

Created: Jan 23, 2012

This bulletin is for informational purposes only. Please be sure to consult the relevant City of Kelowna bylaw.

PURPOSE

To improve the consistency of Statutory Right of Way, Highway Reserve and Road Closure processes related to the development approvals process.

SUMMARY

The City of Kelowna is improving and clarifying the process of legal document (Statutory Right of Way, Highway Reserve, etc) submission during the development process.

When the creation of such documents is required as a condition of a development process (Rezoning, Subdivision, Development Permit), applicants will be directed by their file manager to contact the City of Kelowna's Real Estate Branch.

The Real Estate Branch will work with the applicant to ensure that their lawyer receives the most up to date templates for City's legal agreements. In order for developers to avoid extra costs/delays, they are asked to please make this contact as soon as possible after the requirement is identified.

The content of City standard agreements is generally not negotiable. Changes to the City of Kelowna's templates without prior agreement will result in delays to the processing of a development application. Processes such as Road Closures can take many months and thus are best started as soon as possible.

It is the applicant's responsibility to arrange for the registration of executed (signed) documents at the Land Title Office. Document registration at the Land Title Office will generally take 2-3 weeks.

If further information is required please contact Ryan Smith (Subdivision Approving Officer) at 250-469-8426, Jordan Hettinga (Manager of Real Estate Services) at 250-469-8410 or Danielle Noble (Urban Land Use Manager) at 250-469-8477.