

**VILLAGE OF PEMBERTON
DEVELOPMENT APPLICATION REQUIREMENTS AND FORMS**

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APPLICATION REQUIREMENTS FOR TEMPORARY USE PERMIT

1. Pre-Application Meeting

It is strongly recommended that prior to submitting an application to amend the Official Community Plan and/or the Zoning Bylaw, an applicant should meet with Village of Pemberton Development Services Department to review the 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 TUP13*)
- Application Fee (In accordance with Development Procedures Bylaw 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*)

3. Property Information

Legal Description:

PID#: _____

Civic Address: _____

Property Size*: _____

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

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

Existing Use/Development on the Property: _____

Proposed Temporary Use/Development of the Property: _____

Length (number of months) for Temporary Use Requested: _____

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

- Description of Proposed Temporary Use
- Purpose and Rationale in Support of the Temporary Use

5. Supporting Plans and Illustrations Checklist

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

- Location Context Plan
- Conceptual Site Plan *(indicating development footprints, approximate density, parks/playgrounds, preservation areas, access roads, trails, parking, transit stops, watercourses, agricultural lands, etc.)*
- Site Development Statistics *(approximate area, unit count, building coverage, area, height, parking, loading, bike racks, etc.)*
- Viewscape Analysis
- Lot Grading Plan
- Stormwater Management Plan
- Traffic Impact Study
- Photographs of the property
- Existing Subdivision (Legal) Plan
- Proposed Subdivision Plan
- Aerial Photo Map
- Additional Information _____

6. Servicing Information *(if applicable)*

(written text and hard copies of plans to include full size plans 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

APPLICATION FORM FOR A TEMPORARY USE PERMIT (TUP13)

I/We hereby make application under the provisions of Part 26 of the *Local Government Act* and the Village's Development Procedure Bylaw No. 725, 2012 for a Development Variance Permit for 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