

DEVELOPMENT PROPOSAL

Please describe your development proposal: (A supplemental letter of rationale is strongly encouraged to be submitted)

COORDINATING PROFESSIONALS

List any professionals known to date (e.g. Architect, Landscape Architect, Engineer, Biologist, etc):

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

Name:	
Title:	
Address:	
Phone:	Cell:
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 (unless a bylaw amendment forms part of this application).

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 am aware that I am responsible to display and remove the development sign.

I understand that I am responsible for obtaining development authorizations and permissions from Telus, FortisBC, Terasen, 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: _____ Dated: _____

FEES

For completion by One Window 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.



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

Single and Two Unit Residential Development Permit Complete Application Checklist

FILE NUMBER: _____ - _____

The following requirement list outlines all of the information necessary to evaluate and provide a timely decision on your application. This checklist applies to the following low density residential development permit applications:

- ▶ Character Neighbourhood Permit
- ▶ Carriage House / Two Dwelling Housing Permit
- ▶ Hillside Permit
- ▶ Heritage Alteration Permit
- ▶ Development Variance Permit

Only applications that are complete will be accepted. Applications and materials submitted must be clear, legible, and precise. Plans submitted should be to a professional drafting standard.

All Development Permit plans must:

- **Contain a title block with the following information:**
 - Address and legal description
 - Project name, applicant name, and contact information
- **Be sorted into sets:**
 - Sets should be folded into a size no larger than 8-1/2" x 14" (21.5cm x 35.5cm)
 - Each set must be stapled or taped together
- **Be on the same sized paper:**
 - Drawings must be contained on each page (one plan shall not span two pages)
- **Be clear of any previous approval stamps / notations.**

Please note further submission materials may be required during the application process to properly evaluate the proposed development.

APPLICATION REQUIREMENTS

Office Use Only	Checked by Applicant	NOTE: ALL ITEMS MUST BE SUBMITTED FOR APPLICATION TO BE DEEMED COMPLETE.
<input type="checkbox"/>	<input type="checkbox"/>	Completed Application Form and Checklist
<input type="checkbox"/>	<input type="checkbox"/>	Development Permit Fee - see Fee Schedule
<input type="checkbox"/>	<input type="checkbox"/>	Current State of Title - must be printed within the last 30 days
<input type="checkbox"/>	<input type="checkbox"/>	Any Registered Easements, Rights-of-Way, and Section 219 Covenants registered on Title - must be printed within the last 30 days.
<input type="checkbox"/>	<input type="checkbox"/>	Owner's Authorization Form
<input type="checkbox"/>	<input type="checkbox"/>	Completed Zoning Analysis Table
<input type="checkbox"/>	<input type="checkbox"/>	Colour Photographs - of the site and surrounding context (minimum of four)
<input type="checkbox"/>	<input type="checkbox"/>	Design Rationale Statement - explain the project's conformity to relevant policies with respect to form, materials, context, objectives, design philosophy, relationship to adjacent development, etc.
<input type="checkbox"/>	<input type="checkbox"/>	Pre-application meeting form - if applicable

PLAN SET REQUIREMENTS

Ensure each drawing sheet in the plan set is labeled with the correct scale, address, and north arrow.

Office Use Only	Completed by Applicant	NOTE: ALL MEASUREMENTS TO BE PROVIDED IN METRIC.
<input type="checkbox"/>	<input type="checkbox"/>	Site Plan (1:200 scale recommended):
<input type="checkbox"/>		Adjacent to Property:
<input type="checkbox"/>	<input type="checkbox"/>	City streets (labeled with name)
<input type="checkbox"/>	<input type="checkbox"/>	Sidewalks, paths, crosswalks, bus shelters (width and labeled)
<input type="checkbox"/>	<input type="checkbox"/>	Light standards, utility poles, street signage (labeled)
<input type="checkbox"/>	<input type="checkbox"/>	Back of sidewalk and curb, lip of gutter (width and dimension to property lines)
<input type="checkbox"/>	<input type="checkbox"/>	Curb cuts (labeled existing or proposed, if to remain)
<input type="checkbox"/>	<input type="checkbox"/>	Public Trees (location)
		Subject Property:
<input type="checkbox"/>	<input type="checkbox"/>	Property lines (dimensioned and labeled as existing and proposed)
<input type="checkbox"/>	<input type="checkbox"/>	Parcel area
<input type="checkbox"/>	<input type="checkbox"/>	Easements, right-of-way, covenant areas (dimensions, and labeled by type and registration number)
<input type="checkbox"/>	<input type="checkbox"/>	Location of septic field
		Setbacks:
<input type="checkbox"/>	<input type="checkbox"/>	Front, rear and side setbacks from property lines to all building elevations
<input type="checkbox"/>	<input type="checkbox"/>	Distance from future road reserves
		Site and Building Coverage:
<input type="checkbox"/>	<input type="checkbox"/>	Area of each building
<input type="checkbox"/>	<input type="checkbox"/>	Total site coverage
		Geodetic Datum Points (provide existing and proposed):
<input type="checkbox"/>	<input type="checkbox"/>	Corners of parcel, corners of building, main floor, roof peak
		Buildings:
<input type="checkbox"/>	<input type="checkbox"/>	Outline and dimensions of all buildings
<input type="checkbox"/>	<input type="checkbox"/>	Outline eaves (dimension eave depth)
<input type="checkbox"/>	<input type="checkbox"/>	Projections and structures (labeled- bay windows, cantilevers, window wells, decks, etc.)
<input type="checkbox"/>	<input type="checkbox"/>	Mechanical equipment (labeled- air conditioners, etc.)
<input type="checkbox"/>	<input type="checkbox"/>	Location of all openings (labeled- windows, doors, overhead doors, etc.)
		Driveways, Parking Areas, and Private Open Space:
<input type="checkbox"/>	<input type="checkbox"/>	Driveway setback to property line, length from back of curb or sidewalk (dimension)
<input type="checkbox"/>	<input type="checkbox"/>	Driveway width at property line
<input type="checkbox"/>	<input type="checkbox"/>	Driveway surface material
<input type="checkbox"/>	<input type="checkbox"/>	Parking spaces (dimensions of stalls, setback distance from property line)
<input type="checkbox"/>	<input type="checkbox"/>	Private open space (dimensions and labeled)
		Floor Plans for each floor including basement (1:200 scale recommended):
<input type="checkbox"/>	<input type="checkbox"/>	Layout of all exterior and interior walls (dimensions)
<input type="checkbox"/>	<input type="checkbox"/>	Location of all doors and windows (dimensions)
<input type="checkbox"/>	<input type="checkbox"/>	Purpose of each room (labeled)
<input type="checkbox"/>	<input type="checkbox"/>	All room dimensions
<input type="checkbox"/>	<input type="checkbox"/>	Roof plan

<input type="checkbox"/>	<input type="checkbox"/>	Elevation Drawings of buildings, fences, and retaining walls (1:200 scale recommended):
<input type="checkbox"/>	<input type="checkbox"/>	Exterior of each elevation
<input type="checkbox"/>	<input type="checkbox"/>	Doors, windows, overhead doors (dimensions)
<input type="checkbox"/>	<input type="checkbox"/>	Projections, decorative elements
<input type="checkbox"/>	<input type="checkbox"/>	Screening
<input type="checkbox"/>	<input type="checkbox"/>	Roof slope (labeled)
<input type="checkbox"/>	<input type="checkbox"/>	Finishing materials (labeled type and colour))
<input type="checkbox"/>	<input type="checkbox"/>	Existing and proposed grade extending from building to property lines
<input type="checkbox"/>	<input type="checkbox"/>	Property lines extended vertically
<input type="checkbox"/>	<input type="checkbox"/>	All visible geodetic datum points required on the site plan
<input type="checkbox"/>	<input type="checkbox"/>	Vertical height of buildings and structures from proposed grade (dimension)
<input type="checkbox"/>	<input type="checkbox"/>	Landscaping Plan (1:200 scale recommended):
<input type="checkbox"/>	<input type="checkbox"/>	Outline of existing and proposed buildings and structures
<input type="checkbox"/>	<input type="checkbox"/>	Parking layout and surface material
<input type="checkbox"/>	<input type="checkbox"/>	Soft landscaping (trees, shrubs, hedges, planting beds, vines, lawn, etc.)
<input type="checkbox"/>	<input type="checkbox"/>	Hard landscaping (pre-cast pavers, brick, concrete, etc.)
<input type="checkbox"/>	<input type="checkbox"/>	Location and dimensions of private open space, amenity areas, and play areas
<input type="checkbox"/>	<input type="checkbox"/>	Location of fences and retaining walls
<input type="checkbox"/>	<input type="checkbox"/>	Height of fences and retaining walls
<input type="checkbox"/>	<input type="checkbox"/>	Geodetic datum points at top and bottom of retaining walls
<input type="checkbox"/>	<input type="checkbox"/>	Colour Board (submitted in a form that can be replicated, no physical samples):
<input type="checkbox"/>	<input type="checkbox"/>	Roofing material and colour
<input type="checkbox"/>	<input type="checkbox"/>	Main exterior material and colour
<input type="checkbox"/>	<input type="checkbox"/>	Window/Door/Trim colour and material
<input type="checkbox"/>	<input type="checkbox"/>	Additional material, accent colour and colour details of balconies, railings, etc.

NUMBER OF COPIES REQUIRED

Please submit two (2) hardcopies of the proposed plan set, and one (1) USB stick or CD that contains a digital version of the complete application package.

11" x 17"	8 1/2" x 11"	USB Stick or CD
<input type="checkbox"/> 1	<input type="checkbox"/> 1	<input type="checkbox"/> 1

APPLICANT CONFIRMATION

I confirm that all required information has been provided and is correct.

Applicant's Signature: _____

Date: _____

Screened by: _____

Date: _____

NOTE: *This application does not relieve the owner or the owner's authorized agent from full compliance with the requirements of any federal, provincial, or other municipal legislation, or the terms and conditions of any easement, covenant, building scheme or agreement affecting the building or land.*