



Box 100 | 7400 Prospect Street
 Pemberton BC V0N 2L0
 P: 604.894.6135 / Email:
development@pemberton.ca
 Website: www.pemberton.ca

DEVELOPMENT PROJECT APPLICATION FORM

Application Type:

- ☐ **(OR)** OCP Bylaw Amendment &/or Zoning Bylaw Amendment
- ☐ **(SO)** Subdivision
- ☐ **(DP)** Development Permit
- ☐ **(DVP)** Development Variance Permit
- ☐ **(TUP)** Temporary use Permit
- ☐ **Other** (Please Specify): _____

Site/Property Information

Civic Address (if applicable):

Legal Description:

PID:

Parcel Size:

Current land use:

Existing Zone:

Existing OCP land use designation:

Applicable Development Permit Area Designations:

Proposal Information

Project Name:

Project Description:

Proposed Zone:

Detailed List of Variances required, if any:	
Proposed Number of New Dwellings:	
New SFD Count:	New Townhouse Count:
New Apartment Count:	Other:
Proposed Number of New Lots:	
Parking Stalls required per current Zoning Bylaw:	
Parking Stalls proposed:	
Proposed New Non-Residential floor space (square meters):	
Application Fee as calculated by Applicant:	
Owner and Agent Information	
Land Owner Name(s):	Phone:
Email:	Mailing Address:
Owner Signature 	Signature Date:
Owners Agent Name 	Phone:
Email:	Mailing Address:
Agent Signature:	Signature Date:

Pre-Application Meeting

It is strongly recommended that prior to submitting an application an applicant meet with Village of Pemberton Development Services Department to review application requirements. The intent of the pre-application will be to confirm specific submission requirements.

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 processed.

APPLICATION REQUIREMENTS FOR A DEVELOPMENT VARIANCE PERMIT

1. Pre-Application Meeting

It is strongly recommended that prior to submitting an application for a Development Variance Permit, 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 DVP13*)
- ☐ Application Fee (*in accordance with Development Procedures Bylaw No. 725, 2012*)
- ☐ 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*)

3. Property Information

Legal Description:

PID#: _____

Civic Address: _____

Bylaw Requesting Variance: _____

Specific Section of Abovementioned Bylaw Requesting Variance: _____

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

- ☒ Description of Proposed Development and Variance
- ☒ Rationale in Support of the Proposed Variance
- ☐ Supporting Surveys and Site/Architectural/Servicing Plans that may assist in describing the proposed variance