



CITY OF
VERNON
CORPORATION OF THE CITY OF VERNON
3001 32 Ave, Vernon BC V1T 2L8
Phone: 250-550-3634 Fax: 250-545-5309
Email: buildingcounter@vernon.ca
www.vernon.ca

DEVELOPMENT PERMIT APPLICATION

MAJOR (\$500) MINOR (\$125)

DATE OF APPLICATION	CITY FILE NUMBER
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APPLICANT INFORMATION			
APPLICANT	NAME:		PHONE:
	ADDRESS:		FAX:
	POSTAL CODE:	E-MAIL:	CELL:
REGISTERED OWNER	NAME:		PHONE:
	ADDRESS:		FAX:
	POSTAL CODE:	E-MAIL:	CELL:

PROPERTY INFORMATION			
CIVIC 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(S), ALSO INCLUDE: SITE LAYOUT+SERVICING, STORMWATER, GRADING (INCLUDING RETAINING WALLS)	<input type="checkbox"/> Yes	CONFORMS TO OFFICIAL COMMUNITY PLAN	<input type="checkbox"/> Yes <input type="checkbox"/> No
COLOUR ELEVATIONS	<input type="checkbox"/> Yes <input type="checkbox"/> N/A	CONFORMS TO ZONING BYLAW	<input type="checkbox"/> Yes <input type="checkbox"/> No
LANDSCAPE PLANS	<input checked="" type="checkbox"/> Yes	PROPERTY SUBJECT TO FLOOD PLAIN REGULATIONS	<input type="checkbox"/> Yes <input type="checkbox"/> No
PARKING PLANS	<input type="checkbox"/> Yes <input type="checkbox"/> N/A	PROPERTY ADJACENT TO RESIDENTIAL PROPERTIES	Yes No
TITLE SEARCH (<30 DAYS OLD)	<input type="checkbox"/> Yes	PROPERTY AFFECTED BE AGRICULTURAL LAND RESERVE	Yes No
SCHEDULE "3" (APPOINTMENT OF AGENT)	<input type="checkbox"/> Yes <input type="checkbox"/> N/A	PROVIDE DIGITAL COPIES OF PLANS TO BUILDINGCOUNTER@VERNON.CA	Yes (PDF)
EXTERIOR LIGHTING PLAN	<input type="checkbox"/> Yes		
* Once the application is approved in principle, a \$600.00 processing fee will be required for DP MAJOR			

CSR SITE PROFILE	PROPERTY HAS PRIOR USE OF INDUSTRIAL OR COMMERCIAL ACTIVITY IN ACCORDANCE TO SCHEDULE 2 OF THE ENVIRONMENTAL MANAGEMENT ACT: IF YES, SITE PROFILE IS REQUIRED	Yes <input type="radio"/> No <input type="radio"/>
HERITAGE	HERITAGE REGISTRY / HERITAGE BUILDING? IF YES, A HERITAGE ASSESSMENT AND HERITAGE PERMIT FEE MAY BE REQUIRED	Yes <input type="radio"/> No <input type="radio"/>
RIPARIAN	PROPERTY IS WITHIN 30 METRES OF A WATERCOURSE (LAKE OR STREAM) IF YES, RIPARIAN AREA REGULATION MAY APPLY	Yes <input type="radio"/> No <input type="radio"/>

Applicant Name: _____ Applicant's Signature: _____
(Please Print Clearly)

Rev: JULY 2018

Personal information contained on this form is collected under the Freedom of Information and Protection of Privacy Act and will be used only for the purposes of responding to your request.



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SCHEDULE “3” APPOINTMENT OF AN AGENT

SUBJECT PROPERTY ADDRESS:		
LOT#	PLAN#	FOLIO:

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

I, the registered owner of the property identified above, hereby appoint the person identified above as my agent with authority to endorse on my behalf, applications, documents and permits and to represent me in all discussions with the City of Vernon staff in this regard.

As the registered property owner, please initial beside applicable permit (s):

APPLICATION TYPE	INITIAL	APPLICATION TYPE	INITIAL
Building		ALR	
Plumbing		Rezoning	
Demolition		OCP Amendment	
Development		Sign	
Development Variance		Access	
Subdivision		Tree Pruning / Removal	
Strata Conversion		Soil Removal/Deposition	
Site Profile		OTHER	

DATE: _____ **PRINT NAME:** _____ **OWNER'S SIGNATURE** _____

Rev: JAN2015