

The Village of Burns Lake is a diverse community where residents enjoy a high quality of life, supported by economic and environmental sustainability, and a vibrant community spirit



# Development Permit Application

Village of Burns Lake Zoning Bylaw No. 880, 2008

## THE VILLAGE OF BURNS LAKE

PO Box 570 15 3<sup>rd</sup> Avenue  
Burns Lake, BC V0J 1E0  
(250) 692-7587  
Fax: 250-692-3059  
village@burnslake.ca

### OFFICE USE ONLY – Attach Tax Certificate

Fee Paid: \_\_\_\_\_ Receipt No: \_\_\_\_\_ Development permit area: \_\_\_\_\_ Date: \_\_\_\_\_

**NOTE TO APPLICANT:** The processing of your application will be delayed if it is incomplete; please read the Development Permit Guide before you complete the application process. Applicants are also encouraged to meet with Village staff prior to application submission.

Please mail or deliver the completed application form, fees, plans and supporting material to the Village of Burns Lake office. The fee is payable to the Village of Burns Lake.

### SECTION 1: DESCRIPTION OF PROPERTY

Lot/Parcel \_\_\_\_\_ Plan \_\_\_\_\_ District Lot \_\_\_\_\_ Range \_\_\_\_\_

Civic Address of Property \_\_\_\_\_

Other description \_\_\_\_\_

Current Land Use/Zoning \_\_\_\_\_

Folio Number \_\_\_\_\_ (From Property Assessment/Tax Notice)

Parcel Identifier (PID) \_\_\_\_ - \_\_\_\_ - \_\_\_\_

### SECTION 2: OWNER INFORMATION (Add additional page if more than one owner)

\_\_\_\_\_  
Name Street Address

\_\_\_\_\_  
Mailing Address Postal Code

\_\_\_\_\_  
Telephone Fax Email

### SECTION 3: APPLICANT INFORMATION (if different than owner)

\_\_\_\_\_  
Name Street Address

\_\_\_\_\_  
Mailing Address Postal Code

\_\_\_\_\_  
Telephone Fax Email

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**SECTION 4: SITE PLAN (Provide 3 copies of a detailed site plan and other drawings as necessary.)**

**Where applicable, please include the following items on the site plan:**

- existing and proposed use on parcel
- dimensions and floor areas of all existing and any proposed buildings on the property
- height of existing and proposed buildings/additions
- setbacks for all existing and proposed buildings, as well as septic tanks, fields and wells to property lines and any natural boundaries
- parking areas, including stalls, aisle widths and stall dimension
- location and dimensions of all legal easements, covenant areas, and utility corridors on the property
- location of all wetlands, drainage areas, ponds and topography on the property
- existing and proposed landscaping, including an estimate of landscaping cost. This estimate will be used to determine the amount of any security required for the development
- elevation plan
- proposed building materials, colour scheme, and other architectural details
- existing and proposed signs, including locations, dimensions, proposed construction materials and colour scheme

**If the space provided below is insufficient, please attach additional information in a separate document**

**SECTION 5:** Describe the current use(s) of the land and building(s) on the property

**SECTION 6:** Describe the proposed development

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**SECTION 7: APPLICANT COMPLETION CHECKLIST**

- I have completed all sections of this application form
- I have included detailed site plans and drawings as required in Section 4 of this application form
- All owners listed on the title have signed the application
- I have included the correct fee (\$300)

**IMPORTANT: Your application will not be considered complete unless it contains all of the information above**

**SECTION 8: OWNER'S CONSENT AND AUTHORIZATION**

(The signature of all registered owners if required)

In order to assist the Village of Burns Lake in the review and evaluation of my application, by signing below, I authorize the staff assigned to this application to enter onto the land at reasonable times, after making reasonable efforts to schedule a convenient time for such a visit, to inspect the land. I acknowledge, a right, if a convenient time can be scheduled, to accompany the Village staff member on the site visit.

By signing below, I authorize the Applicant named in Section 3 of this application to represent this application:

**First Consent and Authorization**

**Second Consent and Authorization**

\_\_\_\_\_  
Consent and Authorization Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Consent and Authorization Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date