

# Planning & Development Approval Application

## Village of Nakusp



91 – 1<sup>st</sup> Street NW, PO Box 280, Nakusp B.C., V0G 1R0

Telephone: (250) 265-3689 Fax: (250) 265-3788 Email: [info@nakusp.com](mailto:info@nakusp.com) Website: [www.nakusp.com](http://www.nakusp.com)

**PLEASE NOTE:** A pre-development meeting with Village of Nakusp Staff is required to ensure the required application is completed correctly and all supporting documents are included with the application. Meetings can be arranged virtually, by phone, or in person. The checklist in the application has details of what is required for each application. Please contact the Village at **250 265-3689** or [info@nakusp.com](mailto:info@nakusp.com) to arrange a project information / pre-development meeting.

PART 1. NATURE OF APPLICATION	
<b>Application Type</b> <i>Check all that apply</i>	
<input type="checkbox"/> Official Community Plan Amendment (OCP) <input type="checkbox"/> Zoning Bylaw Amendment <input type="checkbox"/> Temporary Use Permit <input type="checkbox"/> Strata Title Conversion	<input type="checkbox"/> Development Variance Permit (major over \$10,000) <input type="checkbox"/> Development Variance Permit (minor under \$10,000) <input type="checkbox"/> Development Permit (major over \$25,000) <input type="checkbox"/> Development Permit (minor under \$25,000)

PART 2. LAND DEVELOPMENT INFORMATION	
Civic Address of Property (under application)	Date of Application
Legal Description of Property (under application)	
PID of Property (under application)	

PART 3. REGISTERED OWNER/APPLICANT/AGENT		
Registered Owner: Last Name	First Name:	Phone Number:
Email Address:	Mailing Address:	
Signature of Registered Owner:		

APPLICANT		
Applicant: Last Name	First Name:	Phone Number:
Email Address	Mailing Address:	
Signature of Applicant:		
Signature of Registered Owner:		

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AGENT AUTHORIZATION (if applicable)		
Agent: Last Name	First Name:	Phone Number:
Email Address	Mailing Address:	
AGENT AUTHORIZATION DECLARATION		
I, _____ (name of agent) solemnly declare that I am the Authorized Agent for _____ (owner(s) of property), who is the registered owner(s) of the real property legally described as: _____		
Name of Agent	Signature of Agent	
Name of All Registered Owners	Signature of All Registered Owners	

PART 4. DEVELOPMENT INFORMATION			
Current Official Community Plan Designation		Proposed Official Community Plan Designation:	
Current Zoning Designation:		Proposed Zoning Designation:	
ALR: Yes      No	Watercourse: Yes      No	Floodplain: Yes      No	Steep Slope: Yes      No
Description of Existing Land Use:			
Description of Proposed Land Use:			
Requested Variance/Exemption			

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**Instructions for Application Type:** Village of Nakusp staff will determine and advise which documents are required to complete this application. Please contact the Village at **250 265-3689** or [info@nakusp.com](mailto:info@nakusp.com) to arrange a pre-development meeting.

Part 5. Application Type and Documentation Requirements		Submission Requirements (not a full list)
Official Community Plan Bylaw Amendment		B, C, D, E, G, H,
Zoning Bylaw Amendment		B, C, D, E, F, G
Development Permit (Major)	Development Permit (Minor)	B, C, D, F, G, H, I, J, K, L, M, N, O, P, Q, R
Development Variance Permit (Minor)	Development Variance Permit (Minor)	B, C, D, F, G, H, I, J, L., M, P
Temporary Use Permit		B, C, D, F, G, H, K, L, M, N, O, P
Strata Title Conversion		B, C, D, F, G, H

Documentation	Details	Required
<b>A.</b> Pre-Development Meeting	Have you had your pre-development meeting? If not, contact Village Staff at 250-265-3689 or <a href="mailto:info@nakusp.com">info@nakusp.com</a> to arrange a meeting before proceeding. Staff will assist in the completion of Section I of this form. In planning your project, it is suggested you review RDCK sustainability checklists: <a href="#">Residential Sustainability Checklist</a> or <a href="#">Commercial Sustainability Checklist</a>	<input type="checkbox"/>
<b>B.</b> Completed Application Form	All forms must be submitted in person or electronically to <a href="mailto:info@nakusp.com">info@nakusp.com</a> . Incomplete applications will delay review of your application.	<input type="checkbox"/>
<b>C.</b> Application Fee	Application fees are set out as Schedule 15 of the Village's Fees and Charges Bylaw 693 as amended from time to time. Applicable fees to be paid at the time of application.	<input type="checkbox"/>
<b>D.</b> Title Certificate showing Charges on Title	Must be printed within the last 30 days of application date. Titles and related documents can be obtained from ltsa.ca or through a lawyer, notary, or search company. Titles may also be provided by the Village for a fee. All development is subject to comply with any right of ways, easements, covenants or other charges on Title.	<input type="checkbox"/>
<b>E.</b> Agent Authorization	Written consent of all property owners, with one or more owners appointing an applicant to act as an agent for all purposes of the application. <b>(if applicable)</b>	<input type="checkbox"/>
<b>F.</b> Provincial Site Profile	Required for any development proposal on lands that may have been contaminated during past or current commercial or industrial activity. (See <a href="#">BC Contaminated Sites Regulation</a> )	<input type="checkbox"/>

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Documentation	Details	Required
<b>G. Proposal Summary</b>	An outline of the proposed development or land use, including an explanation of conformance to current land use regulations or rationale for a proposed variance. If applicable, the number of lots, units or gross floor area of the development and an explanation of benefits and impacts to surrounding properties or the character of the neighborhood in which the development is proposed.	<input type="checkbox"/>
<b>H. Site Plans</b>	Site Plans must be based on the registered legal Lot Plan (LTSA) and must contain: north arrow, correct scale and scale bar; property lines; name and extent of adjacent laneways or roadways; existing right of ways or easements; location, area, and dimensions including setbacks of existing and proposed structures; location and grade of accesses; location of any steep slopes, watercourses or other natural features on or adjacent to the property; location of existing wells or water sources, location of existing or proposed septic fields, location of any existing utilities. <b>(2 copies full size printed</b>	<input type="checkbox"/>
<b>I. Building Plans</b>	Architectural building drawings of exterior elevations, floor plans, and cross-sections	<input type="checkbox"/>
<b>J. Exterior Finishes</b>	Details regarding colors and exterior finishes for form and character development permits.	<input type="checkbox"/>
<b>K. Design Rational Descriptions and Drawings of the Project</b>	Design rationale: written explanation and professional drawings- how the project conforms to relevant development permit guidelines regarding architectural design, landscaping, parking, signage, access and integration with surrounding developments (please attach to application).	<input type="checkbox"/>
<b>L. Off-Street Parking</b>	Parking plan: to include all off-street parking spaces to scale with dimensions (if applicable).	<input type="checkbox"/>
<b>M. Geotechnical Assessment</b>	Geotechnical assessment: report to assess the suitability of the site if land stability problems are suspected if applicable).	<input type="checkbox"/>
<b>N. Env. Riparian Assessment</b>	Environmental or riparian assessment: report to include, but not limited to, watercourse, wildlife and bird habitat, discharges to air and water, land disturbance and clearing, and proposed mitigation (if applicable).	<input type="checkbox"/>
<b>O. Wildfire Principal</b>	Wildfire interface assessment: a report by a Registered Forest Professional identifying potential hazards and mitigation measures.	<input type="checkbox"/>
<b>P. Drainage Plan</b>	Drainage management plan prepared by a qualified professional showing proposed servicing locations (if applicable).	<input type="checkbox"/>

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Documentation	Details	Required
Q. Landscape Plan	Landscape plan prepared by a qualified professional drawn to scale showing existing and proposed screening, plantings, garbage enclosures, walkways and amenities.	<input type="checkbox"/>
R. Landscape Security Deposit	Landscape quote and security deposit (if applicable)	<input type="checkbox"/>
S.	Other Information	<input type="checkbox"/>

PART 6. FEE SCHEDULE BY APPLICATION TYPE		
<b>Fees and charges are refundable under these circumstances:</b>  1. Application fees for an Official Community Plan and/or Zoning Bylaw Amendment shall be refunded 50% of the application fee if the application is withdrawn or refused by Council prior to Public Hearing.  2. Application fees for a Development Permit, Development Variance Permit or Temporary Use Permit shall be refunded 50% of the application fee if the application is withdrawn prior to proceeding to Council or to the Delegated Authority for minor Development Permits and minor Development Variance Permits.  3. Applications that are withdrawn or lapse prior to substantial staff review and external referral shall be	Official Community Plan	\$1000
	Amendment Zoning Bylaw	\$1000
	Amendment	\$1500
	Development Permit (Major and Minor): Fee depends on project value.	\$500 \$1000 \$1650
	Major Development Variance Permit	\$1000
	Minor Development Variance Permit	\$500
	Temporary Use Permit	\$700

Part 7. SIGNATURES	
<p>As the applicant or authorized agent, I declare that the information and supporting documentation submitted in support of this application are, to the best of my knowledge true and correct.</p>	
<p>I accept that further information may be required by the Village in accordance with the Village of Nakusp Development Application Procedures Bylaw and accept responsibility for processing delays if more information is required.</p>	
<p>I understand that all fees' charges in connection with this application are in accordance with the Village of Nakusp Fees and Charges Bylaw, and further charges may be required including Security Deposits and any legal fees and additional planning or engineering fees incurred by the Village of Nakusp.</p>	
Name of Applicant _____ (Print)	
Signature of Applicant _____	Date _____

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FOR OFFICE USE ONLY	
<b>Application Fee \$</b>	<b>Security Deposit \$</b>
<b>Receipt Number</b>	<b>Date Security Deposit Received:</b>
<b>Received By</b>	<b>Receipt Number Security Deposit Received</b>
<b>File Number</b>	<b>Date Security Deposit Refunded</b>
	<b>Receipt Number Security Deposit Refunded</b>

Additional Notes: