

Name:							
Mailing Address:							
Phone:			E	mail:			
APPLICANT INFORMATION (if o	different from ab	ove)					
Name:			С	ompany:			
Mailing Address:							
Phone.:			E	mail:			
SUBJECT PROPERTY							
Civic Address:							
Legal Description:							
Property Identifier No. (PID):			F	olio:			
APPLICATION TYPE (check all that	it apply)						
Multi-Family Residential – DP/	A 1 🗌 Highw	vay 1 Corridor – D	PA 3	Natural I	Environment – DPA 5	Amendment	
Downtown – DPA 2	Other	Commercial Area	as – DPA 4	Hazard L	ands – DPA 6	Cosmetic	
PROJECT DESCRIPTION							
Description must reference releva Rationale Letter	ant policies, reg	ulations, and pro	ject goals. Pl	ease supply a	additional pages as nec	essary in a separate	
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 <u>must be signed by the REGISTERED</u> <u>OWNER</u> acknowledging this application and authorizing the applicant as an agent for the purposes of this application.							
Registered Property Owner Sig	nature	Second Owne	er Signature		Date		
Applicant Signature				_	Date		
OFFICE USE ONLY				DP #:		File No.	
Commercial Minor – under \$50,000	(DP MINOR)	5500	•		Amendment		
Major – over \$50,000 With Variances(s) – Additional Fee	(DP MAJOR) (DVP)	\$1,000 \$1,000	Major Minor	(DP MJ-A) (DP MN-A)) \$100 \$50		
Residential 4 or less units 5 or more units With Variances(s) – Additional Fee	(DP RES) (DP RES) (DVP)	\$500 \$1,000 \$1,000				PAID STAMP	
Other Environmental/Hazard Area Cosmetic Copy of Title	(ENVI HAZ) (DP COSM) (TITLE)	☐ \$600 ☐ \$50 ☐ \$20					

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 Checklist

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 Application Duncan reserves the right to reject or postpone the review of 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	nent						
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 Commercial)	Hwy 1 Corridor & DPA 4 – Other					
Site Plan for the Existing Site <u>and</u> Proposed Develo	pment						
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							
Traffic Impact Analysis	Parking Study	Tree Management Plan					
Shadow Study	View Analysis	Environmental Assessment					
Neighbourhood Context/Streetscape	Massing Model	Slope Analysis					
Rainwater (Storm Water) Management Plan	Geotechnical Assessment	Riparian Area Assessment					
Archeological Assessment	Site Grading						