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## DEVELOPMENT-GENERAL INFORMATION

- Application:     OCP Bylaw Amendment &/or Zoning Bylaw Amendment **(Form OR13)**
- Development Permit **(Form MDP13)**
- Major or Minor Development Permit **(Form Minor DP)**
- Development Variance Permit **(Form DVP13)**
- Temporary Use Permit **(Form MDP13)**
- Subdivision, Bare Land Strata Approval & Strata Title Conversion **(Form SUB13)**
- Antenna System Siting Review **(Form ANT 13)**

**All Applications    Please include Application Requirements Form (Checklist)**

### SITE

Civic Address: _____	Legal Description: _____	PID: _____	Lot: _____
	District Lot(DL): _____		Plan: _____

### OWNER(S)

Owner Name(s): _____	Home: _____
	Work: _____
Mailing Address: _____	Cell: _____
	Email: _____

### OWNER(S) AGENT IF APPLICABLE

Agent's Name: _____	Work: _____
	Fax: _____
Mailing Address: _____	Cell: _____
	Email: _____

*If applicable*    Please include Owner's Authorization

<b>X</b> <i>Owner Signature</i>	<i>Date</i>
<b>X</b> <i>Authorized Agent Signature</i>	<i>Date</i>

**COMMENTS:**

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Application No		Fee: \$	
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**VILLAGE OF PEMBERTON  
DEVELOPMENT APPLICATION REQUIREMENTS AND FORMS**

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## APPLICATION REQUIREMENTS FOR SUBDIVISION AND BARE LAND STRATA APPROVAL

### 1. Pre-Application Meeting

It is strongly recommended that prior to submitting an application for subdivision or bare land strata approval, an applicant should meet with Village of Pemberton's Approving Officer to review application requirements. The intent of the pre-application will be to confirm specific submission requirements for each proposal.

It is important to have the Village identify the information required for the application since any applications deemed incomplete by the Development Services Department will not be accepted and subsequently returned to the applicant.

### 2. Submission Checklist

- Complete Application Form (*Form SUB13*)
- Application Fee (In accordance with Development Procedures Bylaw No. 725, 2013)
- Certificate of State of Title or of Indefeasible Title (*dated no more than thirty (30) days prior to submission of the application must accompany the application as a proof of ownership*)
- Copy of Charges on Title (*i.e. covenants, rights of way, statutory building schemes, etc*)
- Owners Agent Authorization (if applicable)
- Site Profile (*as per [http://www.env.gov.bc.ca/epd/remediation/site\\_profiles/index.htm](http://www.env.gov.bc.ca/epd/remediation/site_profiles/index.htm) )*)

### 3. Property Information

Legal Description:

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PID#: \_\_\_\_\_

Civic Address: \_\_\_\_\_

Property Size (metric): \_\_\_\_\_

Current OCP Land Use Designation (Schedules A and B of the OCP Bylaw):

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Proposed OCP Land Use Designation (Schedules A and B of the OCP Bylaw):

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Existing Use/Development on the Property: \_\_\_\_\_

Proposed Use/Development of the Property: \_\_\_\_\_

Lands within Agricultural Land Reserve: \_\_\_\_\_

*\*All plans shall be prepared at metric scale and dimensions*

**4. Project Summary Information Checklist** *(provide in written format)*

- Description of Proposed Subdivision/Strata
- Rationale in Support of the Proposed Subdivision/Strata
- Overview of the Proposed Subdivision/Strata
- Consistency with OCP Policies and Maps
- Consistency with Zoning Bylaw Regulations and Land Use Designations

**5. Supporting Plans and Illustrations Checklist**

*(hard copies include full size plans and reductions\* as well as a digital copy)*

- Location Context Plan
- Sketch Plan (indicating size and dimension of all parcels, existing buildings, contours, roads, trails, watercourses, etc.)
- Site Development Statistics *(approximate area, lot size, building envelopes)*
- Lot Grading Plan
- Stormwater Management Plan
- Traffic Impact Study
- Photographs of the property
- Existing Subdivision (Legal) Plan
- Existing and Proposed Slope Analysis Aerial Photo Map
- Additional Information \_\_\_\_\_

**6. Servicing Information** *(bare land stratas only need to consider off-site servicing)*

*(written text and hard copies of plans to include full size plan and reductions\* as well as a digital copy)*

- Location Plan for Road Access Points
- Description of Existing or Proposed Storm Drainage flows
- Description of Existing or Proposed Water Service Connections
- Description of Existing or Proposed Available Sewer Service Connections
- Description of Existing or Proposed Road Access
- Location Plan of Existing and Proposed Water and Sewer connections
- Information to be provided regarding development for the Village to perform an independent evaluation of the water and sanitary requirements in context of the existing systems:
  - AutoCAD based base plan illustrating the onsite collection/distribution system of each utility. Base plan must be referenced to legal cadastral.
  - Sanitary catchment plan complete with calculations and expected pipe inverts.
  - Water system plan complete with all expected fixtures (fire hydrants, air valves etc. if applicable) and load calculations. Fire Underwriters Survey fire flow calculation sheet under a Professional Engineer's seal.
  - Proposed onsite and offsite works in AutoCAD format for each utility as supported above.
  - Preliminary ground elevations within the development.

**APPLICATION FORM FOR SUBDIVISION, BARE LAND STRATA OR STRATA TITLE CONVERSION (SUB13)**

I/We hereby make application under the provisions of Part 26 of the *Local Government Act*, Part 7 of the *Land Title Act*, Section 1 and Section 242 of the *Strata Property Act*, and the Village's Development Procedure Bylaw No. 725, 2013 for:

- Subdivision
- Bare Land Strata
- Strata Title Conversion

to permit development on lands legally described as:

Lot: \_\_\_\_\_, Plan: \_\_\_\_\_, District Lot: \_\_\_\_\_, LLD.

**THIS APPLICATION IS MADE WITH MY FULL KNOWLEDGE AND CONSENT**

\_\_\_\_\_

Registered owner's signature

\_\_\_\_\_

Date

Where the applicant is NOT the REGISTERED OWNER, the application must be signed by the REGISTERED OWNERS designated AGENT and proof thereof must be registered in the office of the Village of Pemberton.

**FOR OFFICE USE ONLY:**

Application/File No.: \_\_\_\_\_

Application Fee received \$ \_\_\_\_\_

Receipt No.: \_\_\_\_\_

Date received: \_\_\_\_\_

\_\_\_\_\_

Signature of Official

*\*All plans shall be prepared at metric scale and dimensions*