



District of Barriere
Box 219, 4936 Barriere Town Road
Barriere BC V0E 1E0
Office: (250) 672-9751 Fax: (250) 672-9708
Website: barriere.ca • Email: corporate@barriere.ca

DEVELOPMENT APPLICATION

OFFICE USE ONLY		PAYMENT STAMP	
PERMIT #:			
FILE #:			
APPLICATION FEE:			
PRE-APPLICATION MEETING:	STAFF NAME:	OK TO APPLY	STAFF INITIALS

**APPLICANTS ARE ADVISED TO CONSULT WITH DEVELOPMENT SERVICES STAFF BEFORE APPLYING.
NOTE THAT ONLY COMPLETE APPLICATIONS WILL BE ACCEPTED.**

APPLICATION TYPE Check all appropriate boxes
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Development Permit (Downtown Core)	Strata Title Conversion
Development Permit (Yellowhead Corridor)	Official Community Plan Bylaw Amendment
Development Permit (Industrial)	Zoning Bylaw Amendment
Development Permit Renewal/Amendment	Road Closure
Development Variance Permit	Temporary Use Permit
Board of Variance	Removal of Charges/Notices on Title
Subdivision Parcel Size:	fee simple bare land strata phased building strata
Existing # of lots:	Other
Proposed # of lots:	strata conversion

PROPERTY INFORMATION					
Civic Address:			PID(s):		
LEGAL DESCRIPTION:	LOT(S):	BLOCK:	DL:	PLAN:	FOLIO/ROLL:
ZONING:			OCP DESIGNATION:		

DESCRIPTION OF EXISTING LAND USE:	
DESCRIPTION OF PROPOSED DEVELOPMENT / USE / BYLAW / ZONING / OCP DESIGNATION:	



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The undersigned hereby makes an application under the provisions of the bylaws of the District of Barriere according to the following specifications and accompanying documentation:

APPLICANT				
Applicant is the:	Owner	Designer/Contractor	Tenant	Authorized Agent of Owner
Name:			Business Name:	
E-Mail:			Phone:	
Mailing Address:				Postal Code:
PROPERTY OWNER (IF DIFFERENT FROM APPLICANT AND/OR BUSINESS OWNER)				
Name/Company:				
E-Mail:			Phone:	
If the applicant is not the registered owner, the owner must complete the "Owners' Authorization Form".				

SIGNATURES

A Permit is issued after review of the proposal. No work shall begin until a Permit is approved. This Permit is NOT a Building Permit.

I declare that the information submitted in support of this application is, to the best of my knowledge, true and correct and that I will submit further information deemed necessary by the District of Barriere for processing this application.

I acknowledge that all fees paid in connection with this permit are non-refundable, except as noted in the District of Barriere Fees & Charges Bylaw.

IN CONSIDERATION OF THIS PERMIT being issued, I release and indemnify the District of Barriere, its Council members, officers, employees, and agents from and against all liability, claims, and other expenses of any kind which I, or any other person, may have in connection with anything said or done, the granting of this permit or any action taken or not taken, by the District of Barriere and I agree that the District of Barriere owes me no duty of care in respect of these matters.

APPLICANT SIGNATURE

DATE

SUBMISSION CHECKLIST		
DEVELOPMENT APPLICATION TYPE *	REQUIRED ATTACHMENTS	<p>* For other types of applications, contact Development Services to discuss what additional information will be required.</p> <p>The District of Barriere is collecting your personal information in accordance with Section 26 of the Freedom of Information and Protection of Privacy Act. The District of Barriere collects your information for the purposes of administering District of Barriere programs and services, including permits and licensing services. If you have any questions please visit District of Barriere Freedom of Information Request (FOI) or contact the District of Barriere office at (250) 672-9751</p> <p>NOTE: Upon review of your application further information may be required</p>
Development Permit (Downtown Core)	A, B, C, D, E, F, G, H, I, J, K, L, M, N	
Development Permit (Yellowhead Corridor)	A, B, C, D, E, F, G, H, I, K, L, M, N	
Development Permit (Industrial)	A, B, C, D, E, F, G, H, I, K, L, M, N	
Development Variance Permit/Board of Variance	A, B, C, E, F, G, I, L, M, N	
Subdivision	A, B, C, D, E, F, I, L, M, N	
Strata Title Conversion	A, B, C, E, F, G, I, L, M, N	
Official Community Plan Amendment	A, B, C, F, I, L	
Zoning Bylaw Amendment	A, B, C, D, E, F, G, I, L, M, N	
Road Closure	C, E, F, G, I, L, M, N	
Temporary Use Permit	A, B, C, D, E, F, G, H, I, L, M, N	
Other	A, B, C, E, F, G, I, L, M, N	



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ATTACHMENT		DETAILS
A	TITLE SEARCH PRINT and COPIES OF ALL NON-FINANCIAL CHARGES ON TITLE	A copy of the title search, issued not more than 30 days prior to the application date, for any parcel of land subject to the application and a copy of all non-financial charges (i.e. restrictive covenants, easements, and rights-of-way etc.) registered on the subject property(s). The title search and the related documents can be obtained at ltsa.ca , through a notary, lawyer, or search company, or by the District, at your request, for a fee of \$25 for the title search plus document fees. Where the owner is a Business; a Corporate Search is required showing the corporate officers with signing authority. All officers must sign agent authorization form.
B	AGENT AUTHORIZATION FORM (when required)	Written consent of all property owners, with one or more owners appointing an applicant to act as agent for all purposes associated with the application. Use the "Agent Authorization Form" for applicants who are not registered owner of the property.
C	APPLICATION FEE	An application fee as set out in any applicable District of Barriere Fees & Charges Bylaw No. 73 shall accompany the application.
D	PROVINCIAL SITE DISCLOSURE	As per current Contaminated Sites Legislation. * Contact staff to find out whether your application requires this document. Not all types of projects will require a site disclosure statement. https://www2.gov.bc.ca/gov/content/environment/air-land-water/site-remediation/guidance-resources/forms
E	SITE PLAN	Site plan of the proposed development drawn to scale and showing dimensions. The site plan must include: The civic address and full legal description of the property Lot dimensions Existing or required rights-of-way or easements. The name and extent of roads and lanes adjacent to the property, showing the traveled portion of the roads and lanes scaled from the property line to the edge of pavement. Location and dimensions (including setbacks) of existing and proposed buildings and structures on the site. Location of existing wells or other water sources on the property. Location of any existing or proposed septic fields. Location of any watercourses, steep banks, or slopes on or adjacent to the property. Location of any existing community services of sanitary sewer, water, storm drainage, and rights-of-way on the site or adjacent to the site. Location of ditches, fire hydrants, fire department connections, gas lines, kiosks, hydro and telecommunication poles. NOTE: If the application is for a Development Variance Permit for setbacks; a survey prepared by a BC Land Surveyor (BCLS) is required to accompany the Site Plan in order to confirm the accuracy of the dimensions shown.
F	PROPOSAL SUMMARY	An outline of the type of development or land use proposed including: The number of units, lots and/or gross floor area if applicable. Explanation of compliance with current zoning and proposed deviation or change, if applicable. Explanation of community/neighbourhood benefit and impact of proposal.



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ATTACHMENT		DETAILS
G	DEVELOPMENT PLANS	<p>Detailed drawings of the proposed development, including building sections, elevations and floor plans proposed for the site. Development Permit applications must include information regarding building form & character (i.e. exterior finish).</p> <p>A project summary sheet that includes: lot area, density, and number of dwelling units, lot coverage, height, setbacks, off-street parking (required and actual), off-street loading (required and actual) and other relevant data and zoning analysis.</p> <p>Location and width of existing or proposed access(es) to the property, driveways, maneuvering aisles, and parking layout.</p>
H	LANDSCAPE PLAN	<p>Site plan drawn to scale and showing dimensions, including any existing or proposed screening, landscaping, and fencing.</p> <p>Cost estimate prepared by a Landscape Architect or other persons approved by the Development Services Department head, including a breakdown of plant cost, site preparation, material and labour cost.</p>
I	ADDITIONAL INFORMATION THAT MAY BE REQUIRED	<p>Contour (grading) plan showing land contours before and after lot grading for the subject property and the adjacent properties.</p> <p>Geotechnical analysis</p> <p>Survey certificate to identify the location of existing buildings, structures or watercourses, top of banks, or other physical features.</p> <p>Location of existing or proposed refuse enclosures, and/or refuse and recycling bins.</p> <p>Rendering or drawing which depicts the design, finish, and colour of proposed buildings, landscaping detail, and signage location. Renderings must not be embellished with unrelated details such as vehicles, wildlife, mountains, etc.</p> <p>For buildings requiring the services of an architect, an architect must be involved in the renderings.</p>
J	DEVELOPMENT PERMITS FOR FORM & CHARACTER	<p>Colour renderings of proposed facades, including proposed signage locations, awnings etc.</p> <p>Colour photographs.</p> <p>Description of construction materials for the design of the development.</p>
K	TECHNICAL REPORTS	Some technical development permits may require reports from qualified professionals.
L	CONTACT INFORMATION (when applicable)	Contact information for agents, architects, engineers, designers, contractors, etc.
M	SITE SERVICING PLAN	These plans show existing and proposed services, including underground infrastructure like water mains, sewer lines, and drainage, as well as surface features such as roads, sidewalks, and utilities.
N	SITE DRAINAGE PLAN	The plan must be prepared and stamped by a registered professional engineer licensed in the relevant jurisdiction.

NOTE: Upon review of your application further information may be required