



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

January 1, 2026

Application(s) #		
Project #	Date Received:	
Application Category: (Check all that apply)		Type: Fees: (Refer to Fee Schedule)
<input type="checkbox"/> Development Permit		\$
<input type="checkbox"/> Development Variance Permit		\$
<input type="checkbox"/> OCP Amendment		\$
<input type="checkbox"/> Zoning Amendment		\$
<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(s) 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:
Mailing 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.

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

Notes:

- If you are applying for a Zoning Amendment or OCP Amendment and a Public Hearing is required, please be advised that the Applicant's name will be printed on the Public Notice Sign.

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 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

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"/>	Agency Agreement <ul style="list-style-type: none"><i>This form is required if the owner(s) 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 Disclosure Statement: Identifying and Disclosing Sites That May be Contaminated <ul style="list-style-type: none"><i>Zoning amendments, 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).</i><i>\$100 Ministry of Environment referral fee is required if Schedule 2 uses are identified.</i> <p><i>For further information, the Site Disclosure Form, list of Schedule 2 Uses, and the online Site Disclosure Statement, please go to: Identifying and disclosing sites that may be contaminated - Province of British Columbia</i></p> <ul style="list-style-type: none"><i>Refer to the section 'If you're applying to a municipality or approving officer' for helpful information.</i><i>In order for the Planning Dept. to receive notification of the Site Disclosure Statement, please use planning@penticton.ca.</i>	<input type="checkbox"/>
<input type="checkbox"/>	Site Disclosure Waiver <ul style="list-style-type: none"><i>The City of Penticton requires applicants who are not submitting a Site Disclosure Statement under the Environmental Management Act to submit a "Site Disclosure Waiver".</i>	<input type="checkbox"/>
<input type="checkbox"/>	Plans (pdf format) <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><i>Please refer to the Development Plans Guideline for items to consider when submitting plans.</i>	<input type="checkbox"/>
<input type="checkbox"/>	Landscape Plans (pdf format) <ul style="list-style-type: none"><i>Required for Development Permit applications (excluding Environmental, Riparian and Hillside DPs).</i><i>Plan to be prepared by a landscape professional and include a species list.</i>	<input type="checkbox"/>

Applicant <input checked="" type="checkbox"/>		Staff <input checked="" type="checkbox"/>
<input type="checkbox"/>	<p>Letter of Intent</p> <ul style="list-style-type: none"> • <i>Outline the details of your project.</i> <ul style="list-style-type: none"> • <i>Rezoning from and to,</i> • <i>Provide rationale for each variance request,</i> • <i>Describe the development (i.e. Multi family development consisting of...)</i> • <i>Include information that you would like staff and Council to consider when reviewing your proposal.</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>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.</p>	<input type="checkbox"/>
<input type="checkbox"/>	<p>Reports</p> <p>Environmental Development Permits:</p> <ul style="list-style-type: none"> • Environmental Report prepared by a Qualified Environmental Professional (QEP) <p>Riparian Area Development Permits:</p> <ul style="list-style-type: none"> • Riparian Area Assessment Report prepared by a Qualified Environmental Professional (QEP) and provincially approved 	<input type="checkbox"/>
<input type="checkbox"/>	<p>Application Fee</p> <p><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	\$2,810.00	<input type="checkbox"/>
OCP Amendments in conjunction with Public Engagement	\$6,760.00	<input type="checkbox"/>
Zoning Amendments		
Zoning Amendment Applications	\$2,470.00	<input type="checkbox"/>
Zoning Bylaw Text Amendments	\$1,790.00	<input type="checkbox"/>
Comprehensive Development Zone	\$6,860.00	<input type="checkbox"/>
Public Notice Signs (Zoning Amendments and OCP Amendments)		
Initial OCP Amendment or Zoning Amendment Bylaw Sign	\$351.75/sign (incl. GST)	<input type="checkbox"/>
Development Permit Application		
Minor DP (Staff issuable)	\$940.00.00	<input type="checkbox"/>
Amendments to Minor DP (Staff issuable)	\$475.00	<input type="checkbox"/>
Major DP (Council Decision)	\$1,625.00	<input type="checkbox"/>
Amendments to Major DP (Council Decision)	\$815.00	<input type="checkbox"/>
Appeal to Council of a Staff Decision on a DP	\$940.00	<input type="checkbox"/>
Riparian / Environmental Assessment Development Permit	\$815.00	<input type="checkbox"/>
Hillside Development Permit	\$1,625.00	<input type="checkbox"/>
Development Variance Permit Application		
Major Variance (Council Decision)	\$1,725.00	<input type="checkbox"/>
Minor Variance (Staff Issuable)	\$940.00	<input type="checkbox"/>
Appeal to Council of a Staff Decision on a DVP	\$940.00	<input type="checkbox"/>
<i>No additional fee is required for a Variance where it is issued under Section 492 of the LGA</i>		
Other Administrative Fees		
Ministry of Environment-Site Profile Referral	\$100.00	<input type="checkbox"/>
Land Title Search (per property)	\$24.15 (incl. GST)	<input type="checkbox"/>