



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

Application Checklist

Development Proposal

FILE NUMBER: _____ - _____

CHECKLIST

This checklist outlines the mandatory requirements for a complete submission. Please ensure you have included all required documentation and drawings. One Window Service Centre staff (2nd floor City Hall) are available to provide assistance and information. Incomplete applications are not accepted. Please note further submission materials may be required during application processing.

This checklist applies to:

- ▶ Development Permit
- ▶ Development Variance Permit
- ▶ Rezoning
- ▶ OCP Amendment
- ▶ Heritage Revitalization Agreement
- ▶ Heritage Alteration Permit
- ▶ Text Amendment

NOTE: ALL 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 Title 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/landuse)	<input type="checkbox"/>	<input type="checkbox"/>
Zoning Analysis Table - showing how the proposal meets the requirements of the proposed and current zone	<input type="checkbox"/>	<input type="checkbox"/>
Design Rationale explaining the project's conformity with relevant guidelines with respect to form, materials, context, objectives, design philosophy, relationship to adjacent development, etc.	<input type="checkbox"/>	<input type="checkbox"/>
Photographs of the site and surrounding context i.e. neighbouring properties, on site structures	<input type="checkbox"/>	<input type="checkbox"/>
Sustainability Checklist - for Commercial, Mixed-use, Multi-unit residential and Institutional applications only	<input type="checkbox"/>	<input type="checkbox"/>
Design Guidelines - Adhering to CPTED (Crime Prevention Through Environmental Design) and "Guidelines for Accessibility in Outdoor spaces" criteria (where applicable)	<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.

	Items submitted	Office Use
<p>NOTE: For Commercial, Industrial, Institutional, and Multiple Unit Residential applications, all plans must be completed by a registered professional architect/engineer/landscape architect.</p> <p>Site Plan (1:200 scale recommended) in metric units including:</p> <ul style="list-style-type: none"> ▶ Municipal and legal address ▶ Property line and setbacks (dimensioned) ▶ Easements, right-of-way, covenant areas ▶ Outline of existing and proposed building(s) (dimensioned) ▶ Parking layout (dimensioned setbacks to property line, depth and width of stalls and driving aisles) ▶ Site lighting ▶ Location & area of private open space (could be labeled on corresponding landscape plan) <p><i>For Commercial, Industrial, Institutional and Multi-family applications also include:</i></p> <ul style="list-style-type: none"> ▶ Location and number of bicycle parking stalls and disabled parking stalls ▶ Provision for universal access ▶ Location of any existing/proposed freestanding signage ▶ Location of recycling/garbage enclosures 	<input type="checkbox"/>	<input type="checkbox"/>
<p>Floor Plans for each floor including basement (1:200 scale recommended) in metric units including:</p> <ul style="list-style-type: none"> ▶ Layout of all exterior and interior walls (dimensioned) ▶ Location of doors and windows ▶ Use of each room (e.g. bedroom, bathroom, etc.) ▶ Dimensions of each room 	<input type="checkbox"/>	<input type="checkbox"/>

