



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: _____

TYPE OF APPLICATION (Check all that apply)

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

Pre-application meeting? Yes No Name of Planner in pre-application: _____
 Date(s) of pre-application meeting(s): _____

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)

REQUIRED SUPPORTING DOCUMENTS

This section identifies **minimum** submission requirements based upon the type of application. Refer to the following table of Submission Requirements for a description of the relevant materials required. Applicants should verify submission requirements with City staff in advance of applying through a pre-application meeting as needed.

Application Type	Required	If Applicable
OCP Amendment	A, B, C	E, J, L, M, N
Rezoning	A, B, C, D, E, O	F, G, H, I, J, L, M, N, P, Q
Temporary Use Permit	A, B, C, D, E	F, G, H, I, J, L, M, N, O, P, Q
Development Variance Permit	A, B, C, D, E, F	G, H, I, J, K, L, M, N, O, P, Q
Development Permit - Major	A, B, C, D, E, F, O	G, H, I, J, K, L, M, N, P, Q
Development Permit - Minor	A, B, C, D, O	E, F, G, H, I, J, K, L, M, N, P, Q

ACKNOWLEDGEMENT AND SIGNATURES

Any information provided on this form is collected in accordance with the Freedom of Information and Protection of Privacy Act, for the purpose of administering relevant planning and land use management processes pursuant to Part 14 of the Local Government Act. Applicants are advised that all planning and land use management processes are public, and any materials submitted become part of the public record. All information submitted may be used for reports to Council, available to the public upon request and distributed on the City’s website. Should you have any questions or concerns about the collection and /or release of your personal information please call Corporate Services at (250) 545-1361.

By signing this application form, the applicant / owner attests that the information provided on this and supplemental application forms for land use permits from the City of Vernon is true and correct to the best of their knowledge. Any material, falsehood or any omission of a material fact made by the applicant / owner with respect to this application may result in an issued permit becoming null and void.

- I, the applicant / owner, certify that this application is being made with the full knowledge and consent of all owners of the property in question.
- I, the applicant / owner am aware that the processing of the permit does not start until payment has been received in full.
- I, the owner, authorize the applicant to act as my / our agent and apply for the applications noted on this application form on my / our behalf and authorize their access to information regarding the subject property.

Property Owner

Signature

Date

Property Owner

Signature

Date

Applicant

Signature

Date

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>



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

ZONING ANALYSIS TABLE

OFFICE USE ONLY

Permit / File No: _____

GENERAL (Refer to the [City of Vernon Zoning Map](#) for confirmation)

Is the property within a Transit Oriented Development Area?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is the property within the Urban Containment Boundary?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is the property connected to the Community Water System?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is the property connected to the Community Sewer System?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

PROPERTY CONTEXT

Current Zone:	Proposed Zone:
Current OCP Designation:	Proposed OCP Designation:
Current Primary Land Use:	Proposed Primary Land Use:
Current Ancillary Land Use:	Proposed Ancillary Land Use:

PROPERTY INFORMATION	Provided	Zone Requirement
Lot Area (m ²)		
Lot Width (m)		
Lot Depth (m)		
Maximum Density (Units)		
Maximum Density (Floor Area Ratio)		

BUILDING INFORMATION	Provided	Zone Requirement
Dwelling Unit Net Floor Area (m ²)		Min. 30 m ²
Front Setback (m)		
Side Setback (m)		
Side Setback (m)		
Rear Setback (m)		
Garage/Carport Setback (m)		
Maximum Height (m)		
Maximum Frontage (m)		

LANDSCAPING & SCREENING	Provided	Zone Requirement
Landscaping Area (%)		
Landscape Buffer (Level)		
Maximum Fence Height (m)		
Maximum Retaining Wall Height (m)		
Garbage/Recycling Bin Screening?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

VEHICLE PARKING	Provided	Zone Requirement
Total Vehicle Parking Spaces		
Regular Vehicle Spaces		
Small Vehicle Spaces		
Oversized Vehicle Spaces		
Accessible Vehicle Spaces		
Ratio of EV-Ready Vehicle Parking Spaces (% of Total Spaces)		
Total Visitor Parking Spaces		
Total Vehicle Loading Spaces		
Length, Width, and Overhead Clearance Criteria Met?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Hard Surfaced Parking Areas?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
VEHICLE MANOUVERING	Provided	Zone Requirement
Drive Aisle Width (m)		
Drive Aisle Grade (%)		
Hard Surfaced Drive Aisle?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Access from Laneway or Flanking Street?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
BIKE PARKING	Provided	Zone Requirement
Total Bike Parking Spaces		
Short Term Bike Parking Spaces		
Long Term Bike Parking Spaces		
Inclusive Bike Parking Spaces		
End of Trip Facilities?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
AMENITY AREA (Larger Developments Only)	Provided	Zone Requirement
Total Common Amenity Area (m ²)		
Common Amenity Area per Bachelor Dwelling Unit (m ²)		
Common Amenity Area per 1 Bedroom Dwelling Unit (m ²)		
Common Amenity Area per Dwelling Unit with > 1 Bedroom (m ²)		
Total Private Amenity Area (m ²)		
Private Amenity Area per Bachelor Dwelling Unit (m ²)		
Private Amenity Area per 1 Bedroom Dwelling Unit (m ²)		
Private Amenity Area per Dwelling Unit with > 1 Bedroom (m ²)		

REV – JAN 2025