



Community Planning
 1435 Water Street
 Kelowna, BC V1Y 1J4
 250-469-8626
 kelowna.ca

Amended Development Permit Application Form

FILE NUMBER: _____ - _____

This form 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) is available to provide assistance and information. **Incomplete applications are not accepted.** Please note further submission materials may be required during application processing.

Refer to the [Amended Development Permit Applications Bulletin](#) to determine if you can submit an Amended Development Permit application or if you are required to apply for a new Development Permit for your proposed changes.

Subject address: _____

Legal description: _____

Original Development Permit number: _____

CHECKLIST

		Office Use
Two (2) Sets of Plans <ul style="list-style-type: none"> ▶ Submit only those sheets in the plan set that are affected by the changes. All amendments must be circled in RED. ▶ Plans must be to scale and dimensioned. All measurements to be provided in METRIC. ▶ Plans must be clear of any previous approval stamps / notations. 	<input type="checkbox"/>	<input type="checkbox"/>
One (1) Digital Set of Plans <ul style="list-style-type: none"> ▶ USB stick or CD acceptable. 	<input type="checkbox"/>	<input type="checkbox"/>
State of Title <ul style="list-style-type: none"> ▶ Include copies of all relevant registered easements, right-of-ways, Section 219 covenants (must be less than 90 days old). 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 <ul style="list-style-type: none"> ▶ If the applicant is not the registered land owner. 	<input type="checkbox"/>	<input type="checkbox"/>
Rationale Statement <ul style="list-style-type: none"> ▶ A separate itemized list of all the proposed changes and reasons for those changes. 	<input type="checkbox"/>	<input type="checkbox"/>
Fee <ul style="list-style-type: none"> ▶ Please refer to the current Development Application Fees Bylaw for more information. 	<input type="checkbox"/>	<input type="checkbox"/>

Upon review of the Amended DP application, a new Development Permit MAY be required in order to process the proposed changes. Any fees paid will be transferred to the new application.

APPLICANT CONFIRMATION

Name: _____ Company: _____

Address: _____

Applicant Telephone No.: _____ Applicant E-mail Address: _____

Applicant Signature: _____ Dated: _____

(Confirming that all required information has been provided and is correct.)

Office Use	Received by:	
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