

Simple Application Checklist (non-DP Applications)

Zoning Bylaw No. 12375 & OCP 2040

Please check with Planning Staff if this checklist is applicable to your proposal.

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

- Rezoning for 2 units or less
- Rezoning without a Development Permit
- Development Variance Permit not requiring a Development Permit
- Text Amendment not requiring a Development Permit
- Minor Natural Environment / Hazardous Condition DP
- Other (Over height retaining wall, Blasting Permit, Earthworks Vibration Monitoring Permit)

Only complete applications will be accepted. Please refer to [Development Application & Heritage Procedures Bylaw No. 12552 Schedule 1](#) for information on application requirements.

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
		Colour Photographs (of the site and surrounding context, minimum of 4)
		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.)
		If Landscape Cost exceeds \$50,000: <ul style="list-style-type: none"> • Landscape Plan must be stamped by a registered Landscape Architect (LA) • Letter of Understanding that LA monitoring will continue for duration of project to completion

PLAN SET REQUIREMENTS

Applicant Initial	Staff Initial	Required Item
		Site Plan (1:200 scale recommended):
		<u>Adjacent to Property</u>
		City Streets (labelled with name)
		Sidewalks, paths, crosswalks, bus shelters
		Curb cuts (existing and proposed)
		Public Trees 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
		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
		Roof Peak
		<u>Buildings</u>
		Outline and dimensions of all buildings
		Outline of eaves (dimension depth of eaves)
		Projections and structures labelled (decks, bay-windows, stairs, etc.)
		Location of all openings
		<u>Driveway & Parking Areas</u>
		Driveway width (maximum 6.0m at property line)
		Driveway surface material – indicate permeability %
		Parking spaces (dimensions of stalls, setbacks from property lines)
		Location and number of accessible and van accessible stalls
		<u>Landscape Plan</u>
		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.)
		Landscaping structures
		Pools
		Fences and retaining walls
		Height of fences and retaining walls
		Plant list of trees, shrubs, perennials, ground cover

ADDITIONAL INFORMATION

Additional information may be requested upon review, as per Development Application and Heritage Procedures Bylaw No. 12310. This may include a Heritage Consultant Report, Elevation Drawings, Colour Board, or 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.*