



Development Application

Planning Department-Development Services Division

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

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

penticton.ca

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

Application(s) #		
Master Project #		Date Received:
Application Category: (Check all that apply)		Detail:
<input type="checkbox"/> ALR		\$
<input type="checkbox"/> Development Permit		\$
<input type="checkbox"/> Development Variance Permit		\$
<input type="checkbox"/> OCP Amendment		\$
<input type="checkbox"/> Rezoning		\$
<input type="checkbox"/> Strata Conversion		\$
<input type="checkbox"/> Temporary Use Permit		\$
<input type="checkbox"/> Public Notice Sign(s) (RZ/OCP Applications)	# of Signs:	\$
<input type="checkbox"/> Title Search (per property)	# of Searches:	\$
<input type="checkbox"/> MOE Referral Fee	Required if there are Schedule 2 Uses	\$
	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 Search)		
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:		

Please provide a brief description of your proposed development.

For example:

- What are you proposing to construct?
- Rezoning 'From' and 'To'?
- What variances are you requesting? (List specific variances)

Coordinating Professionals:

List any professionals known to date (such as an Architect, Engineer, etc). Use additional sheet if necessary.

Name:	Phone:
Company:	Cell:
Address:	Email:
Name:	Phone:
Company:	Cell:
Address:	Email:

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**

For Office Use

Cheque / Debit / Cash	Name/Address:
Amount:	
Received By:	



Development Application-Checklist

Planning Department-Development Services Division

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Effective: January 1, 2019 / Revised: September 12, 2019

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		Staff
<input type="checkbox"/>	Completed Application Form <i>If you are applying for a Rezoning or OCP Amendment, please be advised that the Applicant's name will be printed on the Public Notice Sign.</i>	<input type="checkbox"/>
<input type="checkbox"/>	Agency Agreement <i>This form is required if the owner is not the applicant.</i>	<input type="checkbox"/>
<input type="checkbox"/>	Current Title (Required for each property) <ul style="list-style-type: none"> <i>Searched within 30 days.</i> <i>Include current copies of any restrictive covenants, easements or utility rights-of way</i> 	<input type="checkbox"/>
<input type="checkbox"/>	City to pull Current Title(s)	<input type="checkbox"/>
<input type="checkbox"/>	Site Profile <ul style="list-style-type: none"> <i>Subdivision, Rezoning, Development Permit, Development Variance Permit, Demolition and Soil Removal applications are triggers for a Site Profile, if the property is used, or has been used, for commercial or industrial purposes or activities (Schedule II)</i> <i>A 'Certificate of Compliance' issued by the Ministry will be accepted if no new contamination exists on the property since issuance.</i> <i>\$100 Ministry of Environment referral fee is required if Schedule II uses are identified.</i> <i>For further information and for the Schedule 1 (Site Profile Form) and Schedule II (Commercial and Industrial purposes and activities), please go to: https://www2.gov.bc.ca/gov/content/environment/air-land-water/site-remediation/site-profiles.</i> 	<input type="checkbox"/>
<input type="checkbox"/>	Site Profile Waiver <i>The City of Penticton requires applicants who are not submitting a Site Profile under the Environmental Management Act to submit a "Site Profile Waiver".</i>	<input type="checkbox"/>
<input type="checkbox"/>	Plans <ul style="list-style-type: none"> <i>All plans must be in metric, be clearly legible, show all property lines and dimensions and include a scale and Zoning Bylaw Compliance Table.</i> 	<input type="checkbox"/>
<input type="checkbox"/>	Paper Copy <ul style="list-style-type: none"> <i>1 copy to be submitted with application</i> 	<input type="checkbox"/>
<input type="checkbox"/>	Digital Plans <ul style="list-style-type: none"> <i>Email planning@pentiction.ca.</i> <i>Include the civic address and Type of Application in the subject line.</i> 	<input type="checkbox"/>
<input type="checkbox"/>	Landscape Plans <ul style="list-style-type: none"> <i>Required for Development Permit applications.</i> <i>Plan to be prepared by a landscape professional and include a species list.</i> 	<input type="checkbox"/>



Development Application-Checklist

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Applicant		Staff
<input type="checkbox"/>	<p>Letter of Intent</p> <ul style="list-style-type: none"> • <i>Include information that you would like staff and Council to consider when reviewing your proposal.</i> • <i>Outline your project (Rezoning from and to; list specific variances etc.).</i> • <i>What are the impacts on the neighboring properties as a result of your development application?</i> • <i>What is being done to minimize negative impacts on the neighboring properties?</i> • <i>What makes the development a positive contribution to the community?</i> <p><i>Please be advised that your letter of intent may form part of the report to Council and personal information (i.e. phone numbers, personal address) should be omitted.</i></p>	<input type="checkbox"/>
<input type="checkbox"/>	<p>Development Permit Analysis <i>Only required for Development Permit Applications</i></p> <ul style="list-style-type: none"> • <i>Include a review of relevant development permit guidelines to indicate how the proposed development meets the intent of the guidelines. Please refer to Official Community Plan Bylaw 2019-08, Development Permit Area Guidelines.</i> • <i>Indicate any design considerations that have been completed to better meet the guidelines.</i> • <i>Ensure all relevant use-specific and area-specific guidelines have been applied.</i> 	
<input type="checkbox"/> <input type="checkbox"/>	<p>Report Prepared by a Qualified Environmental Professional (QEP) <i>Only required for Riparian and Environmental Development Permits</i></p> <p>Paper Copy</p> <ul style="list-style-type: none"> • <i>1 copy to be submitted with application</i> <p>Digital Copy</p> <ul style="list-style-type: none"> • <i>Email planning@penticton.ca</i> • <i>Include the civic address and Type of Application in the subject line.</i> 	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	<p>Application Fee</p>	<input type="checkbox"/>
<p>_____</p> <p>Initial</p>		<p>_____</p> <p>Initial</p>

Please feel free to contact the Planning Department at (250) 490-2501 or planning@penticton.ca with any questions regarding the checklist.



Development Applications-Fee Schedule

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Effective January 1, 2019

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	\$	