



**Development Approval Information,
Fees
and Notification Procedures
Bylaw No. 1301-2014
Adopted July 28, 2014**

**CONSOLIDATED COPY
April 2016**

IMPORTANT NOTICE

**THIS IS AN UNOFFICIAL CONSOLIDATION OF BYLAW NO. 1301 WHICH HAS BEEN
PREPARED FOR CONVENIENCE ONLY.**

Although the Squamish-Lillooet Regional District is careful to assure the accuracy of all information presented in this consolidation, you should confirm all information before making any decisions based on it. Information can be confirmed through the SLRD Planning Department.

SUMMARY OF AMENDMENTS

CONSOLIDATED FOR CONVENIENCE ONLY

Consolidated bylaws are consolidated for convenience only and are merely representative. Each consolidated bylaw consists of the original bylaw text and maps, together with current amendments which have been made to the original version. Copies of all bylaws (original and amendments) may be obtained from the SLRD Planning and Development Department.

BY-LAW NO.

DATE OF ADOPTION

| BYLAW NO. | | DATE OF ADOPTION |
|------------------|---------------------------------------|-------------------------|
| 1482-2016 | ALC Fees Amendment (and Housekeeping) | April 27, 2016 |

**SQUAMISH-LILLOOET REGIONAL DISTRICT
DEVELOPMENT APPROVAL INFORMATION, FEES AND NOTIFICATION PROCEDURES BYLAW
NO. 1301-2014, AMENDMENT BYLAW 1482-2016**

**A bylaw to establish Development Approval Information, Fees and
Notification Procedures for the Squamish-Lillooet Regional District**

WHEREAS Section 460 of the *Local Government Act* provides that where a local government has adopted an official community plan or a zoning bylaw, the local government must, by bylaw, define procedures under which an owner of land may apply for an amendment to the plan or bylaw or for the issuance of a permit under Part 14 of the *Local Government Act*;

AND WHEREAS under Section 462 of the *Local Government Act* a local government may adopt a bylaw which imposes fees payable upon Application to amend an official community plan or zoning bylaw or for the issuance of a permit under Part 14 of the *Local Government Act*;

AND WHEREAS a local government must, pursuant to Section 466, 467, 468, 494 and 499 of the *Local Government Act*, give notice of a public hearing, the waiving of a public hearing, an application for a temporary use permit and an application for a development variance permit and may, by bylaw, specify distances for giving notice;

AND WHEREAS the Squamish-Lillooet Regional District may under Section 229 of the *Local Government Act* delegate certain powers, duties and functions to its officers and employees;

NOW THEREFORE, the Board of the Squamish-Lillooet Regional District, in open meeting assembled, enacts as follows:

1.0 TITLE

This bylaw may be cited as “Squamish-Lillooet Regional District Development Approval Information, Fees and Notification Procedures Bylaw No. 1301-2014”.

2.0 SCOPE

2.1 This Bylaw shall apply to all lands within the Squamish-Lillooet Regional District.

2.2 This Bylaw shall apply to:

- (a) Applications for an amendment of a zoning bylaw, official community plan, land use contract or covenant;
- (b) Applications for issuance or amendment of a development permit, development variance permit, Board of Variance permit or temporary use permit;
- (c) Applications for non-farm use or Agricultural Land Reserve exclusions made to the Squamish-Lillooet Regional District on behalf of the Agricultural Land Commission;
- (d) Letters of comfort, staff time and reconsideration of a Board decision.

- 2.3 Any person wishing to amend an official community plan or zoning bylaw, or obtain or amend a development permit, development variance permit, temporary use permit or referral to the Agricultural Land Commission must make an Application to the Squamish-Lillooet Regional District in accordance with this bylaw.

3.0 DEFINITIONS

In this bylaw the following definitions apply.

“Application” means a written request by an Applicant to amend an official community plan, zoning bylaw or land use contract or for the issuance or amendment of a development permit, development variance permit, temporary use permit or for a referral to the Agricultural Land Commission according to the provisions of this bylaw.

“Applicant” means the owner of property that is the subject of the Application or an agent of the owner duly authorized in writing by the owner to act as agent for the owner in relation to the Application.

“Board” means the elected and appointed Directors of the Squamish-Lillooet Regional District acting as the Squamish-Lillooet Regional District Board of Directors in assembled meetings thereof.

“Certificate of Title” means a document held at the Land Title Office identifying all parties with ownership rights to the subject land parcel.

“Construction” includes reconstruction, erection, alteration, enlargement, relocation or addition but does not include repair.

“Director” means a person who holds the position of Director of Planning and Development Services for the Regional District or such persons designated by the Board to act on their behalf in the execution of this bylaw.

“Parcel” means an area of land which is designated under the *Land Title Act* as a separate and distinct Parcel on a legally recorded plan or description registered in the Land Title Office and includes a strata Parcel pursuant to the *Strata Property Act*.

“Permit” means a development permit, development variance permit or a temporary use permit.

“Planner” means a person who holds the position of Planner for the Regional District or such persons designated by the Board to act on their behalf in the execution of this bylaw.

“Regional District” means the Squamish-Lillooet Regional District, in the Province of British Columbia, and where the context so requires also means the land included in the boundaries of the Squamish-Lillooet Regional District.

“Staff Report” means a document prepared by a Regional District employee containing information and recommendations about an Application for consideration by the Board or an advisory planning committee.

Unless otherwise defined in this bylaw, all words and phrases in this bylaw shall have the same meaning given to them in the *Local Government Act*.

4.0 PROHIBITIONS

- 4.1 No person shall commence any construction of any building or structure for which a Permit is required under the *Local Government Act* or this bylaw without first making an application to the Regional District for the Permit.
- 4.2 No person shall knowingly submit false or misleading information to the Regional District in relation to any Application undertaken pursuant to this bylaw.
- 4.3 No person shall do or have done any work that is substantially at variance with the approved Permit or the information contained in that person's Application.
- 4.4 All construction related to a Permit must be completed within 1 year of issuance of the Permit unless otherwise stated in the Permit.

5.0 APPLICATION PROCEDURES AND APPROVAL INFORMATION

- 5.1 An Application must be made using the application form attached as Schedule A.
- 5.2 An Application must be signed by the owner of the land that is the subject of the Application or by a person authorized in writing by the owner to act as an agent of the owner in relation to the Application. If the land that is the subject of an Application is owned by joint tenants or tenants in common, all joint tenants and tenants in common must sign the Application, or a person authorized in writing by all the joint tenants or tenants in common to act as an agent on behalf of those joint tenants or tenants in common in relation to the Application must sign the Application.
- 5.3 The following information shall be submitted, at the Applicant's expense, as part of an Application. The Director or the Board may waive the requirements to provide information if the Director or Board determines the information is not necessary to assist in evaluation or consideration of the Application.
 - 5.3.1 A complete Application form.
 - 5.3.2 A copy of the Certificate of Title dated within 30 days of the date of the Application and all title documents registered on title.
 - 5.3.3 A Contaminated Sites Regulation Questionnaire where required by the *Environmental Management Act*.
 - 5.3.4 A building location site sketch drawn to scale showing the following:
 - Boundaries and dimensions of the parcel(s) involved;
 - Size and location of all existing and proposed buildings, structures, and uses on the site including measurements from all proposed and existing structures to the nearest parcel line;
 - Location and name of roads(s) adjacent to the parcel;
 - Existing and proposed parking and driveways;

- Topographic features, water bodies and waterways including measurements from all proposed and existing structures to the natural boundary, stream centre line or top of bank, whichever is applicable;
- Location and identification of any easements, rights of way, or covenants registered against title to the parcel;
- Proposed subdivision layout, showing the number and approximate location of lots and/or consolidation of the parcel(s);
- North arrow and scale.

5.3.5 Subject to the provisions of s.487 of the *Local Government Act*, the following information may also be requested by the Director as part of an application to amend an official community plan or zoning bylaw or as part of an application for a development permit or temporary use permit and may be subjected to a peer review:

- An assessment of the compatibility of the proposal with the Regional Growth Strategy, Official Community Plan and Zoning Bylaw;
- An assessment of the compatibility of the project with adjacent land uses, character, form, scale and aesthetic quality;
- Environmental study (including but not limited to, fish and wildlife habitat alterations, vegetation impacts, sedimentation and contamination, regulatory assessment, recommendations for environmental mitigation);
- Geotechnical study (including but not limited to, soil composition, profile, classification, agricultural suitability and capability, geologic process, terrain stability and safety, cut and fill analysis);
- Hazardous conditions study (including but not limited to, mud flow, debris torrents, erosion, land slip, rock falls, subsidence, avalanche, wildfire, flood, inundation – including appropriate construction elevations and setbacks or other hazards);
- Hydrological or hydrogeological assessment (including but not limited to, infiltration, interception, groundwater and overland flow, accretion, erosion);
- Terrestrial and aquatic ecology (including but not limited to, biological diversity, impacts on flora and fauna, habitat size, complexity, fragmentation or isolation, change to suitability or capability, restoration, creation or enhancement);
- Ground and surface water quality study (including but not limited to, pollution, temperature, oxygen levels, acidity, nutrients, silts, and pathogens);
- Traffic impact analysis (including but not limited to, existing and future conditions analysis, trip generation by type, peak hour volumes, site access and egress, infrastructure upgrades and capacity improvements proposed, turning movements and volumes, level of service estimates for key intersections);
- Transportation demand management strategies (including but not limited to, public transit, parking demand, traffic safety, pedestrian, cyclist and vehicular traffic flow or operation, trip generation, site access and egress, network connectivity and accessibility);
- Socio-economic analysis (including but not limited to demographics,

housing types and needs, local services and amenities and sociocultural issues);

- Commercial economic impact analysis (including but not limited to, the effects of additional competition, absorption rates, traffic impacts, tenancy impacts, impacts to neighbourhood / sector stability);
- Market analysis (including but not limited to, the effects of the quantity and type of development on the regional economy, potential market absorption rates, and build-out timing);
- Air quality impacts (including but not limited to, pollution, dust, fumes, smoke and odours);
- Archeological study (including sites, buildings and site features);
- Heritage survey/study (including but not limited to, a heritage inventory and analysis and building assessment studies);
- Community services analysis (including but not limited to, schools, parks, trails, recreation, emergency and protective services and health services, financial impacts, servicing impacts, user analysis, funding analysis);
- Noise impact analysis including noise and vibration;
- Visual impact analysis (including but not limited to, the nature, significance and magnitude of landscape and visual impacts, including the impacts on view corridors, the creation of shadows, glare, visual envelope, prominent features, experiential characteristics and landscape character);
- Local infrastructure and site servicing (including but not limited to, drainage, water sewer or other utilities, potential servicing operations and maintenance costs and long-term management strategies for infrastructure, demand generation and phasing, system delivery options, sewage disposal and treatment systems, surface water drainage volumes, collection, storage and disbursement, servicing deficiencies, capital works requirements);
- A Site Profile as per the *Waste Management Act*.

5.4 The Director or the Board may request additional information as necessary to evaluate the Application.

6.0 FEES

6.1 An Applicant shall pay to the Regional District the applicable fees set out in Schedule B at the time of submitting the Application.

6.2 An Application is incomplete unless the application fee is paid and all of the information required by this bylaw in relation to the Application has been received by the Squamish-Lillooet Regional District.

Official Community Plan, Zoning and Land Use Contract Amendment Refunds

6.3 The Application fee for an amendment to an official community plan, zoning bylaw, or land use contract shall be refunded as follows:

- i. 50% of the Application fee (less actual costs incurred and owed by the Regional District as at the date of the refund associated with the Application) shall be refunded if the Applicant withdraws the Application before the preparation of a Staff Report containing information and recommendations about the Application for consideration to the Regional Board has commenced.
- ii. 33% of the Application fee (less actual costs incurred and owed by the Regional District as at the date of the refund associated with the Application) shall be refunded if no notice of public hearing has been given in respect of the Application.
- iii. No Application fee shall be refunded once notice of public hearing has been provided.

Development Permit Refunds

6.4 The Application fee for a development permit shall be refunded as follows:

- i. 100% of the Application fee (less actual costs incurred and owed by the Regional District as at the date of the refund associated with the Application) shall be refunded in the Applicant withdraws the Application within one month of the date of application.
- ii. 50% of the Application fee (less actual costs incurred and owed by the Regional District as at the date of the refund associated with the Application) shall be refunded if the Applicant withdraws the Application after one month of the date of application and before the preparation of a Staff Report and/or the preparation of a permit has commenced.
- iii. No Application fee shall be refunded after one month of the date of application if the preparation of a Staff Report and/or the preparation of a permit has commenced.

Withdrawal and Cancellation

6.5 If an application does not proceed, has been withdrawn, or has been inactive for more than 1 year it will be deemed abandoned and the file will be closed. Application fees will be refunded as per sections 6.3 and 6.4. Before an application is deemed to be abandoned, an applicant has the right to apply to the Board for an extension. Any extension approved by the SLRD Board, whether for a maximum of one year or lesser time, is subject to a payment of 50% of the original application fee.

Decision to Deny an Official Community Plan, Rezoning, Land Use Contract Amendment, Development Permit, Development Variance Permit, Temporary Use Permit or Agricultural Land Commission Application

6.6 Where an application for an amendment to an official community plan, zoning bylaw, land use contract or an application for a development permit, development variance permit, temporary use permit or an application to the Agricultural Land Commission has been denied, no reapplication for a substantially similar amendment shall be considered within 6 months of the date of rejection of the previous application. Relevant fees are applicable to any new application.

Notice of Decision to Deny an Application

- 6.7 In the event that an application is denied by the Board, the Director or their designate will notify the Applicant(s) in writing within thirty (30) days immediately following the date of the Board decision and such notice shall inform the Applicant(s) of Board reconsideration options as set out in SLRD Proceedings Bylaw No. 1260-2012, as amended.

7.0 BYLAW LAPSE AND RE-APPLICATION

- 7.1 If a bylaw amending an official community plan, zoning bylaw, or land use contract is not adopted within a period of 18 months after the date of third reading of that bylaw the bylaw shall lapse and will be of no force or effect. A new application shall be required to proceed with the amendment that was the subject of the lapsed bylaw.

8.0 NOTIFICATION PROCESS TO AMEND AN OFFICIAL COMMUNITY PLAN, ZONING BYLAW, LAND USE CONTRACT, OR OBTAIN ISSUANCE OR AMEND A TEMPORARY USE PERMIT

- 8.1 Where notice of a public hearing, the waiving of a public hearing, or the issuance of a permit is required under the *Local Government Act*, the notice shall be given to the owners and tenants in occupation, in accordance with the *Local Government Act*, as follows.

| | Type of Notification | Notification distance (measured as a radius from the Parcel(s) subject to the Application) | Date of Notification |
|-------|---------------------------------------------------|------------------------------------------------------------------------------------------------------|------------------------------------------------------|
| 8.1.1 | Temporary Use Permit | 150 metres | As per the <i>Local Government Act</i> , as amended. |
| 8.1.2 | Development Variance Permit | 50 metres | As per the <i>Local Government Act</i> , as amended. |
| 8.1.3 | Official Community Plan or Zoning Bylaw amendment | 150 metres | As per the <i>Local Government Act</i> , as amended. |

9.0 SIGNS

- 9.1 All Applications for an amendment to an official community plan or zoning bylaw, or land use contract or an application for a temporary use permit shall be required to post a notification sign on the subject property within 10 days of making the application.
- 9.2 A sign required under section 9.1 must be posted and maintained in accordance with the following:
- 9.2.1 The sign shall be a minimum of 1.2 x 1.2 meters in dimension.

- 9.2.2 The sign shall be constructed of plywood, corrugated plastic, or other such durable material.
- 9.2.3 The sign shall have a white background and dark blue or black block capital lettering that is not less than 6 cm in height.
- 9.2.4 The sign shall contain the following wording:

“This site is the subject of an application to change land use or density. For further information please contact the Squamish-Lillooet Regional District at 604-894-6371”.
- 9.2.5 The sign shall be located within 3 meters of a property line abutting a public road in a location facing and clearly visible from the road as per Schedule C.
- 9.2.6 If the placement of the notice in accordance with Section 9.2.5 is not feasible the sign shall be located on the nearest abutting road in a location approved by the SLRD.
- 9.2.7 The sign shall be placed so as not to interfere with pedestrian or vehicle traffic flow, or obstruct visibility from a highway, lane, walkway or driveway.
- 9.2.8 The sign shall be installed in a safe, sturdy manner and be capable of withstanding typical wind and other weather conditions.
- 9.2.9 The sign shall be removed within 3 days of the conclusion of the public hearing held in relation to the Parcel on which the sign has been enacted, or the issuance of the Permit.
- 9.2.10 Prior to the relevant public hearing the Applicant shall provide the Director with a letter signed by the Applicant stating that the sign has been posted in accordance with this bylaw, and a photograph of the posted sign.
- 9.2.11 Failure to post and keep posted the sign in accordance with this bylaw may result in the postponement of the public hearing. Any additional notification costs incurred by the Squamish-Lillooet Regional District resulting from a failure to post the sign shall be paid by the applicant prior to the advertisement of the public hearing.
- 9.2.12 Where deemed appropriate, the Director may exempt a development application from the sign requirement in Section 9.1.
- 9.2.13 Where the Director exempts the sign requirement, the Director may request public advertising in lieu of the sign requirement.
- 9.2.14 Where a sign required under Section 9.1 is removed, destroyed or altered due to vandalism or the actions of unknown persons, the validity of any bylaw that is the subject of the relevant application and public hearing shall not be impacted.

10.0 PUBLIC HEARINGS

10.1 If no members of the public attend a public hearing the hearing shall be adjourned after 15 minutes and shall be considered to have been held as required.

11.0 DELEGATION AND RECONSIDERATION

11.1 Subject to delegations of authority specified in Electoral Area Official Community Plans, the Board delegates to the Director the authority to approve or deny the issuance of:

- (a) A form and character development permit;
- (b) A natural hazards protection development permit;
- (c) A protection of the natural environment development permit;
- (d) A protection of farming development permit,

or any amendments the Applicant makes to those Applications.

11.2 The Director or their designate will notify Applicant(s) in writing of a decision made under sections 5.3.5 or 11.1 within (30) thirty days immediately following the date of the decision. This written notice should advise the Applicant that if they wish to have a decision of the Director reconsidered by the Board, the Applicant must apply for the reconsideration in writing, by delivering to the Regional District within thirty (30) days of the Director's written notice, the following information:

- (a) the date of the decision, the name of the person who made the decision and the nature of the decision;
- (b) the reasons why the Applicant wishes the decision to be reconsidered by the Board;
- (c) a statement as to the decision that the Applicant seeks from the Board and brief reasons in support of this requested decision; and
- (d) a copy of any materials considered by the Applicant to be relevant to the reconsideration by the Board.

11.3 The Applicant is entitled to be heard by the Board during the meeting at which the Board reconsiders the Director's decision that is subject to the Applicant's request for reconsideration.

11.4 Following its reconsideration of the Director's decision that is the subject of the Applicant's request for reconsideration, the Board may either confirm the Director's decision or set aside the Director's decision and substitute its own decision.

12.0 REGISTRATION OF DOCUMENTS

12.1 Where the Board requires a document to be registered on title, it shall be the Applicant's responsibility to prepare the document in final signed form and provide a legal undertaking ensuring timely document registration, all to the satisfaction of the Director prior to a bylaw amendment proceeding to the Board for final consideration, or issuance of a Permit.

13.0 OFFENCES AND PENALTIES

13.1 Any person who violates any of the provisions of this bylaw or who suffers or permits any act or thing to be done in contravention of this bylaw, or who refuses, or omits or neglects to fulfill, observe, carry out or perform any duty or obligation imposed by this bylaw, is guilty of an offence and

- (a) pursuant to the *Local Government Act* or the *Offence Act* or both shall be liable on summary conviction to:
 - (i) a fine not exceeding two thousand dollars (\$2,000.00), imprisonment of not more than 6 months, or both,
 - (ii) the costs of prosecution, and
 - (iii) any other penalty or remedy imposed or permissible pursuant to an enactment;
- (b) the penalties and remedies imposed under subsection (a) shall be in addition to and not in substitution for any other penalty or remedy imposed by or permissible under this bylaw or any other enactment; and
- (c) each day that a violation is caused or allowed to continue constitutes a separate offence under this bylaw.

14.0 PROPRIETARY RIGHTS AND PUBLICATION OF INFORMATION

14.1 The Regional District and its officers and employees may distribute and publicize any document containing non-personal information submitted pursuant to this bylaw.

15.0 SEVERABILITY

15.1 If any section, subsection, sentence, clause or phrase of this bylaw is for any reason held to be invalid by the decision of any court of competent jurisdiction, the invalid portion shall be severed and the part that is invalid shall not affect the validity of the remainder of the bylaw.

16.0 SCHEDULES

16.1 All the Schedules attached to this bylaw form part of this bylaw.

17.0 REPEALS

17.2 "SLRD Development Procedures Fee By-law No. 493, 1993" is hereby repealed.

17.1 "SLRD Notification Bylaw No. 929-2005" is hereby repealed.

17.3 "SLRD Rezoning Schedule of Fees Bylaw No. 1101-2008" is hereby repealed.

READ a first time this 28th day of July, 2014.

READ a second time this 28th day of July, 2014.

READ a third time this 28th day of July, 2014.

ADOPTED this 28th day of July, 2014.

Patricia Heintzman
Board Chair

Peter DeJong
Secretary

Schedule A

**Squamish-Lillooet Regional District
Application for a Development Variance Permit, Development Permit, Official Community Plan
Amendment, Zoning Bylaw Amendment, Temporary Use Permit or Land Use Contract
Amendment**

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| FOR OFFICE USE ONLY | |
|-----------------------|-----------------|
| Application Fee Paid: | Receipt Number: |
| Received By: | Date Received: |
| File Number: | |

DEVELOPMENT APPLICATION FORM

Applicants are advised to consult with Planning Staff before submitting a development application. **This application will not be accepted unless it is complete and the required fee and plans are attached. Fees are non-refundable unless otherwise noted.**

Please note that Development Permits and/or Temporary Use Permits may require a security in the form of an irrevocable letter of credit, as a condition of the permit.

Application Type (see [Development Approval Information, Fees and Notification Procedures Bylaw 1301-2014](#))

- | | |
|-------------------------------------------------------------------------------|-------------------------------------------------------------|
| <input type="checkbox"/> Development Permit* | <input type="checkbox"/> Zoning Amendment* |
| <input type="checkbox"/> Development Variance Permit | <input type="checkbox"/> Official Community Plan Amendment* |
| <input type="checkbox"/> Temporary Use Permit* (specify 1-3 year term) | <input type="checkbox"/> Land Use Contract Amendment* |
| <input type="checkbox"/> Temporary Use Permit Renewal (specify 1-3 year term) | <input type="checkbox"/> Board of Variance |
| <input type="checkbox"/> Other (specify) _____ | <input type="checkbox"/> Covenant Amendment |

***Sign Notification Requirements** *Certain applications require that a sign be posted on the property to advise the community of the proposed development, and invite comments and questions. Staff will advise you if a sign is required as part of your application process, and will provide the sign, and advice as to where it should be posted.*

Please note that as per the [Development Approval Information, Fees and Notification Procedures Bylaw 1301-2014](#) there is an opportunity for any party to speak as a delegation to the SLRD Board on land use and other matters. Delegations will not, however, be allowed once a bylaw has gone before a public hearing.

Applicant

Name(s): _____

Mailing Address: _____

Phone: (Home) _____
 (Cell) _____
 (Fax) _____

e-mail: _____

Owner (if different from applicant)

Name(s): _____

Mailing Address: _____

Phone: (Home) _____
 (Cell) _____
 (Fax) _____

e-mail: _____

Agent's Authorization

If the applicant is not the registered owner, the owner(s) must complete the owner information and attach a letter of authorization, or complete and sign the following:

As the owner of the land described in this application, I/we hereby authorize _____ to act as applicant in regard to this land development application.

Owner Signature

Date

Owner Signature

Date

Declaration Pursuant to the *Environmental Management Act*

The following declaration should be completed only after the applicant has reviewed the [Contaminated Sites Regulation Schedule 2](#) and determined that the subject property has not been used for industrial or commercial activities as described therein. If the subject property has been used for any activities listed on Schedule 2, a Site Profile form must be completed and submitted to the SLRD with the completed application and appropriate fees.

I, _____, hereby acknowledge that the *Environmental Management Act*, 2003, is effective as of March 31st, 2005.

Based on my personal knowledge of the property in question, I do not believe that it is or has been used for any of the industrial or commercial purposes and activities specified in Schedule 2 of the regulations. Accordingly, I elect not to complete and submit a 'site profile', as outlined in Section 40(1) of the Act.

I further acknowledge that this election does not remove any liability, which may otherwise be applicable under the legislation.

Signature

Date

I, the undersigned, hereby certify that the attached information, provided with respect to this application is full and complete and a true statement of facts, and hereby agree to submit further information as may be deemed necessary for processing the application.

Signature

Date

Required Information (Please complete checklist)

All applications should be accompanied by the following information:

- Application fee(s)** – see [Development Approval Information, Fees and Notification Procedures Bylaw 1301-2014](#)
- State of Title Certificate** – issued not more than 30 days prior to the application date.
- Signed “Declaration Pursuant to the Environmental Management Act”**
- Site Plan (s) (2 copies, drawn to scale and showing the following):**
 - Civic address and full legal description of property
 - Lot dimensions
 - Easements and rights of way on the property
 - Names of roads adjacent to the property
 - Locations and dimensions of **all** existing and proposed buildings and structures
 - Locations of existing wells and septic systems
 - Locations of watercourses, steep banks, and slopes on or adjacent to the property
- Development Plans - depending on the specific application, required information may include the following (see s.5.34 & s.5.35 of Development Approval Information, Fees and Notification Procedures Bylaw 1301-2014, as amended for full application requirements):**
 - **DEVELOPMENT VARIANCE PERMITS (DVP)** - detailed drawings showing the proposed development and showing the requested variance. This includes building elevations, floor plans, site elevations, etc. that will be attached to the permit.
 - **DEVELOPMENT PERMITS (DP)**
 - **WILDFIRE DP** – completed checklist indicating which measures are to be undertaken, and including a site plan and or construction detail to demonstrate how the measures are being taken.
 - **RIPARIAN AREA REGULATION DP** – completion of a Riparian Area Assessment by a Qualified Environmental Professional, and confirmation from the Ministry of Environment that the required report has been completed and registered, as per the Provincial Riparian Areas Regulation.
 - **OTHER** – other DPs include Form and Character in intensive residential developments, or in commercial developments. These DPS typically require detail as to the materials and appearance of the buildings and/or landscaping.
 - **OCP/ZONING/LAND USE CONTRACT or COVENANT AMENDMENTS** – details with respect to the proposal, including proposed density (number of lots and or dwellings), proposed permitted uses, and any necessary background reports/studies/or additional information to describe the proposal.
 - **TEMPORARY USE PERMITS or RENEWALS** – details with respect to the specific proposed use, the specific duration, and what measures are in place to restore the land following the cessation of the temporary use.

Schedule B

Squamish-Lillooet Regional District Application Fee Schedule

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SLRD APPLICATION FEE SCHEDULE

| | APPLICATION TYPE | FEE |
|------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------|
| 1.0 | OFFICIAL COMMUNITY PLAN AMENDMENT | |
| 1.1 | Text or map amendment | \$1,300 |
| 2.0 | REZONING | |
| 2.1 | Rezoning public hearing fee (applicable to all rezoning applications except where the public hearing is waived) | Add \$1,000 to rezoning fee. |
| 2.2 | Waiver of public hearing notification | Add \$600 to rezoning fee. |
| 2.3 | Text amendment only | \$1,300 |
| 2.4 | Rezoning requiring OCP amendment | Add \$500 to rezoning fee. |
| 2.5 | Rezoning requiring Regional Growth Strategy amendment | Add \$2,000 to rezoning fee. |
| 2.6 | "Housekeeping" application for a minor zoning or map amendment, provided that the subject land area and overall development concept are not changed and the proposal is consistent with the applicable Official Community Plan. | \$1,300 |
| 3.0 | REZONING - RESIDENTIAL/RURAL | |
| 3.1 | ≤3 parcels/permitted principal dwelling units proposed: | \$1,300 |
| 3.2 | >3 and ≤10 parcels/permitted principal dwelling units proposed: | \$2,000 |
| 3.3 | >10 parcels and <50 parcels/permitted principal dwelling units proposed: | \$400 for each dwelling unit/parcel proposed. |
| 3.4 | ≥50 and ≤100 parcels /permitted principal dwelling units proposed: | \$500 for each dwelling unit/parcel proposed. |

| | | |
|------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 3.5 | >100 and ≤1,000 parcels/permitted principal dwelling units proposed to be added: | \$50,000 plus \$200 for each dwelling unit/parcel proposed in excess of 100. |
| 3.6 | >1,000 parcels /permitted principal dwelling units proposed to be added: | \$230,000 plus \$100 for each dwelling unit/parcel proposed in excess of 1,000. |
| 4.0 | REZONING - COMMERCIAL/INDUSTRIAL/ INSTITUTIONAL/AGRICULTURE | |
| 4.1 | Commercial, Industrial, Institutional involving ≤4,000 m ² of parcel area: | \$2,000 |
| 4.2 | Commercial/Industrial/Institutional involving ≥ 4,000 m ² of parcel area: | \$3,000 plus \$100/each additional 4,000 m ² proposed area plus \$100 for each tourist accommodation/sleeping unit plus \$100 per 100 m ² of proposed commercial floor area. |
| 4.3 | Agriculture: | \$2,000 |
| 4.4 | Medical Marihuana Production Facility: | \$2,000 |
| 5.0 | REZONING - COMPREHENSIVE DEVELOPMENT | |
| 5.1 | Rezoning involving more than one land use category: | Combined fees for the respective residential/commercial/industrial/institutional/ other elements of the proposal. |
| 6.0 | TEMPORARY USE PERMITS | |
| 6.1 | Temporary commercial and industrial use permit, excluding independent power projects: Application for a permit renewal after expiry of permit term (new applications require a full application fee): | \$1,000 Plus \$500 if associated with a Special Event Permit; Plus \$100 per parcel (\$300 per parcel in the ALR); Plus \$100 per year of permit term being applied for up to 3 years \$800 |
| 6.2 | Temporary use permit for independent power projects: Application for a permit renewal after expiry of permit term (new applications require a full application fee): | \$2,000 Plus \$100 per parcel (\$300 per parcel in the ALR); Plus \$300 per year of permit term being applied for up to 3 years. \$1,500 |

| | | |
|------------|-------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 7.0 | REQUEST FOR BOARD RECONSIDERATION | |
| 7.1 | Request for a Board decision reconsideration requiring an additional public advertisement | \$600 |
| 8.0 | DEVELOPMENT PERMITS | |
| 8.1 | Form and Character Development Permit | |
| 8.1 (a) | Commercial or Industrial | \$1,000 plus \$1 per m ² of new floor area |
| 8.1 (b) | Medical Marihuana Production Facility | \$1,000 |
| 8.1 (c) | Multi-family and other intensive residential | \$1,500 for the first 10 dwelling units/parcels plus \$125 for each additional unit |
| 8.1 (d) | Comprehensive development | The application fee for comprehensive developments involving more than one land use category (e.g. residential, and commercial/industrial) shall be the sum of the fees for the respective residential and commercial/industrial elements of the proposed development. |
| 8.1 (e) | Façade upgrading only | \$500 |
| 8.1 (f) | Amendment to an existing development permit | \$500 |
| 8.2 | Protection of the Natural Environment Development Permit | |
| 8.2 (a) | Riparian areas | \$150 |
| 8.2 (b) | Protection of Ecosystems and Biological Diversity | \$500 |
| 8.2 (c) | Energy and Greenhouse Gas Reduction | \$300 |
| 8.3 | Protection of Farming Development Permit | |
| 8.3 (a) | Protection of Farming Development Permit | \$300 |
| 8.4 | Natural Hazards Protection Development Permit | |
| 8.4 (a) | Wildfire Protection Area Permit | \$150 |
| 8.4 (b) | Geotechnical and all other hazards | \$500 |
| 9.0 | DEVELOPMENT VARIANCE PERMITS | \$450 |
| | | |

| 10.0 | BOARD OF VARIANCE APPLICATION | \$500 | | | | | | | | | | | | | | | |
|-------------------------------|------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|--------------|--------------|-----------|---------|-------|-------------|---------|-------|--------------|---------|-------|-----------|---|---|
| 11.0 | LAND USE CONTRACT AMENDMENTS | \$2,000 (plus \$1,000 for public hearing or \$600 public hearing waiver fee, as applicable) | | | | | | | | | | | | | | | |
| 12.0 | COVENANT AMENDMENTS | \$800 (plus \$1,000 for public hearing or \$600 public hearing waiver fee, as applicable) | | | | | | | | | | | | | | | |
| 13.0 | AGRICULTURAL LAND COMMISSION APPLICATION | <table border="1"> <thead> <tr> <th>Application Type¹</th> <th>Fee – Zone 1</th> <th>Fee – Zone 2</th> </tr> </thead> <tbody> <tr> <td>Exclusion</td> <td>\$1,500</td> <td>\$900</td> </tr> <tr> <td>Subdivision</td> <td>\$1,500</td> <td>\$900</td> </tr> <tr> <td>Non-Farm Use</td> <td>\$1,500</td> <td>\$900</td> </tr> <tr> <td>Inclusion</td> <td>0</td> <td>0</td> </tr> </tbody> </table> <p>(Local Government Portion (Zone 1 and 2) \$300 of the above fees)</p> | Application Type ¹ | Fee – Zone 1 | Fee – Zone 2 | Exclusion | \$1,500 | \$900 | Subdivision | \$1,500 | \$900 | Non-Farm Use | \$1,500 | \$900 | Inclusion | 0 | 0 |
| Application Type ¹ | Fee – Zone 1 | Fee – Zone 2 | | | | | | | | | | | | | | | |
| Exclusion | \$1,500 | \$900 | | | | | | | | | | | | | | | |
| Subdivision | \$1,500 | \$900 | | | | | | | | | | | | | | | |
| Non-Farm Use | \$1,500 | \$900 | | | | | | | | | | | | | | | |
| Inclusion | 0 | 0 | | | | | | | | | | | | | | | |
| 14.0 | LETTER OF COMFORT | \$75 per property, per letter of comfort | | | | | | | | | | | | | | | |
| 15.0 | STAFF TIME NOT ASSOCIATED WITH AN APPLICATION | \$75 per hour billed based on actual staff time | | | | | | | | | | | | | | | |

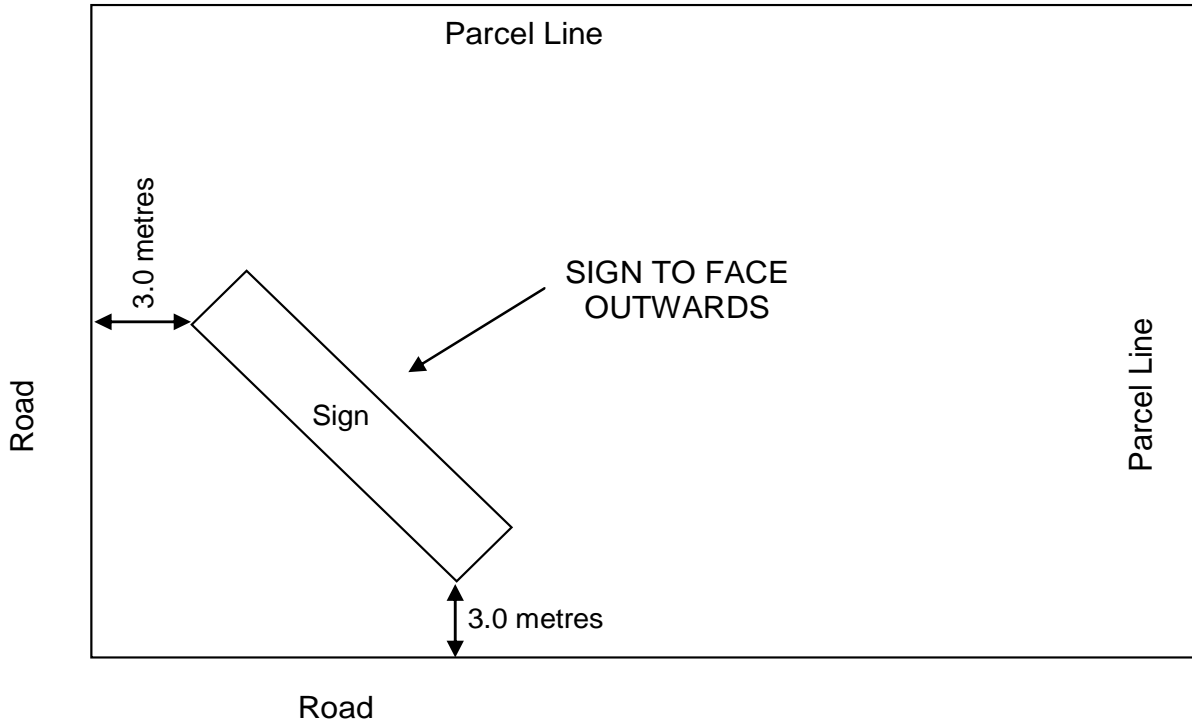
¹ The Squamish-Lillooet Regional District contains both Zone 1 and 2 lands. The Zone 2 area within the Regional District is generally described as being located north and east of Gold Bridge as well as north and south of Lillooet - applications in this area pay Zone 2 fees.

Schedule C
Squamish-Lillooet Regional District Sign Requirements

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[see next page]

CORNER LOT



INTERIOR LOT

