



CORPORATION OF THE CITY OF VERNON  
 3400 – 30<sup>th</sup> Street, Vernon, B.C., V1T 5E6  
 ph: 250-545-1361  
 fx: 250-545-5309  
 Email: cdd@vernon.ca  
 www.vernon.ca

# DEVELOPMENT PERMIT APPLICATION

DATE OF APPLICATION	CITY FILE NUMBER
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APPLICANT INFORMATION			
APPLICANT	NAME :		P HONE :
	ADDRESS		F AX :
	POSTAL CODE	E- MAIL :	C ELL :
REGISTERED OWNER	NAME :		P HONE :
	ADDRESS		F AX :
	POSTAL CODE	E- MAIL :	C ELL :

PROPERTY INFORMATION	
CIMC ADDRESS	
LEGAL DESCRIPTION	
OFFICIAL COMMUNITY PLAN DESIGNATION	ZONING DESIGNATION

DESCRIPTION OF PROPOSED DEVELOPMENT

ENSURE ALL THE FOLLOWING ARE INCLUDED (AS APPLICABLE )

APPLICATION CHECKLIST			
SITE PLAN	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A	CONFORMS TO OFFICIAL COMMUNITY PLAN	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
COLOR ELEVATIONS	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A	CONFORMS TO ZONING BYLAW	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
LANDSCAPE PLANS	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A	PROPERTY SUBJECT TO FLOOD PLAIN REGULATIONS	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
PARKING PLANS	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A	DESIGNATED HERITAGE BUILDING(S) ON PROPERTY	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
TITLE SEARCH (<30 DAYS OLD)	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A	PROPERTY ADJACENT TO RESIDENTIAL PROPERTIES	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
APPLICATION FEE - \$500.00	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A	PROPERTY AFFECTED BE AGRICULTURAL LAND RESERVE	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
SCHEDULE "3" (APPOINTMENT OF AGENT)	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A	DEVELOPMENT SERVICING BYLAW #3843 REQUIREMENTS (SEE GUIDE)	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
CLASSIFICATION OF PERMIT	<input type="radio"/> Major <input type="radio"/> Minor	REVIEW BY CITY'S DESIGN PROFESSIONAL	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A

\*Once the application is approved in principle a \$600.00 processing fee will be required.

Applicant Name:  Applicant's Signature: \_\_\_\_\_  
 (Please Print Clearly)

Comments	For Office Use
	ROLL NO.:
	RELATED FILES
	PROSPERO No.:
	APPLICATION FEE SUBMITTED: \$
	RECEIPT No.:



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 3400 – 30<sup>th</sup> Street, Vernon, B.C., V1T 5E6  
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### SCHEDULE "3"

### OWNERS APPOINTMENT OF AN AGENT (BYLAW NUMBER 4900)

*PLEASE PRINT CLEARLY*

PROPERTY ADDRESS:
LEGAL DESCRIPTION:

OWNER	NAME:	PHONE:
	ADDRESS:	FAX:
	POSTAL CODE:	E-MAIL:
OWNER'S AGENT	NAME:	PHONE:
	ADDRESS:	FAX:
	POSTAL CODE:	E-MAIL:

*I am the owner of the above referenced property and hereby authorize the above noted agent to represent me in an application for the following:*

PLEASE CHECK WHERE APPLICABLE	
<input type="checkbox"/>	Building Permit - Application #
<input type="checkbox"/>	Demolition Permit - Application #
<input type="checkbox"/>	Plumbing Permit - Application #
<input type="checkbox"/>	Development Permit Application - Application #
<input type="checkbox"/>	Development Variance Permit - Application #
<input type="checkbox"/>	Sub Division Application - Application #
<input type="checkbox"/>	Rezoning Application - Application #
<input type="checkbox"/>	OCP Amendment Application - Application #
<input type="checkbox"/>	Board of Variance Application - Application #
<input type="checkbox"/>	Sign Permit - Application #

*I hereby authorize the above noted agent to:*

PLEASE CHECK WHERE APPLICABLE	
<input type="checkbox"/>	View or Receive Copies of Correspondence and/or Permits
<input type="checkbox"/>	View or Receive Copies of Permit Plans
<input type="checkbox"/>	Receive a Building Permit as the Owner of the Subject Property Prior to Transfer of Title

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



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## DAMAGE TO MUNICIPAL WORKS NOTICE TO CONTRACTORS/OWNERS

PROJECT ADDRESS:
LEGAL DESCRIPTION:

**SECTION 14.2 OF BYLAW NO. 4900 REQUIRES**

“Every owner to whom a permit is issued shall be responsible for the cost of repair of any damage to municipal works that occurs in the course of work authorized by the permit, and shall commit to this prior to issuance of the permit by signing the form prescribed by the City. Unpaid costs that have been assessed against an owner to repair damage to municipal works shall be applied to property taxes at the end of the year.”

Prior to the issuance of the building permit, the City requires that permit applicants conduct a detailed inspection of the Municipal works immediately adjacent to the property (eg sidewalks, curb and gutter, etc.) and provide this information to the City. This information can be in the form of detailed drawings showing location and extent of damage, pictures, digital information, etc.

Upon completion of the work and prior to the issuance of the occupancy permit, the City will conduct an inspection of the property. If there is damage to Municipal works, the owner must make arrangements with the City to repair the damage or pay the estimated cost of the repair before an occupancy permit will be issued.

**Please provide details:**

I hereby acknowledge that I personally inspected the Municipal works immediately adjacent to the above noted property and have accurately stated the damage to Municipal works.

Dated in Vernon, B.C. this \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_.

\_\_\_\_\_  
 Signature of Owner or Authorized Agent

B008-Mar-04



## CITY OF VERNON

# DEMOLITION WASTE MANAGEMENT PLAN

## GYPSUM BOARD/DRYWALL

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Recyclable gypsum board/drywall is now accepted for recycling at Regional District of North Okanagan Recycling and Disposal Facilities (RDF's) listed below. A recycling fee will be levied for all gypsum board/drywall recycled.

**Disposal of recyclable gypsum board is no longer permitted at these facilities.**

Non-recyclable gypsum board/drywall will be accepted for disposal at the Regional District of North Okanagan RDF's listed below. A tipping fee will be levied for disposal of non-recyclable gypsum board/drywall.

Regional District of North Okanagan RDF's are located as follows:

GREATER VERNON RDF: 120 Birnie Road  
ARMSTRONG/SPALLUMCHEEN RDF: 3367 Powerhouse Road  
LUMBY RDF: 221 Trinity Valley Road  
KINGFISHER RDF: 150 Beattie Road

**Recyclable Gypsum Board/Drywall Includes:**

- New construction gypsum board/drywall off-cuts or scraps
- Gypsum board/drywall removed during renovation
- Gypsum board/drywall containing nails and screws
- Gypsum board/drywall covered with paint or wallpaper

**Non-Recyclable Gypsum Board/Drywall Includes:**

- Gypsum board/drywall covered with mesh, stucco or vinyl
- Asbestos drywall

Demolition of buildings containing gypsum board/drywall will not be permitted without an approved Demolition Waste Management Plan. A Demolition Waste Management Plan must be approved by a member of the Regional District of North Okanagan Solid Waste Management Staff (i.e. General Manager, Manager, Technician or Coordinator).

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FOLIO : \_\_\_\_\_

**SCHEDULE 1**  
**Site Profile**

Version 4.0

**Introduction**

Under section 40 of the *Environmental Management Act*, a person who knows or reasonably should know that a site has been used or is used for industrial or commercial purposes or activities must in certain circumstances provide a site profile.

Schedule 2 of the Contaminated Sites Regulation sets out the types of industrial or commercial purposes or activities to which site profile requirements apply.

*If section 40 of the Environmental Management Act applies to you and you know or reasonably should know that the site has been used or is used for one of the purposes or activities found in Schedule 2 of the Contaminated Sites Regulation, you may be required to complete the attached site profile.*

**Notes/Instructions**

Persons preparing a site profile *must* complete Section I, II and III, answer all questions in sections IV through IX, and sign section XI. If the site profile is not satisfactorily completed, it will not be processed under the *Environmental Management Act* and the Contaminated Sites Regulation. Failure to complete the site profile satisfactorily may result in delays in approval of relevant applications and in the postponement of decisions respecting the property.

The person completing this site profile is responsible for the accuracy of the answers. Questions must be answered *to the best of your knowledge*.

Section 27 (1) of the *Freedom of Information and Protection of Privacy Act* requires that provision of personal information concerning an individual must be authorized by that individual. Persons completing the site profile on behalf of the site owner must be authorized by the site owner.

One (1) site profile may be completed for a site comprised of more than one titled or untitled parcel, but individual parcels must be identified.

The latitude and longitude (accurate to 0.5 of a second using North American Datum established in 1983) of the centre of the site must be provided. Also, please attach an accurate map, containing latitude, longitude and datum references, which shows the boundaries of the site in question. Please use the largest scale map available.

If the property is legally surveyed, titled and registered, then all PID numbers (**P**arcel **I**dentifiers – Land Title Registry system) must be provided for *each* parcel as well as the appropriate legal description.

If the property is untitled Crown land (no PID number), then the appropriate PIN numbers (**P**arcel **I**dentification **N**umbers – Crown Land registry system) for each parcel with the appropriate land description should be supplied.

If available, the Crown Land File Number for the site should also be supplied.

Anything submitted in relation to this site profile will become part of the public record and may be made available to the public through the Site Registry as established under the *Environmental Management Act*.

Under section 43 of the *Environmental Management Act*, corporate and personal information contained in the site profile may be made available to the public through the Site Registry. If you have questions concerning the collection of this information, contact the Site Registrar, at [site@gov.bc.ca](mailto:site@gov.bc.ca). For questions on site profiles, please send a message to [siteprofiles@gov.bc.ca](mailto:siteprofiles@gov.bc.ca).

If you have any questions regarding intake of this form or related fees, please contact:

Rob Dickinson, P.Eng  
Manager, Engineering Services  
3400 - 30 Street  
Vernon, BC V1T 5E6  
Direct Ph: (250) 550-3586 Fax: (250) 545-5309  
Email: [rdickinson@vernon.ca](mailto:rdickinson@vernon.ca)

**I CONTACT IDENTIFICATION**

**A. Name of Site Owner:**

Last \_\_\_\_\_ First \_\_\_\_\_ Middle Initial(s) \_\_\_\_\_ (and/or, if applicable)

Company \_\_\_\_\_

Owner's Civic Address \_\_\_\_\_

City \_\_\_\_\_ Province/State \_\_\_\_\_

Country \_\_\_\_\_ Postal Code/ZIP \_\_\_\_\_

**B. Person Completing Site Profile (Leave blank if same as above):**

Last \_\_\_\_\_ First \_\_\_\_\_ Middle Initial(s) \_\_\_\_\_ (and/or, if applicable)

Company \_\_\_\_\_

**C. Person to Contact Regarding the Site Profile:**

Last \_\_\_\_\_ First \_\_\_\_\_ Middle Initial(s) \_\_\_\_\_ (and/or, if applicable)

Company \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ Province/State \_\_\_\_\_

Country \_\_\_\_\_ Postal Code/ZIP \_\_\_\_\_

Telephone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

**II SITE IDENTIFICATION**

**Please attach a site location map**

**All Property**

Coordinates (using the North American Datum 1983 convention) for the centre of the site:

Latitude: Degrees \_\_\_\_\_ Minutes \_\_\_\_\_ Seconds \_\_\_\_\_

Longitude: Degrees \_\_\_\_\_ Minutes \_\_\_\_\_ Seconds \_\_\_\_\_

Please attach a map of appropriate scale showing the boundaries of the site.

**For Legally Titled, Registered Property**

Site Street Address (if applicable) \_\_\_\_\_

City \_\_\_\_\_ Postal Code \_\_\_\_\_

PID numbers and associated legal descriptions. *Attach an additional sheet if necessary.*

<u>PID</u>	<u>Legal Description</u>
_____	_____
_____	_____
_____	_____
_____	_____

Total number of titled parcels represented by this site profile is: \_\_\_\_\_

**For Untitled Crown Land**

PIN numbers and associated Land Description. *Attach an additional sheet if necessary.*

<u>PIN</u>	<u>Land Description</u>
_____	_____
_____	_____
_____	_____
_____	_____

Total number of untitled crown land parcels represented by this site profile is: \_\_\_\_\_

(and, if available)

Crown land file numbers. *Attach an additional sheet if necessary.*

\_\_\_\_\_

**III COMMERCIAL AND INDUSTRIAL PURPOSES OR ACTIVITIES**

Please indicate below, in the format of the example provided, which of the industrial and commercial purposes and activities from Schedule 2 have occurred or are occurring on this site.

**EXAMPLE**

<u>Schedule 2 Reference</u>	<u>Description</u>
E1	appliance, equipment or engine repair, reconditioning, cleaning or salvage
F10	solvent manufacturing or wholesale bulk storage

*Please print legibly. Attach an additional sheet if necessary*

<u>Schedule 2 Reference</u>	<u>Description</u>
_____	_____
_____	_____
_____	_____

<b>IV AREAS OF POTENTIAL CONCERN</b>			
	<b>Is there currently or to the best of your knowledge has there previously been on the site any (please mark the appropriate column opposite the question):</b>	<b>YES</b>	<b>NO</b>
<b>A.</b>	Petroleum, solvent or other polluting substance spills to the environment greater than 100 litres?		
<b>B.</b>	Residue left after removal of piled materials such as chemicals, coal, ore, smelter slag, air quality control system baghouse dust?		
<b>C.</b>	Discarded barrels, drums or tanks?		
<b>D.</b>	Contamination resulting from migration of substances from other properties?		
<b>V FILL MATERIALS</b>			
	<b>Is there currently or to the best of your knowledge has there previously been on the site any deposit of (please mark the appropriate column opposite the question):</b>	<b>YES</b>	<b>NO</b>
<b>A.</b>	Fill dirt, soil, gravel, sand or like materials from a contaminated site or from a source used for any of the activities listed under Schedule 2?		
<b>B.</b>	Discarded or waste granular materials such as sand blasting grit, asphalt paving or roofing material, spent foundry casting sands, mine ore, waste rock or float?		
<b>C.</b>	Dredged sediments, or sediments and debris materials originating from locations adjacent to foreshore industrial activities, or municipal sanitary or stormwater discharges?		
<b>VI WASTE DISPOSAL</b>			
	<b>Is there currently or to the best of your knowledge has there previously been on the site any landfilling, deposit, spillage or dumping of the following materials (please mark the appropriate column opposite the question):</b>	<b>YES</b>	<b>NO</b>
<b>A.</b>	Materials such as household garbage, mixed municipal refuse, or demolition debris?		
<b>B.</b>	Waste or byproducts such as tank bottoms, residues, sludge, or flocculation precipitates from industrial processes or wastewater treatment?		
<b>C.</b>	Waste products from smelting or mining activities, such as smelter slag, mine tailings, or cull materials from coal processing?		
<b>D.</b>	Waste products from natural gas and oil well drilling activities, such as drilling fluids and muds?		
<b>E.</b>	Waste products from photographic developing or finishing laboratories; asphalt tar manufacturing; boilers, incinerators or other thermal facilities (e.g. ash); appliance, small equipment or engine repair or salvage; dry cleaning operations (e.g. solvents); or from the cleaning or repair of parts of boats, ships, barges, automobiles or trucks, including sandblasting grit or paint scrapings?		

<b>VII TANKS OR CONTAINERS USED OR STORED, OTHER THAN TANKS USED FOR RESIDENTIAL HEATING FUEL</b>			
	<b>Are there currently or to the best of your knowledge have there been previously on the site any (please mark the appropriate column opposite the question):</b>	<b>YES</b>	<b>NO</b>
<b>A.</b>	Underground fuel or chemical storage tanks other than storage tanks for compressed gases?		
<b>B.</b>	Above ground fuel or chemical storage tanks other than storage tanks for compressed gases?		
<b>VIII HAZARDOUS WASTES OR HAZARDOUS SUBSTANCES</b>			
	<b>Are there currently or to the best of your knowledge have there been previously on the site any (please mark the appropriate column opposite the question):</b>	<b>YES</b>	<b>NO</b>
<b>A.</b>	PCB-containing electrical transformers or capacitors either at grade, attached above ground to poles, located within buildings, or stored?		
<b>B.</b>	Waste asbestos or asbestos containing materials such as pipe wrapping, blown-in insulation or panelling buried?		
<b>C.</b>	Paints, solvents, mineral spirits or waste pest control products or pest control product containers stored in volumes greater than 205 litres?		
<b>IX LEGAL OR REGULATORY ACTIONS OR CONSTRAINTS</b>			
	<b>To the best of your knowledge are there currently any of the following pertaining to the site (please mark the appropriate column opposite the question):</b>	<b>YES</b>	<b>NO</b>
<b>A.</b>	Government orders or other notifications pertaining to environmental conditions or quality of soil, water, groundwater or other environmental media?		
<b>B.</b>	Liens to recover costs, restrictive covenants on land use, or other charges or encumbrances, stemming from contaminants or wastes remaining onsite or from other environmental conditions?		
<b>C.</b>	Government notifications relating to past or recurring environmental violations at the site or any facility located on the site?		
<b>X ADDITIONAL COMMENTS AND EXPLANATIONS</b>			
<p>(Note 1: Please list any past or present government orders, permits, approvals, certificates and notifications pertaining to the environmental condition, use or quality of soil, surface water, groundwater or biota at the site.</p> <p>Note 2: If completed by a consultant, receiver or trustee, please indicate the type and degree of access to information used to complete this site profile. Attach extra pages, if necessary):</p> <hr/> <hr/> <hr/>			

XI SIGNATURES			
The person completing the site profile states that the above information is true based on the person's current knowledge as of the date completed.			
Signature of person completing site profile _____		Date completed: (YY-MM-DD) _____	
XII OFFICIAL USE			
Local Government Authority			
Reason for submission <i>(Please check one or more of the following)</i>			Soil removal <input type="checkbox"/>
Subdivision application <input type="checkbox"/> Zoning application <input type="checkbox"/> Development permit <input type="checkbox"/> Variance permit <input type="checkbox"/> Demolition permit <input type="checkbox"/>			
Date received:	Local Government contact:	Date submitted to Site Registrar:	Date forwarded to Director of Waste Management:
	Name _____		
	Agency _____		
	Address _____		
	_____		
	Telephone _____ Fax _____		
Director of Waste Management			
Reason for submission <i>(Please check one or more of the following)</i>			
Under Order <input type="checkbox"/> Site decommissioning <input type="checkbox"/> Foreclosure <input type="checkbox"/>			
Date received:	Assessed by:	Investigation Required?	Decision date:
	Name _____		
	Region _____	YES NO	
	Telephone _____ Fax _____		
	If site profile entered, SITE ID # _____		
Site Registrar			
Date received:	Entered onto Site Registry by:	SITE ID #:	Entry date: