

Application to Change the Zone on a Property (under Zoning Bylaw #871), and/or Change the Future Land Use Designation or the Text of an Official Community Plan

(Also an Application to Change a Land Use Designation in the Joe Rich Rural Land Use Bylaw,
Or, to Amend or Discharge a Land Use Contract)



**Development & Environmental
Services Department**
Regional District of Central Okanagan
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www.regionaldistrict.com

Office Use Only

File No. _____
Application Fee(s) _____
Electoral Area _____
Date Received _____
Receipt No. _____

Sections 1, 2, 5 and 6 of this application form must be filled in for all applications.

Section 3 is required to be completed only if the application is for (or includes) a proposal to change the future land use designation or the text of the Official Community Plan.

Section 4 is required to be completed only if the application is for or includes a proposal to change the zones from Zoning Bylaw #871 (or land use designation from the Joe Rich RLUB, or discharge a land use contract).

An application to change a zone/RLUB designation as well as to change an OCP future land use designation can be made on one application. Multiple application forms are not necessary. Note that if the application includes change to more than one type of bylaw, 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 application requirements prior to producing drawings and reports in order to ensure understanding of policies and requirements, ensure appropriate information is included, and avoid unnecessary delays.

There may be costs unrelated to this application that are assessed in conjunction with building permit or subdivision applications 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 _____

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Application for change(s) to:	<input type="checkbox"/> Joe Rich RLUB	<input type="checkbox"/> Zoning Bylaw #871	<input type="checkbox"/> Land Use Contract
<input type="checkbox"/> OCP (Check which OCP) ...	<input type="checkbox"/> Westside OCP,	<input type="checkbox"/> Ellison OCP,	<input type="checkbox"/> North Westside OCP

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 land use designation) _____

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

Current 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 If "yes" approval of the Agric. Land Comm. is required. No

The property under application is within a development permit area(s): Yes If "yes" list the name of development permit area(s): No

Property is under a Land Use Contract: Yes If "yes" provide the Land Use Contract #: No

Section 3 Change to Official Community Plan (OCP) designation. (Section 3 is required to be completed only if the application includes a proposed change to the OCP.)

Name of Official Community Plan(OCP) _____

Current OCP future land use designation(s) _____

Proposed OCP future land use designation(s) or text change(attach additional pages if required)

- Discharge of a Land Use Contract** Check off this box if this application includes the discharge of a Land Use Contract.
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Section 5 Required Information

All of the following items must accompany the application. As an applicant you have included (check off the boxes):

- Application fee(s)** *(Must accompany all applications)*.. Additional application fees will be required if the application is for changes to the Official Community Plan as well as the zone from Zoning Bylaw #871 *(or RLUB land use designation or LUC discharge/change)*. Refer to the Development & Environmental Services Department application fee schedule or staff for more information.
- 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, right of ways, easements 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**
- Plan (clear and to scale) showing the location and boundaries of the proposed zone(s) and/or OCP amendment boundaries.** In the case where the boundaries do not follow the property line of a legally surveyed and registered lot, the plan must be digitally drawn and shall:
- Be closed polygons located on one layer or level with no unrelated information and clearly titled as proposed zone locations,
 - Be properly geo-referenced with RDCO cadastre which is available at no cost on the RDCO website. This data conforms to UTM zone 11 NAD 83.
 - Format of either autocad.dwg or, ESRI shape file.
- Site plan** (no greater than 1;200 scale). For reasons of clarity or for the more complex proposals the following information can be provided on several plans rather than one. The site plan must show;
- Important site characteristics such as streams or environmentally sensitive areas, major land forms, major site opportunities and challenges, neighbouring site characteristics etc.
 - Identification of any development permit areas and consideration of the guidelines for the development permit areas that apply to the area,
 - general location of proposed buildings, or, the general layout of the proposed subdivision,
 - roads, and if applicable the general locations of on-site parking spaces and loading spaces
 - site layout for commercial, multiple family and industrial developments including general building envelope in order to illustrate development on the site,
 - setbacks from property lines required in the bylaw,
 - off-site information such as public roads, parks, sidewalks, neighbouring land uses etc.
 - current topography and elevations as well as the major grading anticipated,
 - any easements, covenanted areas, or right of ways (or similar) that may affect site and building layout.

- Data sheet on the site plan** indicating;
 - Overall current lot area(s) in square metres,
 - For subdivision
 - number of lots anticipated
 - minimum lot size
 - For commercial, multiple family and industrial developments
 - percentage (%) of lot coverage
 - possible gross floor areas in square metres according to bylaw
 - possible building height in metres from existing average grade according to bylaw
 - major grade changes anticipated
 - number of stories possible
 - parking spaces required

- Site section profile through the site and neighbouring lands** to show relative topography and important relationships between the proposed development, the site, and the surrounding area.

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) if req'd - **two (2) bound copies** of professionally stamped report
 - **one (1) unbound**, stamped and suitable for copying
 - **Adobe “PDF” versions** of all reports and plans

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 costs unrelated to this application that are assessed in conjunction with building permit or subdivision applications such as development cost charges, sewage utility latecomer fees, etc**
- **A building permit will not be issued until any required development permits have been approved.**
- **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 application guides for zoning amendments and OCP amendments available that further describe the steps and process that will be followed in processing the application. A copy can be obtained from the Regional District of Central Okanagan website www.regionaldistrict.com. Go to the Planning Department page and click on “Applications and application guides”.*

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Notice: Requirement for Additional Professional Report(s)

After the application is submitted and reviewed the Manager of Development & Environmental Services Department, or the Regional Board, may require an applicant provide additional reports prepared by professionals in order to ensure a complete understanding of the proposal, its extent, and impacts. Different types, locations, and sizes of proposals may require different types of reports.

The types of reports that may be requested include, but are not limited to:

- Geotechnical Evaluation
 - Environmental Impact Assessment
 - Wildfire Hazard Assessment
 - Stormwater Management and Drainage
 - Groundwater Management
 - Traffic Analysis and Impact
 - Visual Quality Analysis
 - Flood protection
 - Other types of report or information
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