



# Development Application

Planning Department-Development Services Division

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

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

[penticton.ca](http://penticton.ca)

January 1, 2025

<b>Application(s) #</b>			
<b>Project #</b>		<b>Date Received:</b>	
<b>Application Category: (Check all that apply)</b>		<b>Detail:</b>	<b>Fees: (Refer to Fee Schedule)</b>
<input type="checkbox"/>	Development Permit		\$
<input type="checkbox"/>	Development Variance Permit		\$
<input type="checkbox"/>	OCP Amendment		\$
<input type="checkbox"/>	Rezoning		\$
<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	\$
		<b>Total Fees</b>	<b>\$</b>
<b>Applicant Information (Property Owner(s) or Agent**)</b>			<b>**See Agency Agreement</b>
<b>Name(s):</b>		<b>Phone:</b>	
<b>Company:</b>		<b>Cell:</b>	
<b>Mailing Address:</b>		<b>Email:</b>	
<b>Property Owner(s) (Information From Current Title Search)</b>			
<b>Name(s):</b>		<b>Phone:</b>	
<b>Company:</b>		<b>Cell:</b>	
<b>Mailing Address:</b>		<b>Email:</b>	
<b>Property Information (Please submit a separate page if more than three properties are being developed)</b>			
<b>Civic Address and Legal Description/PID:</b>			
<b>Civic Address and Legal Description/PID:</b>			
<b>Civic Address and Legal Description/PID:</b>			

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 each specific variance)


**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

*If all registered owners of the property are the 'Applicant', all must sign below. If only one registered owner is the 'Applicant', the remaining registered owner(s) must provide an Agency Agreement. Please submit a separate page if more signatures are required.*

Print Name	Signature	Date
Print Name	Signature	Date
Print Name	Signature	Date

Information collected on this form is done so under the authority of section 26 (c) of the *Freedom of Information and Protection of Privacy Act* (FOIPPA), and is protected in accordance with FOIPPA. Personal information will only be used by authorized staff to fulfill the purpose for which it was originally collected, or for a use consistent with that purpose. For further information regarding the collection, use, or disclosure of personal information, please contact the Legislative Services Department at 250-490-2400.



# Development Application-Checklist

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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 and emailed to [planning@penticton.ca](mailto:planning@penticton.ca)  
 Incomplete applications will not be accepted.*

**\*\* The application will proceed through our review process AFTER payment is made. \*\***

Applicant <input checked="" type="checkbox"/>		Staff <input checked="" type="checkbox"/>
<input type="checkbox"/>	<b>Completed Application Form</b> <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"/>	<b>Agency Agreement</b> <i>This form is required if the owner(s) is not the applicant.</i>	<input type="checkbox"/>
<input type="checkbox"/>	<b>Current Title (Required for each property)</b> <ul style="list-style-type: none"> <li>Searched within 30 days.</li> <li>Include current copies of any restrictive covenants, easements or utility rights-of way.</li> </ul>	<input type="checkbox"/>
<input type="checkbox"/>	<b>City to pull Current Title(s)</b>	<input type="checkbox"/>
<input type="checkbox"/>	<b>Site Disclosure Statement</b> <ul style="list-style-type: none"> <li>Rezoning, Development Permit, Subdivision and Building Permits (where soil disturbance is likely to occur) are triggers for a Site Disclosure Statement, if the property is used, or has been used, for commercial or industrial purposes or activities (Schedule 2).</li> <li>\$100 Ministry of Environment referral fee is required if Schedule 2 uses are identified.</li> <li>For further information, the Site Disclosure Form and list of Schedule 2 Uses, please go to: <a href="https://www2.gov.bc.ca/gov/content/environment/air-land-water/site-remediation/identifying-and-disclosing-sites-that-may-be-contaminated">https://www2.gov.bc.ca/gov/content/environment/air-land-water/site-remediation/identifying-and-disclosing-sites-that-may-be-contaminated</a></li> </ul>	<input type="checkbox"/>
<input type="checkbox"/>	<b>Site Disclosure Waiver</b> <ul style="list-style-type: none"> <li>The City of Penticton requires applicants <b>who are not</b> submitting a Site Disclosure Statement under the Environmental Management Act to submit a "Site Disclosure Waiver".</li> </ul>	<input type="checkbox"/>
<input type="checkbox"/>	<b>Plans (pdf format)</b> <ul style="list-style-type: none"> <li>All plans must be in metric, be clearly legible, show all property lines and dimensions and include a scale and Zoning Bylaw Compliance Table.</li> <li>Please refer to the <b>Development Plans Guideline</b> for items to consider when submitting plans.</li> </ul>	<input type="checkbox"/>
<input type="checkbox"/>	<b>Landscape Plans (pdf format)</b> <ul style="list-style-type: none"> <li>Required for <b>Development Permit</b> applications.</li> <li>Plan to be prepared by a landscape professional and include a species list.</li> </ul>	<input type="checkbox"/>

Applicant <input checked="" type="checkbox"/>		Staff <input checked="" type="checkbox"/>
<input type="checkbox"/>	<p><b>Letter of Intent</b></p> <ul style="list-style-type: none"> <li>• <i>Outline the details of your project.</i> <ul style="list-style-type: none"> <li>• <i>Rezoning from and to,</i></li> <li>• <i>Provide rationale for each variance request,</i></li> <li>• <i>Describe the development (i.e. Multi family development consisting of...)</i></li> </ul> </li> <li>• <i>Include information that you would like staff and Council to consider when reviewing your proposal.</i></li> <li>• <i>What are the impacts on the neighboring properties as a result of your development application?</i></li> <li>• <i>What is being done to minimize negative impacts on the neighboring properties?</i></li> <li>• <i>What makes the development a positive contribution to the community?</i></li> </ul> <p><b>Please be advised that your letter of intent may form part of the report to Council and personal information (i.e. phone numbers, email address) should be omitted.</b></p>	<input type="checkbox"/>
<input type="checkbox"/>	<p><b>Development Permit Analysis</b> (Major &amp; Minor Development Permits)</p> <p>Please refer to the <b>DP Analysis How-To Guide</b> for helpful information.</p> <ul style="list-style-type: none"> <li>• <i>Include a review of relevant development permit guidelines to indicate how the proposed development meets the intent of the guidelines.</i></li> <li>• <i>Please refer to <a href="#">Official Community Plan Bylaw 2019-08</a>, Development Permit Area Guidelines.</i></li> <li>• <i>Indicate any design considerations that have been completed to better meet the guidelines.</i></li> <li>• <i>Ensure all relevant use-specific and area-specific guidelines have been applied.</i></li> </ul>	<input type="checkbox"/>
<input type="checkbox"/>	<p><b>Reports</b></p> <p><b>Environmental Development Permits:</b></p> <ul style="list-style-type: none"> <li>• Environmental Report prepared by a Qualified Environmental Professional (QEP)</li> </ul> <p><b>Riparian Area Development Permits:</b></p> <ul style="list-style-type: none"> <li>• Riparian Area Assessment Report prepared by a Qualified Environmental Professional (QEP) and provincially approved</li> </ul>	<input type="checkbox"/>  <input type="checkbox"/>
<input type="checkbox"/>	<p><b>Application Fee</b> <i>The application will proceed through our review process AFTER payment is received.</i></p>	<input type="checkbox"/>
_____ Initial		_____ Initial

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# Development Applications-Fee Schedule

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OCP Amendments	Fee	<input checked="" type="checkbox"/>
OCP Amendments	\$2,625.00	<input type="checkbox"/>
OCP Amendments in conjunction with Public Engagement	\$6,315.00	<input type="checkbox"/>
<b>Rezoning</b>		
Rezoning Applications	\$2,310.00	<input type="checkbox"/>
Zoning Bylaw Text Amendments	\$1,675.00	<input type="checkbox"/>
Comprehensive Development Zone	\$6,410.00	<input type="checkbox"/>
<b>Public Notice Signs (OCP Amendments/Rezoning)</b>		
Initial OCP Amendment or Zoning Amendment Bylaw Sign(s)	\$330.75/sign (incl. GST)	<input type="checkbox"/>
Repair or Replacement of damaged sign(s)	\$330.75/sign (incl. GST)	<input type="checkbox"/>
<b>Development Permit Application</b>		
Minor DP (Staff issuable)	\$880.00	<input type="checkbox"/>
Amendments to Minor DP (Staff issuable)	\$445.00	<input type="checkbox"/>
Major DP (Council Decision)	\$1,520.00	<input type="checkbox"/>
Amendments to Major DP (Council Decision)	\$760.00	<input type="checkbox"/>
Appeal to Council of a Staff Decision on a DP	\$880.00	<input type="checkbox"/>
Riparian / Environmental Assessment Development Permit	\$760.00	<input type="checkbox"/>
Hillside Development Permit	\$1,520.00	<input type="checkbox"/>
<b>Development Variance Permit Application or Board of Variance Application</b>		
Major Variance (Council Decision)	\$1,615.00	<input type="checkbox"/>
Minor Variance (Staff Issuable)	\$880.00	<input type="checkbox"/>
Board of Variance	\$630.00	<input type="checkbox"/>
<i>No additional fee is required for a Variance where it is issued under Section 492 of the LGA</i>		
<b>Temporary Use Permit</b>		
Temporary Use Permit	\$1,105.00	<input type="checkbox"/>
Temporary Use Permit Renewal	\$510.00	<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	\$1,265.00	<input type="checkbox"/>
3-10 Lots	\$1,265.00 + \$370.00 per lot in excess of 2 lots	<input type="checkbox"/>
11-20 Lots	\$4,220.00 + \$265.00 per lot in excess of 10 lots	<input type="checkbox"/>
21-30 Lots	\$6,870.00 + \$245.00 per lot in excess of 20 lots	<input type="checkbox"/>
31-40 Lots	\$9,290.00 + \$225.00 per lot in excess of 30 lots	<input type="checkbox"/>
41 Lots or Greater	\$11,550.00 + \$140.00 per lot in excess of 40 lots	<input type="checkbox"/>
Preliminary Layout Approval (PLA): Renewal or Amendment	\$280.00	<input type="checkbox"/>
Legal Plan Approval Fee	\$68.25 (incl. GST)	<input type="checkbox"/>
Subdivision - Phased Strata		
Phasing Approval Fee	\$755.00	<input type="checkbox"/>
Form P Approval	\$130.20 (incl. GST)	<input type="checkbox"/>
Preliminary Layout Approval (PLA): Renewal or Amendment	\$280.00	<input type="checkbox"/>
Legal Plan Approval Fee	\$68.25 (incl. GST)	<input type="checkbox"/>
Strata Conversion		
First Lot	\$629.00	<input type="checkbox"/>
Each Additional Lot	\$630.00 + 170.00 per strata lot to a max. of \$2,315.00	<input type="checkbox"/>
Report Inspection Fees	\$314.00	<input type="checkbox"/>
Legal Plan Approval Fee	\$68.25 (incl. GST)	<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)	\$23.10 (incl. GST)	<input type="checkbox"/>
<b>TOTAL FEES</b>	<b>\$</b>	