



Development Application - Subdivision

Planning Department-Development Services Division

171 Main St. | Penticton B.C. | V2A 5A9

P: (250) 490-2501 | E: planning@penticton.ca



Effective Date: January 1, 2019 / Revised April 1, 2019

Application#		Master Project #	
		Detail:	Fees (Refer to Fee Schedule):
<input type="checkbox"/>	Subdivision – Fee Simple	Total # of Lots:	\$
<input type="checkbox"/>	Subdivision – Bareland Strata	Total # of Lots:	\$
<input type="checkbox"/>	Subdivision – Phased Strata	Total # of Phases:	\$
<input type="checkbox"/>	Other (i.e. Title Search Fee, MOE Referral Fee, Form P Approval Fee)		\$
		Total Fees	\$
Applicant Information (Property Owner or Agent**)			**See Agency Agreement
Name(s):		Phone:	
Company:		Cell:	
Mailing Address:		Email:	
Property Owner(s) Information (From Current Title)			
Name(s):		Phone:	
Company:		Cell:	
Address:		Email:	
Property Information (Please submit a separate page if more than three properties are being developed)			
Civic Address and Legal Description/PID:			
Civic Address and Legal Description/PID:			
Civic Address and Legal Description/PID:			
For Office Use			
Cheque / Debit / Cash		Name/Address:	Date Received:
Amount:			
Received By:			

Coordinating Professionals *(List professionals such as BC Land Surveyor, Engineer etc.)*

Name(s):	Phone:
Company:	Cell:
Address:	Email:
Name(s):	Phone:
Company:	Cell:
Address:	Email:

Application Checklist:

The following list outlines all of the information necessary to provide a timely decision on your application. All items on the list must be provided with the application. We are unable to accept applications that do not have all of the required items

Applicant to Complete	Staff to Complete	
<input type="checkbox"/>	<input type="checkbox"/>	Completed Application Form
<input type="checkbox"/>	<input type="checkbox"/>	Agency Agreement <i>(If the 'Applicant' is not the registered owner.)</i>
<input type="checkbox"/>	<input type="checkbox"/>	Current Title (Required for each property) <ul style="list-style-type: none"> • Searched within 30 days. • Include current copies of any restrictive covenants, easements or utility rights-of way
<input type="checkbox"/>	<input type="checkbox"/>	City to pull current title(s) (Fee: \$21.00 per property title search)
<input type="checkbox"/>	<input type="checkbox"/>	Site Profile / Site Profile Waiver / Certificate of Compliance from MOE <i>\$100 MOE referral fee is required if Schedule II uses are identified.</i>
<input type="checkbox"/>	<input type="checkbox"/>	Subdivision Sketch Plan (Prepared by a BC Land Surveyor) <ul style="list-style-type: none"> a) Paper Copy: 1 copy to be submitted with application b) Digital Copy: Email planning@penticton.ca <i>Include the civic address and Type of Application in the subject line.</i>
<input type="checkbox"/>	<input type="checkbox"/>	Payment
_____	_____	
Initial	Initial	

Applicant/Agent Confirmation

As **applicant**, I confirm that I have attached to this application the required plans and specifications of the proposed development in accordance with the application checklist. I accept responsibility for processing delays caused by incorrect or insufficient submission materials. I understand that this application form is a public document and that any and all information contained in it, excluding personal information as that term is defined in the *Freedom of Information and Protection of Privacy Act*, is open for inspection by the public and may be reproduced and distributed to the public as part of a report(s) to Council or for purposes of a public hearing. And, I understand that approval is subject to Staff and Council deliberation and assessment.

Print Name

Signature

Date



Development Applications-Fee Schedule

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OCP Amendments	Fee	√
OCP Amendments in Country Residential, Low Density Residential and Agricultural OCP designated areas	\$1,600.00	<input type="checkbox"/>
• In conjunction with a Rezoning Application	\$1,100.00	<input type="checkbox"/>
All other OCP Amendments	\$2,000.00	<input type="checkbox"/>
• In conjunction with a Rezoning Application	\$1,300.00	<input type="checkbox"/>
OCP Text Amendments	\$1,600.00	<input type="checkbox"/>
Rezoning		
Rezoning applications in Country Residential, Low Density Residential and Agricultural OCP designated areas	\$1,250.00	<input type="checkbox"/>
All other Rezoning applications	\$1,750.00	<input type="checkbox"/>
Zoning Bylaw Text Amendments	\$1,250.00	<input type="checkbox"/>
Comprehensive Development Zone	\$5,000.00	<input type="checkbox"/>
Public Notice Signs (OCP Amendments/Rezoning)		
Initial OCP Amendment or Zoning Bylaw Sign	\$262.50 <i>(incl. GST)</i>	<input type="checkbox"/>
Repair of damaged Signs	\$84.00 <i>(incl. GST)</i>	<input type="checkbox"/>
Replacement of damaged signs	\$84.00 <i>(incl. GST)</i>	<input type="checkbox"/>
Development Permit Application		
Minor DP (Staff issuable)	\$700.00	<input type="checkbox"/>
Amendments to Minor DP (Staff issuable)	\$350.00	<input type="checkbox"/>
Major DP (Council Decision)	\$1,200.00	<input type="checkbox"/>
Amendments to Major DP (Council Decision)	\$600.00	<input type="checkbox"/>
Appeal to Council of a Staff Decision on a DP	\$700.00	<input type="checkbox"/>
Reissuance of an expired DP	\$450.00	<input type="checkbox"/>
Riparian / Environmental Assessment Development Permit	\$600.00	<input type="checkbox"/>
Development Variance Permit Application or Board of Variance Application		
Minor Variance (1 or 2 Variances per development)	\$700.00	<input type="checkbox"/>
• In conjunction with a Development Permit Application	\$500.00	<input type="checkbox"/>
Major Variance (3+ Variances per development)	\$1,200.00	<input type="checkbox"/>
• In conjunction with a Development Permit Application	\$700.00	<input type="checkbox"/>
Reissuance of expired Development Variance Permit	\$600.00	<input type="checkbox"/>
Board of Variance	\$500.00	<input type="checkbox"/>
<i>No additional fee is required for a Variance where it is issued under Section 492 of the LGA</i>		

Temporary Use Permit	Fee	√
Temporary Use Permit	\$800.00	<input type="checkbox"/>
Temporary Use Permit Renewal	\$400.00	<input type="checkbox"/>
Subdivision - Fee Simple & Bareland Strata		
<i>Preliminary Layout Approval Review (Fees based on total number of lots being registered at Land Titles)</i>		
1-2 Lots	\$1,000.00	<input type="checkbox"/>
3-10 Lots	\$1,000.00 + \$300.00 per lot in excess of 2 lots	<input type="checkbox"/>
11-20 Lots	\$3,000.00 + \$220.00 per lot in excess of 10 lots	<input type="checkbox"/>
21-30 Lots	\$5,000.00 + \$200.00 per lot in excess of 20 lots	<input type="checkbox"/>
31-40 Lots	\$7,000.00 + \$180.00 per lot in excess of 30 lots	<input type="checkbox"/>
41 Lots or Greater	\$8,800.00 + \$110.00 per lot in excess of 40 lots	<input type="checkbox"/>
Preliminary Layout Approval (PLA) Renewal or Amendment	\$220.00	<input type="checkbox"/>
Early Registration Agreement (Applicable to Fee Simple Subdivisions)	\$800.00	<input type="checkbox"/>
Latecomer Agreement (Applicable to any excess or extended services as a result of Subdivision or Building)	\$750.00	<input type="checkbox"/>
Subdivision - Phased Strata		
Phasing Approval Fee	\$600.00	<input type="checkbox"/>
From P Approval	\$105.00 (incl GST)	<input type="checkbox"/>
Preliminary Layout Approval (PLA) Renewal or Amendment	\$450.00	<input type="checkbox"/>
Strata Conversion		
First Lot	\$500.00	<input type="checkbox"/>
Each Additional Lot	\$500.00 + 150.00 per strata lot to a max. of \$2,000.00	<input type="checkbox"/>
Third Party Review of Professional Reports submitted with an Application	Actual Cost	<input type="checkbox"/>
ALR		
ALR Exclusion/Inclusion/Subdivision/Non Farm Use	As prescribed by the ALC	<input type="checkbox"/>
Other Administrative Fees		
Ministry of Environment-Site Profile Referral	\$100.00	<input type="checkbox"/>
Land Title Search (per property)	\$21.00 (incl. GST)	<input type="checkbox"/>
TOTAL FEES	\$	