



Development Services Department
planning@salmonarm.ca

P.O. Box 40, 500 – 2nd Avenue NE
Salmon Arm, BC, V1E 4N2
TEL: (250) 803-4000

OFFICE USE ONLY

File No.: _____

PLANNER: _____

PLANNING AND DEVELOPMENT APPLICATION

Application Type:

- Subdivision
- Zoning Amendment
- Official Community Plan (OCP) Amendment
- Development Permit
- Development Variance Permit
- Temporary Use Permit
- Telecommunications Tower
- Liquor License
- Cannabis Retail Store License
- Agricultural Land Commission (ALC)

APPLICANT / PRIMARY CONTACT*:

(*City Staff work directly with and circulate information to the Primary Contact (PC). It is the responsibility of the PC to forward information to consultants)

Applicant Name: _____

Company Name: _____

Telephone: _____

Email: _____

Mailing Address: _____

Postal Code: _____

SUBMISSION REQUIREMENTS:

The Development Application Form must be completed in full and accompanied by all required submissions attached (see Development Application Requirements Table). If there is insufficient space provided for properties, and/or registered owners, attach the Additional properties Form and/or Owners Authorization Form.

PROPERTY INFORMATION:

Is this application for more than one property YES NO

Civic Address(es): _____

Parcel Identifier (PID): _____

Legal Description (s): _____

Parcel size(s): _____ Is the Property in the ALR? Yes No

Registered Owner (s) and Contact Information: if different than Applicant: (**ALL** Registered Owners must be listed)

Telephone: _____ Email: _____

Mailing Address: _____ Postal Code: _____

Existing Zoning: _____ Existing Use: _____

LAND USE APPLICATIONS: (Rezoning, OCP Amendments, and/or Temporary Use Permits)

Proposed Zoning and Use: _____

Proposed OCP Designation: _____

SUBDIVISION APPLICATIONS:

- Conventional
- Bare Land Strata
- Phased Building Strata
- Strata Conversion
- PLR Extension

Existing No. of Lots: _____ Proposed No. of Lots (inclusive of remainder lots): _____

PERMIT APPLICATIONS:

- Development Variance Permit Temporary Use Permit Sign Bylaw Renewal
- Development Variance Permit (Minor)

Proposed Variance(s):

Zoning Bylaw Section: _____ Sign Bylaw Section: _____

Subdivision & Development Servicing Bylaw Section: _____

DEVELOPMENT PERMIT APPLICATIONS:

- Development Permit Development Permit (Minor) Renewal

Proposed Variances (if any): _____

AGRICULTURAL LAND COMMISSION APPLICATIONS (Submission to ALC is required prior to completing this application form):

- Non-Farm Use Non-Adhering Residential Subdivision Exclusion Other (indicate below)

LIQUOR AND CANNABIS RETAIL SALES LICENCE APPLICATIONS:

LIQUOR LICENCE

CANNABIS RETAIL LICENCE

- Liquor Primary License
- Temporary Change to Existing Liquor License
- Liquor License Amendment
- Occupant Load Approval – Building Inspection

- Cannabis Retail License
- Cannabis License Amendment

TELECOMMUNICATIONS TOWER APPLICATIONS (Radio/Cellular):

- Basic Exempt Consultation Report Non—Exempt Consultation Report

AUTHORIZATION:

As Registered Owner(s)/Applicant of the subject lands, I/we submit this application for the development of the subject properties and authorized the above noted Applicant/Primary Contact to act as my/our agent regarding this application.

If there are any changes in ownership, applicant, title or charges, legal description, or development proposal while this application is pending, City of Salmon Arm Development Services will be notified in writing immediately.

I/we have completed the above form and submitted all documents as described in the *Development Application Requirements* and certify the information contained herein is correct to the best of my/our knowledge.

I/we understand that this application, including submitted plans/reports, are public information and may be reproduced for the purpose of application processing. I/we understand the personal information collected on this form is collected in accordance with the Freedom of Information and Protection of Privacy Act, for the purpose of administering relevant planning and land use management processes pursuant to Part 14 of the Local Government Act. All information submitted may be used for reports to Council, available to the public upon request and distributed on the City's website.

I/we provide authorization for CSA staff to conduct an inspection of the subject properties, including buildings and understand that the application may not be processed until the properties are in compliance with City Bylaws.

Applicant / Primary Contact Name

Signature

Date

Owner / Authorized Signatory Name

Signature

Date

Owner / Authorized Signatory Name

Signature

Date

PLANNING APPLICATIONS	FEES <i>(as of 2024 July 22 Bylaw No. 4667)</i>
Development Permit – Council Consideration	\$1,000.00
Development Permit – Delegated Consideration	\$750.00
Development Permit – One Time Renewal	\$500.00
Development Variance Permit – Council Consideration	\$1,000.00
Development Variance Permit – Delegated Consideration	\$750.00
Development Variance Permit – Works & Services Consideration	\$1,200.00
Development Variance Permit – Sign Bylaw Consideration	\$750.00
Development Variance Permit – One Time Renewal	\$500.00
Temporary Use Permit – Council Consideration	\$1,200.00
Temporary Use Permit – Delegated Consideration	\$750.00
Temporary Use Permit – One Time Renewal	\$600.00
Zoning Bylaw Amendment	\$1,200.00
Official Community Plan Bylaw Amendment	\$1,500.00
OCP/Zoning Amendment Combined	\$2,000.00
AGRICULTURAL LAND COMMISSION APPLICATIONS	
Non-Adhering Residential Use	\$450.00
Soil Use to Place Fill and/or Remove Soil	\$750.00
Non-Farm Use	\$750.00
Subdivision (owner as applicant)	\$750.00
Transportation, Utility and Recreational Uses (as per Policy 3.22)	\$1,500.00
Subdivision Application (as per Policy 3.22)	\$750.00
Legal Fees for Registration of Documents (as per Policy 3.22)	\$2,500.00
Exclusion – Request for City Consideration as Applicant (fee per parcel) <i>Fee is non-refundable if request denied</i>	\$1,000.00
SUBDIVISION APPLICATIONS	
Type A Subdivision: Less than 3 proposed parcels; Boundary Adjustments, Road Dedication/Exchange and Parcel Consolidation	\$750.00
Type B Subdivision – 3 or more proposed parcels	\$1,000.00
Preliminary Layout Review Extension	\$200.00
Building Strata Conversion Base Rate	\$1,000.00
• Plus per proposed Strata Lot	\$200.00
Phased Multi-Family, Commercial, Industrial	\$1,000.00
• Engineering Inspection per Parcel	\$300.00 + GST
Final Approval – Including Subdivision Plan Signing Fee	\$500.00
TREE CUTTING PERMIT APPLICATIONS	
1-5 Trees	\$50.00
6-10 Trees	\$75.00
11-20 Trees	\$100.00
Over 20	\$250.00
Section 8.6 Required Trees Density Target Fee	\$500.00
TELECOMMUNICATION APPLICATIONS	
Radio/Cellular Communication	\$500.00
• Basic Exempt Consultation Report	
• Non-Exempt Consultation Report	\$1,000.00
LIQUOR LICENSE or CANNABIS RETAIL LICENSE APPLICATIONS	
Liquor Primary License – Delegated Consideration	\$500.00
• Temporary Change to an Existing Liquor License	\$250.00
• Occupant Load Approval – Building Inspection Consideration	\$250.00
• Cannabis Retail License – Council Consideration	\$1,000.00
• Liquor or Cannabis License Amendment – Delegated Consideration	\$500.00