirements

Development permits for the form, character, and landscaping of development include the installation of landscaping in accordance with a landscape plan and the conditions indicated on the development permit. The Regional District of Central Okanagan must ensure that the landscaping has been installed in conformance with the requirements of the development permit. Typically, the professional landscape architect who produces the landscape plans for the site is retained to ensure general conformance with the plan after installation.

A development permit has been applied for the property: *(insert legal description of property)*

Located at: *(insert address of property if available)* _____

I, *(print name of property owner)* _____

will undertake to contract with, *(print name of professional landscape architect registered in BC)*

of, *(list firm if applicable)* _____

under whatever terms and conditions are required in order to ensure completion of the development permit requirements and so that the landscape architect will be in a position to provide a letter indicating that the landscaping has been installed in general conformance with the requirements of the development permit. Should the Landscape Architect be changed in the future a new letter of undertaking to retain the services of a Landscape Architect will be provided to the Regional District.

Agreed and signed on *(insert date)* _____

(Signature of property owner – if owner is a registered company then signature and title of a person with authority under the company to enter into this agreement.)

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Definition of qualified environmental professional

The qualifications of a “qualified environmental professional” are provided, along with other definitions, in the development permit guidelines for that particular development permit area. For convenience those qualifications are repeated here as follows:

Qualified Environmental Professional - An applied scientist or technologist, acting alone or together with another qualified environmental professional, if:

- the individual is registered and in good standing in British Columbia with an appropriate professional organization constituted under an Act, acting under that association’s code of ethics and subject to disciplinary action by that association,
- the individual’s area of expertise is recognized in the assessment methods as one that is acceptable for the purpose of providing all or part of an assessment report in respect of that development proposal, and,
- the individual is acting within that area of expertise

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“Schedule 5”

Required for a development permit application for sensitive terrestrial ecosystems and sensitive aquatic ecosystems

Letter of undertaking to retain a qualified environmental professional to ensure substantial completion of development permit requirements

Development permits for the sensitive terrestrial or aquatic ecosystems often include conservation or rehabilitation in accordance with the conditions indicated on the development permit. The Regional District of Central Okanagan must ensure that the requirements for conservation or rehabilitation have been carried out in conformance with the requirements of the development permit. Typically, the qualified environmental professional who produces the report for the site is retained to ensure substantial completion of the terms of the development permit.

A development permit has been applied for the property: *(insert legal description of property)*

Located at: *(insert address of property if available)* _____

I, *(print name of property owner)* _____

will undertake to contract with, *(print name of qualified environmental professional)*

of, *(list firm if applicable)* _____

under whatever terms and conditions are required in order to ensure substantial completion (and monitoring if applicable) of the requirements of the development permit and so that the qualified environmental professional (QEP) will be in a position to provide a letter indicating that substantial completion of the conditions and requirements of the development permit have been carried out. Should the QEP be changed in the future a new letter of undertaking to retain the services of another QEP will be provided to the Regional District.

Agreed to and signed on *(insert date)* _____

(Signature of property owner – if owner is a registered company then signature and title of a person with authority under the company to enter into this agreement.)

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Definition of qualified environmental professional

The qualifications of a “qualified environmental professional” are provided, along with other definitions, in the development permit guidelines for that particular development permit area. For convenience those qualifications are repeated here as follows:

Qualified Environmental Professional - An applied scientist or technologist, acting alone or together with another qualified environmental professional, if:

- the individual is registered and in good standing in British Columbia with an appropriate professional organization constituted under an Act, acting under that association’s code of ethics and subject to disciplinary action by that association,
- the individual’s area of expertise is recognized in the assessment methods as one that is acceptable for the purpose of providing all or part of an assessment report in respect of that development proposal, and,
- the individual is acting within that area of expertise

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“Schedule 6”

Design Evaluation Report

FORM, CHARACTER and LANDSCAPING

MULTIPLE UNIT RESIDENTIAL BUILDING DEVELOPMENT PERMIT APPLICATION

(please attach additional pages if necessary).

This information provides Development Services with an outline of how the application will meet the RDCO’s design objectives and guidelines. The evaluation is intended to be used by staff, applicants and designers as a tool to improve design and as a basis for discussion. Overall, the evaluation form will help to ensure: the use of the RDCO’s design objectives and guidelines, the submission of a complete application, and, avoid unnecessary delays. For further information on Multiple Unit Residential Building design guidelines please refer to www.regionaldistrict.com.

Multiple Unit Residential development, through design, should be a good neighbour and an interactive part of the community and should achieve the following objectives:

- A strong, positive relationship between the street, public space, private property, and the building;
- A human scale with attention to details and good visual variety yet harmonious design;
- Landscaping including trees and shrubs, and;
- A good fit with the neighbourhood.

It is important that written explanations demonstrate consideration of the above objectives by following the below design guidelines:

Building Form *(complexity, individuality, focus)*

Roof Treatment *(definition, complexity, variety)*

Windows (*variety, detailing*)

Colours and Materials (*variety, harmonious*)

First Floor Treatment of Multi-Storey Buildings (*materials, street orientation, visual base*)

Neighbourhood Context (*integration, interface, identification with surrounding neighbourhood*)

Public/Private Interface (*relationship, boundaries*)

Congregate Care Housing (*amenity space e.g. patios*)

Safety and Security (*natural surveillance, territorial and access definition*)

Landscaping (*water conservation, variety, interface, cohesive design*)

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