



3001-32 Avenue, Vernon BC V1T 2L8  
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[www.vernon.ca](http://www.vernon.ca)

## DEVELOPMENT APPLICATION FORM

*We've developed this new form and welcome your feedback! Please send your comments to [mayor@vernon.ca](mailto:mayor@vernon.ca)*

### OFFICE USE ONLY

Application Received Date: \_\_\_\_\_

Permit / File No: \_\_\_\_\_

### TYPE OF APPLICATION (Please Check All that Apply)

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Development Permit - Major           | <input type="checkbox"/> OCP Amendment     | <input type="checkbox"/> Subdivision (see Bylaw 3909) |
| <input type="checkbox"/> Development Permit - Minor           | <input type="checkbox"/> Rezoning          | <input type="checkbox"/> Temporary Use Permit         |
| <input type="checkbox"/> Development Variance Permit          | <input type="checkbox"/> LUC Amendment     | <input type="checkbox"/> Other _____                  |
| <input type="checkbox"/> Heritage Alteration / Revitalization | <input type="checkbox"/> Board of Variance |   |

Value of proposed works (Minor Development Permits only): \$

### APPLICANT INFORMATION

Applicant Name:

Business Name:

Mailing Address:

City: Postal Code:

Phone: Mobile:

Email:

### PROPERTY OWNER (if different then applicant)

Owner(s) Name:

Mailing Address:

City: Postal Code:

Phone: Mobile:

Email:

**NOTE:** If the Applicant is not the registered owner(s), the owner(s) must complete an Agent Authorization Form [Schedule 3](#)

### DEVELOPMENT PROPERTY DESCRIPTION

Civic Address:

Legal Description:

P.I.D:

Current Zoning:

Proposed Zoning (If Applicable):

Description of Existing/Current Land Use:

OCP:

### DEVELOPMENT PROPOSAL (complete thoroughly, your application will be based on your written description)

Description of Proposal: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### OCP DEVELOPMENT PERMIT AREA (See Map # 14 in the OCP) [Map 14](#)

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> 1 - City Centre Development District | <input type="checkbox"/> 2 - Neighbourhood Development District | <input type="checkbox"/> 3 - Hillside Development District |
|---|---|--|

### DEVLEOPMENT PERMIT TYPES

(As applicable, check all types of Development Permit regulations that apply as per Section 26.0 Context 1-8 of the OCP) [Section 26.0](#)

- |   |   |  |  |
|---|---|--|--|
| <input type="checkbox"/> Form & Character (1,2,3) | <input type="checkbox"/> ALR (4)            | <input type="checkbox"/> Riparian (5)                                      | <input type="checkbox"/> Environmental (6) |
| <input type="checkbox"/> Hillside/Steep Slope (7) | <input type="checkbox"/> Fire Interface (8) | <input type="checkbox"/> Flood Hazard ( <a href="#">New Section 26.1</a> ) |  |

**REQUIRED SUPPORTING DOCUMENTS**

This section identifies **minimum** submission requirements based upon the type of application. Refer to the following table of Submission Requirements for a description of the relevant materials required. Applicants should verify submission requirements with Planning staff in advance of applying through a pre-application meeting.

Application Type		
	Submission Requirements	If Applicable
Development Permit (Major)	A, B, C, E, F, G, H, Q	D, I, J, K, L, M, N, O, P, R
Development Permit (Minor)	A, B, C, E, Q	D, F, G, H, I, J, K, L, M, N, O, P, R
Development Variance Permit	A, B, C, E, F, G, H	D, I, J, L, K, M, N, O, P, Q, R
Rezoning	A, B, C, E, F, G, Q	D, H, I, J, K, L, M, N, O, P, R
Subdivision	A, B, C, E, F, G, Q	D, H, I, J, K, L, M, N, O, P, R
Temporary Use Permit	A, B, C, E, F, G	D, H, I, J, K, L, M, N, O, P, Q, R
Land Use Contract Amendment	A, B, C, E, F, G, Q	D, H, I, J, K, L, M, N, O, P, R
OCP Amendment	A, B, C, E	D, G, M, N, O, P, Q, R

**ACKNOWLEDGEMENT AND SIGNATURES**

Any information provided on this form is collected in accordance with the Freedom of Information and Protection of Privacy Act, for the purpose of administering relevant planning and land use management processes pursuant to Part 14 of the Local Government Act. Applicants are advised that all planning and land use management processes are public, and any materials submitted become part of the public record. All information submitted may be used for reports to Council, available to the public upon request and distributed on the City's website. Should you have any questions or concerns about the collection and / or release of your personal information please, call Legislative / Cooperate Services at (250) 545.1361.

By signing this application form, the applicant / owner attests that the information provided on this and supplemental application forms for land use permits from the City of Vernon is true and correct to the best of their knowledge. Any material, falsehood or any omission of a material fact made by the applicant / owner with respect to this application may result in an issued permit becoming null and void.

I, the applicant / owner, certify that this application is being made with the full knowledge and consent of all owners of the property in question.

I, the applicant / owner am aware that the processing of the permit does not start until payment has been received in full.

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Property Owner (Print)

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Signature

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Date

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Applicant or Authorized Representative Name (Print)

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Signature

---

Date

## SUBMISSION REQUIREMENTS

This table identifies typical requirements based on location and the type of application. Applicants are strongly encouraged to verify the requirements for an application through a pre-application meeting with City planning/engineer staff. **Upon review of each submitted application, additional documents or drawings may be required to continue the review process.**

Please indicate which of the following have been **submitted** with your application and ensure the submission is complete.

ITEM	SUBMITTED	SUPPORTING DOCUMENT	DETAILS	OFFICE USE
A	REQ	Completed Application Form	Development Application Form and Checklist completed (pages 1-4)	<input type="checkbox"/>
B	REQ	Application Fee	An application fee as specified in the <a href="#">Fees and Charges Bylaw</a>	<input type="checkbox"/>
C	REQ	Title of Certificate and Applicable Covenants and Charges	Must be obtained within 30 days prior to the application date for each parcel involved As applicable / upon staff request, additional title documents may be required: <ul style="list-style-type: none"> <li>A written charge summary describing each charge on title (except financial charges) and advising whether the charges are affected by the proposal</li> </ul>	<input type="checkbox"/>
D	<input type="checkbox"/>	Agent Authorization Form	Written consent of <u>all</u> property owners appointing a person or company to act as an agent for all purposes associated to the application <a href="#">Schedule 3</a>	<input type="checkbox"/>
E	REQ	Design Rationale Statement	A detailed explanation of the proposed development or land use for the site, including: <ul style="list-style-type: none"> <li>Rationale for any proposed deviation of each applicable Zoning Bylaw regulation</li> <li>Number of lots, units and / or gross floor area (if applicable)</li> <li>Explanation of benefits and impacts on the existing neighborhood</li> <li>Description of how the proposal conforms with the OCP and neighbourhood plan (if applicable)</li> </ul>	<input type="checkbox"/>
F	<input type="checkbox"/>	Zoning Analysis	Zoning Analysis is a technical data summary of the proposed development confirming how it complies with Zoning Bylaw regulations including: <ul style="list-style-type: none"> <li>Use, density, site coverage, impermeable surfaces, height, lot line setbacks, private open space, landscaping, parking, bicycle parking, loading, etc.</li> </ul> <p>If a deviation from the Zoning Bylaw is proposed, a Development Variance Permit is required</p>	<input type="checkbox"/>
G	<input type="checkbox"/>	Digital Site Plans (drawn to scale in metric)  Large format hardcopy only upon request  NOTE- If the height of proposed retaining wall(s) exceeds 1.2m a variance is necessary, unless the retaining walls are required as part of a subdivision	Site plans showing the existing and proposed development should contain the following: <ul style="list-style-type: none"> <li>Civic address, full legal description, and north arrow</li> <li>City street names and lanes</li> <li>Location of property lines, lot dimensions and site area</li> <li>Proposed / existing required yard setbacks for the principle building and all accessory buildings</li> <li>Locations and widths of any existing or proposed property accesses, driveways and maneuvering aisles <a href="#">Schedule B</a></li> <li>Size and location of all on-site parking <a href="#">Section 7: Parking &amp; Loading</a></li> <li>Existing or required rights-of-way or easements</li> <li>Existing or proposed septic fields</li> <li>Indicate all proposed retaining walls and fencing. Refer to <a href="#">Hillside Guidelines for Retaining Walls</a> &amp; <a href="#">Section 6.5: Fencing and Retaining Walls</a></li> </ul>	<input type="checkbox"/>

ITEM	SUBMITTED	SUPPORTING DOCUMENT	DETAILS	OFFICE USE
H	<input type="checkbox"/>	Site Coverage and Impermeable Surfaces Plan	<p>Site coverage and impermeable surfaces plan should include the following:</p> <ul style="list-style-type: none"> <li>• Site coverage – indicate and dimension all buildings and structures including carports, covered patios larger than 23m<sup>2</sup>, decks and swimming pools</li> <li>• Impermeable surfaces – Indicate and dimension all hard surface areas which prevent water from entering the soil including concrete, brick, or concrete unit pavers, turf stone, stone and asphalt</li> <li>• See definitions for hard surface, impermeable surface and site coverage <a href="#">Section 2 – Definitions</a></li> </ul>	<input type="checkbox"/>
I	<input type="checkbox"/>	Floor Plans (drawn to scale in metric)	<p>Architectural floor plans for the principle building and accessory buildings should include the following:</p> <ul style="list-style-type: none"> <li>• Basement, floor and roof plans</li> <li>• All outside floor dimensions</li> <li>• Indicate all room uses and all dimensions</li> <li>• All door, window and skylight locations and sizes</li> <li>• Indicate rooftop stair and elevator shaft details</li> <li>• Indicate the location of mechanical equipment and screening</li> </ul>	<input type="checkbox"/>
J	<input type="checkbox"/>	Building Elevations (drawn to scale in metric)	<p>Elevation plans (front, rear and all sides) for the principle building and all accessory buildings should include the following:</p> <ul style="list-style-type: none"> <li>• Floor level elevations indicating each floor height and overall building height</li> <li>• Existing and proposed grade elevations on all building corners</li> <li>• Roof pitch and proposed peak height</li> <li>• Dimensions of exterior guards and guard details</li> <li>• Colours and materials palette detailing all proposed exterior finishings (product samples are not required)</li> </ul>	<input type="checkbox"/>
K	<input type="checkbox"/>	Cross Sections (drawn to scale in metric)	<p>Construction detail / cross sections should include the following:</p> <ul style="list-style-type: none"> <li>• Rooftop stair dimensions, height of guards, handrails and guardrails</li> <li>• Ceiling height of crawl spaces and all habitable floors (floor to ceiling)</li> <li>• Height of all half storeys or dormers</li> </ul>	<input type="checkbox"/>
L	<input type="checkbox"/>	<p>Landscape Plan (drawn to scale in metric)</p> <p>Refer to <a href="#">Landscape Standards Bylaw 5015</a></p> <p><a href="#">Landscape Maintenance Bylaw 5014</a></p>	<p>Landscape plan should include the following:</p> <ul style="list-style-type: none"> <li>• All existing landscape details confirming locations of all on-site trees</li> <li>• Proposed removal and replacement planting plan</li> <li>• Irrigation system</li> <li>• Proposed garbage enclosures</li> <li>• Walkways and/or outdoor amenity spaces</li> <li>• Exterior lighting plan (building and site)</li> <li>• Cost estimate for works to be completed (plants, fixtures, materials, irrigation, site preparation and labour) prepared by a landscape professional</li> <li>• Landscape plans shall comply with the provisions of the OCP Bylaw, Zoning Bylaw, Landscaping Standards Bylaw and Landscaping Maintenance Bylaw</li> </ul>	<input type="checkbox"/>



**PRE-APPLICATION MEETING SUMMARY  
OFFICE USE ONLY**

**Pre-Application Meeting Date:** \_\_\_\_\_

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

**Planner:** \_\_\_\_\_

**Disclaimer:** Information and comments provided by City staff at a Pre-Application Meeting are intended to assist applicants in submitting a complete application. They are not to be relied on as a comprehensive account of land use, development or subdivision requirements. Detailed development requirements will be provided following the submission of a complete application and subsequent to the City's application referral process. Additionally, staff comments are based on bylaws and the development proposal as presented at the pre-application meeting. They are subject to change when bylaws are amended, a development proposal is modified or in light of additional or new information.

**Attendees:**

**Proposed Development:**

**Staff Comments:**

**Additional Application Requirements:**