

Development Application Form

Phone: (604) 869-5671 | Fax (604) 869-2275 | info@Hope.ca
325 Wallace Street | Hope, BC | V0X 1L0 | www.Hope.ca

SECTION 1: APPLICATION FOR (check all that apply)

- Development Permit
 Official Community Plan (OCP) Amendment
 Subdivision
 Development Variance Permit
 Zoning Amendment
 Other _____

SECTION 2: CONTACT INFORMATION (ADD ADDITIONAL PAGE IF NECESSARY)

Registered Property Owner

Name _____

Street Address _____

Telephone _____ Fax _____

Email _____

Authorized Agent (Letter of Authorization required)

Name _____

Street Address _____

Telephone _____ Fax _____

Email _____

SECTION 3: DESCRIPTION OF PROPERTY (AS INDICATED ON THE BC TITLE SEARCH)

Civic Address: _____

Legal Description: Lot/Parcel _____ Block _____ Plan _____ District Lot _____

Area of Property (Hectares): _____

Folio Number (000 000.000) _____ (From Property Tax Assessment / Tax Notice)

Parcel Identifier (PID) _____ - _____ - _____ (From BC Title Search)

Zoning Designation: _____

Development Permit Area Designation: _____

Existing Use of Property: _____

Proposed Use of Property: _____

Existing Use of Adjacent Properties to the:

North: _____ South: _____

East: _____ West: _____

Road Access: _____

Application continues on the next page.

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The processing of your application will be delayed if it is incomplete. Please read the guide before you complete the application form. Keep the guide for your reference during the application process. Contact a Planning Staff for assistance.
Mail or deliver the completed application form, fee, plans, and other supporting material (see checklist) to the District of Hope. The fee is payable to the District of Hope.

SECTION 4: Description of the Project. Please give a detailed description, outlining your request. Please attach a separate piece of paper if needed.

SECTION 5: Check the Appropriate Spaces
Topography of the subject property is:

Steep Hilly Flat Next to a Steep Slope

Drainage of the subject property is:

Poor Drainage Wet Stream on Property Past Floods No Problems

Services currently available on/to the subject property are:

Water Sewer Septic Utilities (power, cable, phone, etc.) Road Access

Freedom of Information and Protection of Privacy: Personal information contained on this form is collected under the *Local Government Act* for the purpose of responding to this application, or for the purposes directly connected with this application. Information on your application form may be available to the public upon request under freedom of information legislation. Please contact the Corporate Services Department at (604) 869 5671 if you have any questions regarding the collection of personal information on this form.

APPLICATION FORM RELEASE

I/We _____ hereby declare that the above statements and the information contained in the material submitted in support of this application are to the best of my/our belief true and correct in all respects.

I have included all documents and information required as outlined in the **Guide to Site Plan Requirements** and the **Development Application Checklist**, and have read the appropriate sections of bylaws (such as the OCP or Zoning Bylaws) applicable to my property and this application.

Date

Applicant's Signature

SIGN HERE

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DATE RECEIVED

Application Fee: _____

Application File No: _____

Check and initial this box if fee has been paid.

Development Application Checklist

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Items Included in Your Application Package	Applicant	Staff Only	
	Check Applicable Boxes	Staff Verified	N/A
Development Application Form - SIGNED AND COMPLETED	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Owner's Authorization to Assign an Agent Form ✓ If necessary, signed by the Registered Property Owner(s) and the Agent.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Complete Site Plan ✓ See the Guide to Site Plan Requirements. ✓ The Site Plan is a scaled drawing of a property based from a survey plan that includes all information relevant to the project.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BC Title Search (See explanation below.**)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Encumbrances on Title (such as any Covenants, Rights of Way, or Easements)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Site Profile ✓ https://www2.gov.bc.ca/gov/content/environment/air-land-water/site-remediation/guidance-resources/forms As per Contaminated Sites Legislation., April 1st, 1997	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Archeological Assessment ✓ Archaeology Branch website: www.gov.bc.ca/gov/content/industry/natural-resource-use/archaeology ✓ To request data on a property: www.archdatarequest.nrs.gov.bc.ca	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Elevation Drawings ✓ Drawings that show the height side view, and façade of the building.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Coloured Rendering ✓ Drawings that show the façade and side views of the building and includes samples of colours and a materials list.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cross Sections ✓ Drawings that show a section of a building from a side view 'cut open' to show more detail of how something is to be constructed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Detail Design Drawings ✓ Drawings that show a smaller part of the construction at a larger scale, and how it is built or fits together.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Photos ✓ Photographs showing existing buildings, property features, views from roadways, or other relevant issues.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Application Fee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (Please specify.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Additional information may be required, such as a Geotechnical Analysis, or an Initial Environmental Review

**The BC Title Search should include copies of any easements and all covenants. The BC Title Search can be obtained at the District of Hope, ServiceBC (Chilliwack is the closest branch) or from a Notary Public. The BC Title Search should be less than 30 days old.

CHECKLIST RELEASE

I/We _____ hereby declare that the above checklist accurately describes the material submitted in support of my application, and to the best of my/our belief is true and correct in all respects.

Date: _____

Applicant's Signature: _____

Please Print Name: _____



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Application File No: _____

Owner's Authorization to Assign an Agent

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SECTION 1: LEGAL DESCRIPTION (AS INDICATED ON STATE OF TITLE CERTIFICATE)

Civic Address: _____

Legal Description: Lot/Parcel _____ Block _____ Plan _____ Section _____

Township _____ Range _____ Meridian _____ District Lot _____

Folio Number (000 000.000) _____ (From Property Tax Assessment / Tax Notice)

Parcel Identifier (PID) _____ - _____ - _____ (From BC Title Search)

SECTION 2: OWNER'S INFORMATION

Registered Property Owner

Name

Street Address

Telephone

Cell

Email

Second Registered Property Owner (If Applicable)

Name

Street Address

Telephone

Cell

Email

SECTION 3: AUTHORIZATION

I/We, the Registered Property Owner(s) listed above, hereby authorize

Agent's Name: _____

Agent's Mailing Address: _____

Agent's Phone Number: _____ Email: _____

to act as Agent in the matter of:

(Please list scope of agency representation (e.g., building permit, DP, etc.) on the above property.)

SECTION 4: SIGNATURES

Signature of Owner (1) _____ Date: _____

Please Print Name: _____

Signature of Owner (2) _____ Date: _____

Please Print Name: _____

