

Pre-Application Meeting Requirements

The Pre-Application Process is designed as a formal process for applicants to present their development proposal to Development Planning and Development Engineering Staff to obtain feedback prior to making a formal application. At the meeting City Staff will provide information to the applicant on a wide range of topics including:

- Flagging Zoning-Bylaw issues like variances or interpretations;
- Form and Character comments from the 2040 Official Community Plan Design Guidelines;
- Sharing off-site improvements like road dedications, future linear corridors, required service upgrades or offsite improvements and OCP Policies;
- Additional information or technical documents required prior to submission;

This process is designed for applications that are close to formal application submissions. General inquiries are still recommended to contact the Planner of the Day at planninginfo@kelowna.ca.

Major Pre-Application Meeting

- Major Development Permit / Rezoning Applications
 - Multi-Family (five or more units)
 - Commercial Building
 - Industrial (over 4,500 m² GFA or bordering residential)
- OCP Amendment Application
- Text Amendment Application

Minor Pre-Application Meeting

- Minor Development Permit / Rezoning Applications
 - Infill Housing (four or less units)
 - Industrial (less than 4,500m² GFA)
- Development Variance Permit Application
- Major Agricultural Land Reserve Application (i.e., Non-Farm Use Applications)
- Heritage Alteration Permit

<input type="checkbox"/> Major - Pre-Application Documents Checklist	<input type="checkbox"/> Minor - Pre-Application Documents Checklist
a) Online Application Form	a) Online Application Form
b) Owner's Authorization	b) Owner's Authorization
c) Project Rationale	c) Project Rationale
d) Zoning Analysis Table	d) Zoning Analysis Table
e) Site Plan	e) Site Plan
f) Floor Plan (if available)	f) Floor Plan (Minor DP / HAP only)
g) Elevation Drawings	g) Elevation Drawings (Minor DP / HAP only)
h) \$415 Fee (2024 Rate)	h) \$250 Fee (2024 Rate)



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

Kelowna is located on the traditional, ancestral, unceded territory of the syilx/Okanagan people

Pre-Application Review Form

<input type="checkbox"/> Official Community Plan Amendment <input type="checkbox"/> Rezoning <input type="checkbox"/> Text Amendment <input type="checkbox"/> Heritage Alteration Permit (Major / Minor) <input type="checkbox"/> Heritage Revitalization Agreement <input type="checkbox"/> Other: _____	<input type="checkbox"/> Development Variance Permit <input type="checkbox"/> Development Permit (Major / Minor) <ul style="list-style-type: none"> <input type="radio"/> Residential <input type="radio"/> Mixed-Use <input type="radio"/> Commercial <input type="radio"/> Industrial / Health / Institutional <input type="checkbox"/> Other: _____
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APPLICANT

Primary Contact

Professional Consultant

(Architect, Landscape Architect, Heritage Consultant, etc.)

Name:		Name:	
Title:		Title:	
Address:		Address:	
Phone:	Cell	Phone	Cell
Email:		Email:	

PROPERTY(IES) DESCRIPTION

Legal Description:	
Civic Address:	
Current Zoning:	Proposed Zoning (if applicable):
Variances (indicate required regulation and proposed variance):	

DEVELOPMENT PROPOSAL

Please briefly describe your development proposal; a supplemental letter of rationale is also required.

OWNER(S)

Name:		Name:	
Title:		Title:	
Address:		Address:	
Phone:	Cell	Phone	Cell
Email:		Email:	

APPLICANT CONFIRMATION

A. As applicant or approved agent, I confirm that I have read all relevant City of Kelowna bylaws and policies and that this application is in conformance.

I have attached to this application the required plans and specifications of the proposed development in accordance with the application checklist. **I accept responsibility for processing delays caused by incorrect or insufficient submission materials.**

I understand that this application form is a public document and that any and all information contained in it, including personal information as that term is defined in the Freedom of Information and Protection of Privacy Act of B.C., is open for inspection by the public and may be reproduced and distributed to the public as part of a report(s) to Council or for purposes of a public hearing.

I understand that I am responsible for obtaining development authorizations and permissions from Telus, FortisBC Gas & Electric, and Shaw Cable and for providing the File Manager with copies of responses from these utilities.

B. I further acknowledge that **Development Cost Charges (DCC's)** may be payable at the time of subdivision or Building Permit for the construction of new dwelling units, commercial, institutional, or industrial development.

Applicant Signature: _____ **Date:** _____

FEES:

For completion by Development Planning Staff:

Fees submitted:		Received by:		Date:	
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Fees are as per City of Kelowna Development Application Fee Bylaw No. 10560 (kelowna.ca/bylaws). Acceptance of fees does not imply or

guarantee application approval.

Zoning Analysis Table

Proposed Zone: _____

ALL MEASUREMENTS TO BE PROVIDED IN METRIC.

Site Context		
Future Land Use (2040 OCP)		
Transit Supported Corridor?	(y/n)	
Subdivision/Consolidation required?	(y/n)	
Site Details	Zone Requirement	Proposal
Site Area	m ²	m ²
Site Width	m	m
Site Depth	m	m
Principal Uses	Secondary Uses	
Development Regulations	Zone Requirement	Proposal
Total Number of Units		
Floor Area (gross/net)	m	m
Building(s) Setbacks (east/west/north/south):		
Front _____	m	
Side _____	m	m
Side _____	m	m
Rear _____	m	m
Rear setback to accessory buildings	m	m
Building step back	m	m
Min. Separation Distance between buildings	m	m
Maximum Continuous Building Frontage	m	m

Notes:

Zoning Bylaw No. 12375, Kelowna 2040 OCP Bylaw No. 12300