

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. 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 *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.)
		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 (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 & 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 & 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

Applicant Initial	Staff Initial	Required Item
		Floor Plans for each floor including lower levels (1:200 scale)
		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
		EV Ready Stalls on parking floors
		Elevation Drawings of buildings, fences, and retaining walls (1:200 scale)
		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)
		Streetscape Drawing (front elevation of proposed building and adjacent buildings on either side)
		Exterior of each elevation
		Projections, doors, windows, overhead doors
		Roof slopes labelled
		Property lines extend vertically
		Existing and proposed grade
		Comprehensive sign plan of all proposed signage for building
		Materials Board (no physical samples)
		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
		Landscape Plan
		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

ADDITIONAL INFORMATION

Additional information *may* be requested upon review, as per [Development Application and Heritage Procedures Bylaw No. 12552](#). 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
		Heritage Consultant Report (HAP, HRA, HD, etc.)
		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.*