



Land Use Management
 1435 Water Street
 Kelowna, BC V1Y 1J4
 250 469-8626
 kelowna.ca/landuse

Natural Environment Application Checklist

FILE NUMBER: _____ - _____

CHECKLIST

This checklist applies to Natural Environment Development Permits and outlines the requirements for a complete submission. Please ensure you have included all required documentation, reports and drawings as part of your professional submission, as incomplete applications will not be accepted. Environment & Land Use staff (2nd floor City Hall) are available to provide assistance and information. Please note further submission materials may be required during application processing.

NOTE: ALL PLANS & MEASUREMENTS TO BE PROVIDED IN METRIC

	Items submitted	Office Use
Application Form	<input type="checkbox"/>	<input type="checkbox"/>
State of Title including copies of all relevant registered easements, right-of-ways, Section 219 Covenant(s) must be printed within the last 90 days (available at a BC Land Titles Office or refer to Land Titles searches in the Yellow Pages)	<input type="checkbox"/>	<input type="checkbox"/>
Owner's Authorization (If the applicant is not the registered land owner)	<input type="checkbox"/>	<input type="checkbox"/>
Site Profile or Site Profile Waiver (available at City Hall or kelowna.ca)	<input type="checkbox"/>	<input type="checkbox"/>
Project Rationale explaining the project's conformity with relevant policy and guidelines	<input type="checkbox"/>	<input type="checkbox"/>
Photographs of the site and surrounding context (neighbouring properties, on site structures)	<input type="checkbox"/>	<input type="checkbox"/>
Pre-application meeting form (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>

TYPES OF DRAWINGS TO SUBMIT

Ensure each drawing is labeled with the scale, address and north arrow.

NOTE: ALL PLANS & MEASUREMENTS IN METRIC AT AN APPROPRIATE SCALE

	Items submitted	Office Use
Site Plan <ul style="list-style-type: none"> ▶ Municipal and legal address ▶ Easements, right-of-way, covenant areas ▶ Outline of existing and proposed building(s), structures, roadways, etc. ▶ Location of natural features (e.g. stream or wetland) 	<input type="checkbox"/>	<input type="checkbox"/>
Legal Site Survey and/or Preliminary Lot Layout Plan <ul style="list-style-type: none"> ▶ Prepared by a registered British Columbia Land Surveyor (BCLS). 	<input type="checkbox"/>	<input type="checkbox"/>
Geotechnical Assessment <ul style="list-style-type: none"> ▶ See Geotechnical Assessment Application Checklist for detailed requirements. 	<input type="checkbox"/>	<input type="checkbox"/>
Site Grading Plan <ul style="list-style-type: none"> ▶ Existing and proposed topography and profiles and earthworks (e.g. soil and rock displacement within the site, or soil and rock added to or removed from the site). ▶ Plan must be prepared, signed, and sealed by a Professional Engineer and should be referenced in the Geotechnical Report. 	<input type="checkbox"/>	<input type="checkbox"/>
Site Cross Sections <ul style="list-style-type: none"> ▶ See City of Kelowna Bulletin 'Sloped Lot Cross-Section Requirements'. ▶ Provide a minimum of two representative sections. 	<input type="checkbox"/>	<input type="checkbox"/>
Lot Drainage Plan <ul style="list-style-type: none"> ▶ Indicate direction and location of surface water runoff entering and exiting the site from all adjacent properties using topographic contour lines and appropriate arrows. ▶ Indicate the system / approach proposed to convey runoff away from the proposed structure(s) including the location of roof leader splash pads and/or rock pits, perimeter drain rock pits, pool backwash rock pits etc. as applicable. ▶ Provide a table within the plan summarizing drainage requirements for each lot. 	<input type="checkbox"/>	<input type="checkbox"/>
Erosion and Sediment Control Plan <ul style="list-style-type: none"> ▶ Plan must be prepared, signed, and sealed by a Professional Engineer (P.Eng.) licensed to practice in British Columbia. ▶ Plans must identify potential locations for erosion and sedimentation and describe measures to mitigate sedimentation and erosion before, during and after site development. 	<input type="checkbox"/>	<input type="checkbox"/>
Environmental Assessment (EA) Report <ul style="list-style-type: none"> ▶ See Environmental Assessment Application Checklist for detailed requirements. 	<input type="checkbox"/>	<input type="checkbox"/>

<p>Environmental Management/Site Restoration Plan</p> <ul style="list-style-type: none"> ▶ Illustrate the proposed subdivision/concept plan including the proposed uses. ▶ Describe natural landscaping features (e.g. native plants). ▶ Provide appropriate cross-sections. ▶ Indicate phasing if applicable. 	<input type="checkbox"/>	<input type="checkbox"/>
<p>Riparian Area Regulation (RAR) Authorization</p> <ul style="list-style-type: none"> ▶ Evidence of authorization from the Ministry of Environment and/or Department of Fisheries and Oceans may be required if work is being proposed within Riparian Management Areas. 	<input type="checkbox"/>	<input type="checkbox"/>
<p>Section 9 (Water Act) Authorization</p> <ul style="list-style-type: none"> ▶ Evidence of authorization from the Ministry of Environment must be provided for “Changes In and About a Stream”. <p>* Under the Water Act, “changes in and about a stream” means:</p> <ul style="list-style-type: none"> • any modification to the nature of the stream including the land, vegetation, natural environment or flow of water within the stream, or • any activity or construction within the stream channel that has or may have an impact on a stream <p>** A “stream” includes a natural watercourse or source of water supply, whether usually containing water or not, and a lake, river, creek, spring, ravine, swamp, or gulch.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Environmental Monitor</p> <ul style="list-style-type: none"> ▶ A Qualified Environmental Professional (QEP) may be required for the duration of the project to document compliance with mitigation recommendations in the EA report and to sign off once substantial completion has been satisfied. ▶ The monitor must provide the City with a copy of the contract hiring them for this purpose. 	<input type="checkbox"/>	<input type="checkbox"/>
<p>Letter of Authorization to Halt Work</p> <ul style="list-style-type: none"> ▶ The owner/applicant must authorize the environmental monitor to halt all work on site should any activities not comply with conditions of the environmental assessment or Development Permit. 	<input type="checkbox"/>	<input type="checkbox"/>
<p>Performance Bonding</p> <ul style="list-style-type: none"> ▶ Bonding for implementation of environmental monitoring, site restoration and landscaping in accordance with the plans submitted by a QEP. The applicant is required to post performance security in the amount of 125% of the estimate provided by the QEP. 	<input type="checkbox"/>	<input type="checkbox"/>
<p>Visual Impact Assessment</p> <ul style="list-style-type: none"> ▶ See Visual Assessment Application Checklist for detailed requirements. 	<input type="checkbox"/>	<input type="checkbox"/>
<p>Landscape/Irrigation Plan</p> <ul style="list-style-type: none"> ▶ Landscape plan must conform to recommendations provided in environmental assessment. ▶ Show the proposed subdivision/concept plan including proposed uses. ▶ Identify trees/vegetation to be retained and that which is proposed to be removed. ▶ Elevation and perspective drawings are required to indicate slope treatment and finished grade. ▶ Describe natural landscaping features (e.g. native plants) to be incorporated. ▶ Show the dimensions and footprints for existing and proposed landscaping relative to the existing and final site grades, vehicle areas, property lines, easements, adjacent land uses, building entrances and walkways, exterior lighting, street furniture, hydrants, garbage collection areas, utility poles, and underground utilities. ▶ Describe the existing and proposed plant materials identifying common and scientific plant names, quantity, caliper, rootball size, and height at planting and maturity. ▶ Provide an irrigation plan and water management strategy that incorporates water conservation measures and conforms to the City’s Water Smart program. 	<input type="checkbox"/>	<input type="checkbox"/>
<p>Road Works and Services Plan</p> <ul style="list-style-type: none"> ▶ May be required. 	<input type="checkbox"/>	<input type="checkbox"/>

NUMBER OF COPIES REQUIRED

	Total Copies	Full Sized	Office Use	11”x17”	Office Use	8 1/2”x11”	Office Use
Number of copies required	6	1 <input type="checkbox"/>	<input type="checkbox"/>	4 <input type="checkbox"/>	<input type="checkbox"/>	1 <input type="checkbox"/>	<input type="checkbox"/>

APPLICANT CONFIRMATION

I acknowledge that this submission is preliminary and that further submission materials may be identified and required during application processing.

Applicant Signature: _____

Dated: _____