



DEVELOPMENT PERMIT Application

REGISTERED PROPERTY OWNER (please print)

Name: _____

Mailing Address: _____

Phone: _____ Email: _____

APPLICANT INFORMATION (if different from above)

Name: _____ Company: _____

Mailing Address: _____

Phone.: _____ Email: _____

SUBJECT PROPERTY

Civic Address: _____

Legal Description: _____

Property Identifier No. (PID): _____ Folio: _____

APPLICATION TYPE (check all that apply)

- Multi-Family Residential – DPA 1
 Highway 1 Corridor – DPA 3
 Natural Environment – DPA 5
 Amendment
 Downtown – DPA 2
 Other Commercial Areas – DPA 4
 Hazard Lands – DPA 6
 Cosmetic

PROJECT DESCRIPTION

Description must reference relevant policies, regulations, and project goals. Please supply additional pages as necessary in a separate Rationale Letter

DECLARATION

I/We declare that all the above statements and information contained in the material submitted in support of this application are, to the best of my/our knowledge, true and correct in all respects. Where the applicant is **not the REGISTERED OWNER**, the application **must be signed by the REGISTERED OWNER** acknowledging this application and authorizing the applicant as an agent for the purposes of this application.

Registered Property Owner Signature

Second Owner Signature

Date

Applicant Signature

Date

OFFICE USE ONLY

DP #:

File No.: 3

Commercial

- Minor – under \$50,000 (DP MINOR) \$500
 Major – over \$50,000 (DP MAJOR) \$1,000
 With Variances(s) – Additional Fee (DVP) \$1,000

Residential

- 4 or less units (DP RES) \$500
 5 or more units (DP RES) \$1,000
 With Variances(s) – Additional Fee (DVP) \$1,000

Other

- Environmental/Hazard Area (ENVI HAZ) \$600
 Cosmetic (DP COSM) \$50
 Copy of Title (TITLE) \$20

Development Permit Amendment

- Minor (DP MJ-A) \$100
 Major (DP MN-A) \$50

PAID STAMP

Personal information you provide on this form is collected pursuant to Section 26 of the *Freedom of Information and Protection of Privacy Act* and will only be used for the purpose of processing this application. Your personal information will not be released except in accordance with the *Freedom of Information and Protection of Privacy Act*. Questions about the collection of your personal information may be referred to the Corporate Services Coordinator by email: duncan@duncan.ca or phone: 250-746-6126

Development Permit Areas 1, 2, 3, & 4: Minor changes to existing developments, such as new exterior finishes, may be exempt from DP requirements. Please refer to DP exemption policies in section 12.1 of the Official Community Plan and provide a detailed description of the proposed project to Development Services.

ALL DEVELOPMENT PERMITS

Please refer to the Guide to Development Permit Applications for other technical information and drawings required for your application. The City of Duncan reserves the right to reject or postpone the review of an incomplete application. The information in this application will only be used for the purpose for which it was obtained.

- Rationale Letter describing your project in detail. The letter must reference relevant policies within the Official Community Plan, the Development Permit Area Guidelines, the Zoning Bylaw and describe how your project meets these goals, policies, and regulations.
- Pre-Application Meeting with the Planning Department
- Authorization of Agent
- Current Certificate of Title (less than 30 days)
- Copies of all charges, covenants, easements, etc. on Title for property(s) concerned
- Site Disclosure Statement form (required under the *Environment Management Act*)
- One Set of Plan Reductions (8.5"x11") & PDF Files of all Plans and Reports – see appropriate DPA section below
- Sustainability Checklist
- Development Permit Area checklist for applicable DPA.

ALL FORM & CHARACTER DEVEL. PERMITS

(DPA-1 Multi-Family, DPA-2 Downtown, DPA-3 Hwy 1 Corridor & DPA 4 – Other Commercial)

- Site Plan for the Existing Site **and** Proposed Development
- Floor plans of new development
- Building Elevations
- Landscape Plan (including an individual list of hard and soft landscaping materials and a landscape cost estimate)
- One Set of Coloured Renderings
- Development Data
- Materials Board for Applications Involving Exterior Finishing of Buildings (digital versions preferred)

ALL HAZARD LANDS DEVELOPMENT PERMITS

(DPA-6 Hazards Lands, Steep Slopes and Floodplain)

See OCP map 3

- Slope Analysis (for steep slope areas)
- Environmental Assessment
- Geotechnical Report
- Storm Water Management Plan

NATURAL AREAS DEVELOPMENT PERMITS

(DPA-5 Natural Environment)

See OCP maps 2 and 3: Indigenous species areas, riparian areas, raptor habitats, aquifer protection area

- Riparian Area Assessment (for all activities within a Riparian Area)
- Environmental Assessment

ADDITIONAL ITEMS AS REQUIRED

- | | | |
|--|--|---|
| <input type="checkbox"/> Traffic Impact Analysis | <input type="checkbox"/> Parking Study | <input type="checkbox"/> Tree Management Plan |
| <input type="checkbox"/> Shadow Study | <input type="checkbox"/> View Analysis | <input type="checkbox"/> Environmental Assessment |
| <input type="checkbox"/> Neighbourhood Context/Streetscape | <input type="checkbox"/> Massing Model | <input type="checkbox"/> Slope Analysis |
| <input type="checkbox"/> Rainwater (Storm Water) Management Plan | <input type="checkbox"/> Geotechnical Assessment | <input type="checkbox"/> Riparian Area Assessment |
| <input type="checkbox"/> Archeological Assessment | <input type="checkbox"/> Site Grading | |