



Community Services Building
 3001 - 32 Ave, Vernon, B.C., V1T 2L8
 Phone: 250-550-3634 | Email: planning@vernon.ca

DEVELOPMENT APPLICATION FORM

OFFICE USE ONLY

Application Received Date: _____
 Permit / File No: _____
 "My City" Access Code: _____

TYPE OF APPLICATION (Check all that apply)

<input type="checkbox"/> OCP Amendment	<input type="checkbox"/> Development Variance Permit	<input type="checkbox"/> Heritage Revitalization Agreement
<input type="checkbox"/> Zoning Bylaw Amendment	<input type="checkbox"/> Development Permit - Major	<input type="checkbox"/> Temporary Use Permit
<input type="checkbox"/> Temporary Use Permit	<input type="checkbox"/> Development Permit - Minor	<input type="checkbox"/> Other:

VALUE OF PROPOSED WORKS (MINOR DEVELOPMENT PERMITS ONLY): \$

APPLICANT	PROPERTY OWNER(S)
Applicant Name:	Owner Name:
Business Name:	Owner Name:
Mailing Address:	Mailing Address:
City: Postal Code:	City: Postal Code:
Phone: Cell:	Phone: Cell:
Email:	Email:

DEVELOPMENT PROPERTY DESCRIPTION

Civic Address:	Current Zoning:
Legal Description:	Proposed Zoning (If Applicable):
PID:	Current OCP Designation:
Current Land Use:	Proposed OCP Designation (If Applicable):

PURPOSE OF APPLICATION (Description of proposal)

OCP DEVELOPMENT PERMIT AREA (Refer to [Map 14](#) of the OCP)

1 - City Centre Development District 2 - Neighbourhood Development District 3 - Hillside Development District

DEVELOPMENT PERMIT TYPES (As applicable, refer to [Section 26.0](#) and [Section 26.1](#) of the OCP for more information)

Form & Character (1, 2, 3) ALR (4) Riparian (5) Environmental (6)
 Hillside / Steep Slope (7) Fire Interface (8) Flood Hazard (9)

SUBMISSION REQUIREMENTS

This table identifies typical requirements based on location and the type of application. Applicants are strongly encouraged to connect with City staff prior to applying to verify requirements. **Upon review of each submitted application, additional documents or drawings may be required to continue the review process.**

All plans are to be drawn to scale in metric format. Please indicate which of the following documents have been **submitted** alongside your application. Completed applications must be submitted via email to planning@vernon.ca.

ITEM	SUBMITTED	DOCUMENT TYPE	DETAILS
A	REQ	Application Form	Development Application Form and Checklist completed.
B	REQ	Application Fee	As specified in the Fees and Charges Bylaw .
C	REQ	Title Search	Property Title and any applicable covenants or charges registered on the property (must be current within 30 days). As applicable / upon staff request, additional title documents may be required, such as a written charge summary describing each charge on title (except financial charges) and advising whether the charges are affected by the proposal.
D	REQ	Design Rationale Statement	Detailed explanation of the proposed development or land use for the site, including: <ul style="list-style-type: none"> • Rationale for any proposed Zoning Bylaw deviation. • Explanation of any impacts and the benefits that proposal will have on the existing neighborhood. • Description of how the proposal conforms with the OCP and its associated neighbourhood plan (if applicable).
E	<input type="checkbox"/>	Zoning Analysis	Technical data summary (usually in table format) of the proposed development confirming compliance with Zoning Bylaw regulations including: <ul style="list-style-type: none"> • Use, density, lot line setbacks, building height and frontage, landscaping area, amenity areas, vehicle parking and loading, bicycle parking, etc. <p>If a deviation from the Zoning Bylaw is proposed, a Development Variance Permit is required.</p>
F	<input type="checkbox"/>	Digital Site Plans Hardcopy only upon request. NOTE: Any proposed retaining walls exceeding 1.2 m in height require a variance unless required as part of subdivision.	Digital Site Plans in PDF format showing the existing and proposed development should contain the following: <ul style="list-style-type: none"> • Civic address, full legal description, and north arrow. • Existing or required rights-of-way or easements. • Property lines, lot dimensions, and adjacent street names. • Existing and proposed building setbacks and site coverage. • Size and location of all on-site parking. • Locations and widths of any existing or proposed property accesses, driveways and maneuvering aisles (refer to Schedule B for more information). • Existing or proposed septic fields. • Proposed retaining walls and fencing (refer to Section 6.5: Fencing and Retaining Walls for more information).

ITEM	SUBMITTED	DOCUMENT TYPE	DETAILS
G	<input type="checkbox"/>	Floor Plans	<p>Architectural Floor Plans should include the following:</p> <ul style="list-style-type: none"> • Basement, floor and roof plans. • All outside floor dimensions. • All room uses and dimensions. • All door, window and skylight locations and sizes. • Rooftop stair and elevator shaft details. • Location of mechanical equipment and screening.
H	<input type="checkbox"/>	Building Elevations	<p>Elevation Plans (front, rear, and all sides) for the principal building and all accessory buildings should include the following:</p> <ul style="list-style-type: none"> • Floor level elevations indicating per floor and overall building height. • Existing and proposed grade elevations on all building corners. • Roof pitch and proposed peak height. • Dimensions of exterior guards and guard details. • Colours and materials palette detailing all proposed exterior finishings (product samples are not required).
I	<input type="checkbox"/>	Cross Sections	<p>Cross Sections should include the following:</p> <ul style="list-style-type: none"> • Rooftop stair dimensions, height of guards, handrails, and guardrails. • Height of crawl spaces and all habitable floors (floor to ceiling). • Height of all half storeys or dormers.
J	<input type="checkbox"/>	Landscape Plans	<p>Landscape Plans should include the following:</p> <ul style="list-style-type: none"> • Existing landscape details (ie. location of on-site trees). • Proposed planting plan showing amenities (ie. picnic tables or garbage enclosures), irrigation infrastructure, and plant species density and locations. • Exterior lighting plan (building and site). • Cost estimate for works to be completed (plants, fixtures, materials, irrigation, site preparation and labour) prepared by a landscape professional. <p>Plans shall comply with all relevant bylaws including the Zoning Bylaw, Landscape Standards Bylaw and Landscape Maintenance Bylaw.</p>
K	<input type="checkbox"/>	RAPR Report	<p>A RAPR Report is required if the proposed works are within a Riparian Assessment Area and an exemption does not apply (see Section 26 of the OCP for more information).</p> <p>The RAPR Report must be prepared by a Qualified Environmental Professional in accordance with the Riparian Areas Protections Regulation (RAPR) and have been submitted to the Province before applying.</p>
L	<input type="checkbox"/>	Environmental Impact Assessment (EIA) or Habitat Assessment	<p>An EIA or Habitat Assessment is required if the proposed works are within areas having medium or high conservation value and an exemption does not apply (see Section 26 of the OCP for more information).</p> <p>EIA and Habitat Assessment report standards are outlined in the Environmental Management Areas Strategy within the OCP.</p>

ITEM	SUBMITTED	DOCUMENT TYPE	DETAILS
M	<input type="checkbox"/>	Hillside Studies	<p>Hillside Studies are required for development proposed where $\geq 10\%$ of the land is $\geq 12\%$ in slope and an exemption does not apply (see Section 26 of the OCP for more information).</p> <p>Hillside Studies must comply with the Hillside Guidelines and should include:</p> <ul style="list-style-type: none"> • Site Survey. • Slope Analysis showing slope intervals of 0-12%, >12-20%, >20-30%, and >30%. • Geotechnical Evaluation and Report signed and Stamped by a Professional Engineer. • Current and proposed Grading Plan with cross-sections. • Drainage Management Plan. • Retaining wall(s) with cross-sections. <p>Other Hillside Studies may be required including a Tree and Vegetation Plan, Erosion Control Plan, or Visual Quality Plan.</p>
N	<input type="checkbox"/>	Wildfire Plan or Wildfire Covenant	<p>A Wildfire Plan or Covenant is required for proposed development within Fire Interface Areas 2 and 3 when an exemption does not apply (see Section 26 of the OCP for more information).</p> <p>Development proposals within these areas must be designed to comply with FireSmart BC Guidelines and the Community Wildfire Protection Plan, as amended.</p>
O	<input type="checkbox"/>	Site Disclosure Statement	<p>Required for Rezoning and Development Permit applications. Has the site been used for any industrial or commercial purposes or activities described in Schedule 2 of the Contaminated Sites Regulation:</p> <p style="text-align: center;"><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>The BC Contaminated Sites Regulation (CSR) requires submission of a Site Disclosure Statement under certain conditions. If the site has been used for any Schedule 2 activities, a complete Site Disclosure Statement must be submitted to the province along with a \$100 review fee.</p>
P	<input type="checkbox"/>	Flood Construction Level Confirmation	<p>A site-specific Flood Assessment Report submitted by a Qualified Professional as per Section 9.0 of the Floodplain Management Bylaw.</p>
Q	<input type="checkbox"/>	Additional Studies, Plans or Documents	<p>Depending on the type and complexity of the proposed development, the following supporting documentation may be required:</p> <ul style="list-style-type: none"> • Parking Study prepared and certified by a Professional Engineer for projects with 100 vehicle parking spaces or more. • Preliminary Lot Grading Plan showing contours, areas of fill > 0.5 metres, and main floor elevations, stamped by a Professional Engineer. • Other related studies to support the application: <p>_____</p> <p>_____</p>