



Development Planning  
 1435 Water Street Kelowna, BC  
 V1Y 1J4  
 250-469-8626  
[kelowna.ca](http://kelowna.ca)

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

**DEVELOPMENT APPLICATION 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"> <li><input type="checkbox"/> Residential</li> <li><input type="checkbox"/> Mixed-Use</li> <li><input type="checkbox"/> Commercial</li> <li><input type="checkbox"/> Industrial / Health / Institutional</li> </ul> <input type="checkbox"/> Other: _____
--	---

**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):	
Pre-application meeting? (yes/no)	
Name of Planner in Pre-application:	
Dates of Pre-application meeting(s):	

# 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 (unless a bylaw amendment or variance 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 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 One Window Staff:

Fees submitted:		Received by:		Date:	
-----------------	--	--------------	--	-------	--

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

Development Services  
 1435 Water Street  
 Kelowna, BC V1Y 1J4  
 250-469-8960  
 24-hour Inspection Line:  
 250-469-8977

# Owner's Authorization Form

Application Number \_\_\_\_\_

## PROPERTY INFORMATION

Municipal Address(es): \_\_\_\_\_

Legal Description(s): \_\_\_\_\_

Project Description: \_\_\_\_\_

Registered Owner Name(s): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Please be advised that I/we, the registered owner(s) of the above mentioned property(ies),

(select one)

- will apply for all applications related to the above mentioned project.
- authorize the following agent to apply for all applications related to the above mentioned project on my/our behalf:
- authorize the following agent access to property information related to the above address on my/our behalf

<b>Agent Name:</b>		<b>Agent Company:</b>	
<b>Mailing Address:</b>			
<b>City:</b>		<b>Prov:</b>	<b>Postal Code:</b>
<b>Telephone:</b>		<b>Cell:</b>	
<b>Email Address:</b>			

I/We agree to immediately notify the City of Kelowna, in writing, of any changes regarding this information.

Owner's Name(s) (printed): \_\_\_\_\_

Owner's Signature(s): \_\_\_\_\_ Date: \_\_\_\_\_

# Standard Application Checklist Zoning Bylaw No. 12375 & 2040 OCP

The following requirement list outlines all the information necessary to evaluate and provide a timely recommendation on your application. This checklist applies to the following applications:

- Official Community Plan Amendment
- Rezoning Application
- Heritage Revitalization Agreement
- Heritage Alteration Permit
- Text Amendment
- Development Variance Permit
- Other
- Development Permit (major/minor)
  - Residential & Mixed-Use
  - Commercial
  - Industrial
  - Institutional
  - Natural Environment
  - Hazardous Condition

**Only complete applications will be accepted.**

Applications and materials submitted must be clear, legible, and precise. Plans submitted should be to a professional drafting standard. All measurements to be provided in metric.

All Development Application Plans must:

- **Contain a title block with the following information:**
  - Address and legal description
  - Project name, applicant name, contact information
- **Be sorted into sets:**
  - Sets should be folded into a size no larger than 11" x 17"
  - PDF's should be combined into sets, flattened, and named clearly
- **Be clear of any previous approval stamps/notations**

## APPLICATION REQUIREMENTS

Applicant initial	Staff initial	Required Item
		Completed Application Form
		Completed Application Checklist
		Fee
		Current State of Title (within last 30 days) & Any Registered Easements, Covenants, ROW's, etc.
		Owner's Authorization Form
		Completed Zoning Analysis Table
		<b>Colour Photographs</b> *only applies if project is in Core Area Neighbourhood Include: 2 properties on either side, trees and vegetation, and across the street for context
		Design Rationale Statement (explain the project's conformity to relevant policies, form and character, materials, neighbourhood context, relationship to adjacent properties, OCP objectives, etc.)
		Consultant Reports (Heritage Consultant, Geotechnical Consultant, Arborist Report, etc.)
		<b>Pre-Development Tree Inventory</b> of all trees on site and adjacent trees (overhanging branches/roots). Provide surveyed location of each tree, size (DBH), species, and description of tree health.
		If Landscape Cost exceeds \$50,000: <ul style="list-style-type: none"> <li>• Landscape Plan must be stamped by a registered Landscape Architect (LA)</li> <li>• Letter of Understanding that LA monitoring will continue for duration of project to completion</li> </ul>

**PLAN SET REQUIREMENTS**

Applicant Initial	Staff Initial	Required Item
		<b>Site Plan (1:200 scale recommended):</b>
		<u>Adjacent to Property</u>
		City Streets (labelled with name)
		Sidewalks, paths, crosswalks, bus shelters (width and labeled)
		Light standards, utility poles, street signage (labeled)
		Back of sidewalk and curb, lip of gutter (width and dimension to property lines)
		Curb cuts (existing and proposed)
		Public Trees (label species, height, caliper, and canopy) Trees on adjacent private property (with overhanging branches and/or roots)
		<u>Subject Property</u>
		Property lines (dimensioned and labeled as existing and proposed)
		Parcel area
		Easements, Right-of-Way, Covenant Areas (dimensions and labelled)
		Utilities on and adjoining the parcel (deep, shallow, overhead)
		Location of Septic Field
		<u>Setbacks</u>
		Front, rear, and side setbacks from property lines to all building elevations
		Distance from road reserves and road dedications
		<u>Site and Building Coverage</u>
		Area of each building
		Total site coverage including permeability and hardscaping
		<u>Geodetic Datum Points (existing and proposed)</u>
		Corners of parcel and corners of building
		Main Floor
		Roof Peak
		<u>Buildings</u>
		Outline and dimensions of all buildings & outline of eaves
		Projections and structures labelled (decks, bay-windows, stairs, etc.)
		Mechanical equipment
		Location of all openings (windows, doors, overhead doors, etc.)
		<u>Driveway &amp; Parking Areas</u>
		Driveway width at property line
		Driveway surface material
		Parking spaces (dimensions of stalls, setbacks from property lines)
		Location and number of accessible and van accessible stalls
		Location and number of bicycle parking stalls (short-term and long-term)
		<u>Waste &amp; Recycling, Signs, Lighting</u>
		Location, dimensions, and materials of recycling/garbage enclosures
		Detailed elevation drawings of recycling/garbage enclosures
		Location of existing and proposed signage (including material, dimensions, lighting)
		Comprehensive sign plan of all proposed signage for building
		Site lighting plan
		Turning movements of waste collection truck

**PLAN SET REQUIREMENTS - CONTINUED**

<b>Applicant Initial</b>	<b>Staff Initial</b>	<b>Required Item</b>
		<b>Floor Plans for each floor including lower levels (1:200 scale)</b>
		Layout of all exterior and interior walls (dimensions)
		Location of all doors and windows (dimensions)
		Purpose of each room (labelled)
		All room dimensions
		Roof Plan
		<b>Elevation Drawings of buildings, fences, and retaining walls (1:200 scale)</b>
		Exterior of each elevation
		Projections, doors, windows, overhead doors (dimensions)
		Roof slope & geodetic height
		Finishing materials
		Existing and proposed grade extending from building to property lines
		Property lines extended vertically
		All visible geodetic datum points required on the site plan
		Vertical height of buildings and structures from proposed grade (dimension)
		Coloured renderings (complete building elevations & landscape plan)
		<b>Streetscape Drawing (front elevation of proposed building and adjacent buildings on either side)</b>
		Exterior of each elevation
		Projections, doors, windows, overhead doors
		Roof slopes labelled
		Property lines extend vertically
		Existing and proposed grade
		<b>Comprehensive sign plan of all proposed signage for building</b>
		<b>Materials Board (no physical samples)</b>
		Roofing material and colour
		Main exterior material and colour
		Window/Door/Trim colour and material
		Additional material, accent colours
		Balcony material and colour including railings
		<b>Landscape Plan</b>
		Outline of existing and proposed buildings and structures
		Parking layout and surface material
		Soft landscaping (trees, shrubs, grasses, garden beds, lawn, etc.)
		Hard landscaping (pavers, brick, concrete, etc.) and permeability/site coverage calculation
		Landscaping structures & Pools
		Location of fences and retaining walls including height
		Geodetic Datum Points at top and bottom of retaining walls
		Water conservation and irrigation plan (prepared by a qualified professional)
		Location and dimensions of private and amenity open space
		Plant list & landscape cost estimate (including topsoil, vegetative materials, fencing, etc.)
		Location and species of public trees (if proposed)
		Preliminary grading information
		<b>Pre-Development Tree Inventory</b> of all trees on site and adjacent trees (overhanging branches/roots). Indicate proposed retained or removed trees. Indicate which trees are to be retained/removed.

**ADDITIONAL INFORMATION**

---

Additional information *may* be requested upon review, as per Development Application and Heritage Procedures Bylaw No. 12310. This may include the following:

Applicant Initial	Staff Initial	Item
		Three dimensional drawings (Axonometric massing model)
		Shadow Analysis (Terms of Reference may be provided)
		Green Buildings (note LEED or green design principles)
		Utilities Concept Drawings (detailing sewer, drainage, and water)
		Arborist Report
		Other

**NUMBER OF COPIES REQUIRED**

---

Please submit the following at minimum (**incomplete applications will not be accepted**):

11" x 17"	USB Stick or FTP Site
<input type="checkbox"/> 1	<input type="checkbox"/> 1

Note that USB sticks will not be returned as they become property of City of Kelowna.

**APPLICANT CONFIRMATION**

---

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

\_\_\_\_\_  
 Applicant/Owner Signature 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.*

# 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)	
Adjacent Land Uses:	Adjacent Zone	Adjacent Use
North		
South		
East		
West		
Site Details	Zone Requirement	Proposal
Site Area	m <sup>2</sup>	m <sup>2</sup>
Site Width	m	m
Site Depth	m	m
Site Coverage of building(s)	%	%
Site Coverage of buildings & impermeable surfaces	%	%
Vehicular Access from lane or lower classed road?	(y/n)	(y/n)
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	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:**



Density and Height Regulations (13.6, 14.4 ...)	Zone Requirement	Proposal
Minimum Density (Transit Corridor Only)		
<b>Floor Area Ratio (FAR):</b>		
Base FAR		
Streetscape Bonus		
Rental/Affordable Bonus		
<b>Building Height (storeys/metres):</b>		
OCP Map ____ Designated Height	m / storeys	m / storeys
Maximum Streetscape Bonus Height	m / storeys	m / storeys
Amenity Space (13.5, 14.11, 14.13 ...)	Zone Requirement	Proposal
Total Common Amenity Area	m <sup>2</sup>	m <sup>2</sup>
Total Private Amenity Area	m <sup>2</sup>	m <sup>2</sup>
Breakdown by Unit Bachelor: 1-Bed: 2-Bed: 3-Bed:		
Landscaping Standards (7.2)	Zone	Proposed
Min. tree amount	per	per
Min. deciduous tree caliper	cm	cm
Min. coniferous tree height	cm	cm
Min. ratio between tree size	%	%
Min. growing medium area	%	%
Min. growing medium volumes per tree	m <sup>3</sup>	m <sup>3</sup>
Landscape graded areas (7.2.7)	%	%
Fence Height	m	m
Riparian management area?	(y/n)	
Retention of existing trees on site?	(y/n)	
Surface parking lot (7.2.10)?	(y/n)	
Refuse & recycle bins screened?	(y/n)	
Other:		

**Notes:**

---



---

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

# Parking Regulations (Section 8.3)

Parking Regulations 8.3:	Zone Requirement		Proposal	
<b>Total Stalls Required:</b>				
Bachelor				
1-Bed				
2-Bed				
3-Bed				
Visitor Stalls				
Rental Reduction				
Car Share Reduction				
Bonus Bike Parking Reduction				
Accessible Stalls				
Van Accessible Stalls				
<b>Other Uses:</b>				
Ratio of Parking Stalls	% Regular	% Small	% Regular	% Small
Drive Aisle Width	m		m	
Drive Aisle Grade	%		%	
Loading Stalls (Section 8.4)				
Bicycle Parking Regulations 8.5:	Zone Requirement		Proposal	
<b>Total Stalls Required (Required or Bonus):</b>				
Bachelor				
1-Bed				
2-Bed				
3-Bed				
Short Term (within 15m of entrance)				
<b>Other Uses:</b>				
End of Trip Facility?	(y/n)		(y/n)	
Bike Wash and Repair Station?	(y/n)		(y/n)	

**Notes:**

# Specific Built Form Regulations

Ground Oriented Regulations (footnotes)	Zone Requirement	Proposal
Reduced setback	m	m
Maximum first floor height	m	m
Minimum Floor Area on First Floor	m <sup>2</sup>	m <sup>2</sup>
Urban & Village Centre Regulations (14.11)	Zone Requirement	Proposal
Upper Floor Setbacks abutting street	m	m
Corner Lot Triangular Setback	m	m
Urban Plaza	(y/n) m <sup>2</sup>	(y/n) m <sup>2</sup>
<b>Street Type:</b>		
Max/Min Commercial		
Max/Min Residential		
Max Site Coverage based on Street Type	%	%
Max Parkade Exposure	%	%
Tall Building Regulations (9.11)	Regulation	Proposed
Min. amount of transparency on 1 <sup>st</sup> floor	75% Commercial Frontage	%
Min. depth of commercial unit fronting street	6 m	m
Triangular Setback	4.5 m	m
Max. Podium Height	16.0 m / 4 storeys	m / storeys
Podium Rooftop	No open parking	
Building Separation	60 m	m
<b>Maximum Floor Plate GFA:</b>		
Residential	750 m <sup>2</sup>	m <sup>2</sup>
Hotel	850 m <sup>2</sup>	m <sup>2</sup>
Office/Commercial	930 m <sup>2</sup>	m <sup>2</sup>
Tower Stepback	3 m	m
Barrier free accessibility	Main Residential entrance and all commercial entrances	(y/n)
<b>Other</b>		

**Notes:**