



**Thompson-Nicola Regional District**  
 #300 – 465 Victoria Street, Kamloops, BC V2C 2A9  
 Telephone: (250) 377-8673, Toll Free: 1-877-377-8673  
 Fax: (250) 372-5048, Email: [planning@tnrd.ca](mailto:planning@tnrd.ca)  
 Website: [www.tnrd.ca](http://www.tnrd.ca)

## DEVELOPMENT APPLICATION FORM

**FOR OFFICE USE ONLY**

Date Received : \_\_\_\_\_ TNRD File No.: \_\_\_\_\_

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 reference during the application process. Feel free to contact a staff person in Planning Services for assistance.

*\*Please note, an application is a process of evaluation and does not automatically ensure approval of your proposal.*

Personal information is collected by the TNRD under the authority of the Local Government Act and/or TNRD's bylaws and is only used for purpose of processing your application. Disclosure of personal information by TNRD is subject to the requirements of the *Freedom of Information and Protection of Privacy Act*. If you have any questions about collection, use or disclosure of personal information by TNRD, please contact: Manager of Legislative Services, TNRD, 300-465 Victoria Street, Kamloops, BC, V2C 2A9, 250 377-8673.

**APPLICATION TYPE**  
 (check the appropriate box)

- |                          |  |        |
|--------------------------|--|--------|
| <input type="checkbox"/> | Zoning Amendment (includes Land Use Contract or Site Specific Amendment) | \$1500 |
| <input type="checkbox"/> | Official Community Plan (OCP) Amendment                                  | \$1500 |
| <input type="checkbox"/> | Combined Zoning and OCP Amendment  | \$1750 |
| <input type="checkbox"/> | Temporary Use Permit (TUP)   | \$1500 |
| <input type="checkbox"/> | Development Permit (DP) Board Consideration                              | \$500  |
| <input type="checkbox"/> | Development Permit (DP) Delegate Consideration                           | \$250  |
| <input type="checkbox"/> | Development Variance Permit (DVP)  | \$500  |
| <input type="checkbox"/> | Board of Variance Application (BOV)                                      | \$400  |
| <input type="checkbox"/> | Floodplain Exemption Application (FP)                                    | \$0    |
| <input type="checkbox"/> | Campground (CG)  | \$0    |

**OWNER INFORMATION**  
 (add additional page if necessary)

Name(s):			
Mailing Address:			
Province:	Postal Code:	Email:	
Tel.(w)	Tel.(c)	Tel.(h):	Fax:

**APPLICANT/AGENT INFORMATION**  
 (if different from owner)

Name(s):			
Mailing Address:			
Province:	Postal Code:	Email:	
Tel.(w)	Tel.(c)	Tel.(h):	Fax:

## AGENT INFORMATION

If the registered owner(s) of the subject property elects to have someone act as an agent on their behalf in submission of this application this section must be completed, (please print):

I/We, \_\_\_\_\_, the registered owner(s) of the noted property hereby authorize \_\_\_\_\_ to act on my (our) behalf as agent in respect of this application.

<p><b>X</b> _____ Signature of Owner</p> <p style="text-align: center;">____/____/____ dd mm yy</p>	<p><b>X</b> _____ Signature of Owner</p> <p style="text-align: center;">____/____/____ dd mm yy</p>
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## LAND USE INFORMATION

Legal Description:	
PID:	Parcel Size:
Civic Address:	
Existing Zoning Bylaw:	Existing Zone:
Existing OCP:	Existing OCP Designation(s):
<b>For Zoning and/or Official Community Plan (OCP) Amendments</b>	
Proposed Zone:	Proposed OCP Designation(s):
Site Specific:    Yes <input type="checkbox"/> No <input type="checkbox"/>	Site Specific Use(s):
<b>For Temporary Use Permits (TUP)</b>	
Proposed Temporary Use(s):	
<b>For Development Permits (DP)</b>	
Development Permit Area (DPA):	
<b>For Development Variance Permits (DVP)</b>	
Proposed Variance(s):	Section(s) of Bylaw to be Varied:
From:	To:
<b>For Board of Variance Applications (BOV)</b>	
Proposed Variance(s):	Section(s) of Bylaw to be Varied:
From:	To:
Less than 4.5m from a road:    Yes <input type="checkbox"/> No <input type="checkbox"/> (if you answered yes please include MOTI setback permit)	
<b>For Floodplain Exemption Applications</b>	
Proposed Exemption(s):	Section(s) of Bylaw to be Exempted:
From:	To:

Describe existing uses on adjacent lots (eg. farm, residence, school):

North: \_\_\_\_\_

South: \_\_\_\_\_

East: \_\_\_\_\_

West: \_\_\_\_\_

Describe the existing use of the subject property and all buildings: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe the proposed use of the subject property and all buildings: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe the reasons for the application including justification of hardship in the case of a Board of Variance application: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SITE PLAN**

(A detailed plan of the subject property that includes the following information is required)

- the legal boundaries, dimensions, north arrow and scale;
- the size and location of existing and proposed building(s), structure(s) and use(s);
- the setback distances measured from existing and proposed building(s) and structure(s) to all property boundaries and the natural boundary of any waterbodies;
- the location of any existing or proposed driveways and/or roads on or adjacent to the property;
- the location and dimensions of all required parking spaces, maneuvering aisles and loading areas;
- the location of the main physical characteristics and constraints (such as watercourses, shorelines, ravines, wetlands, steep slopes, bedrock outcrops, alluvial fans, unstable soils and any other geotechnical hazards); and
- For Development to Facilitate Subdivision** the proposed subdivision layout showing the number, size and approximate location of lots.
- For Campground Review** the proposed campground layout showing the number, size and location of campsites, washroom facilities, roads, water service and sewage disposal.

## COMPLETION CHECKLIST

(Important: your application will **not** be considered unless it contains all of the information below)

- I have completed all sections of this application form;
- I have included/paid the correct application fee;
- I have included a detailed site plan and other supporting documentation as required;
- I have included a current and valid State of Title Certificate/Title Search (printed within the last 30 days) verifying property ownership. If there are multiple owners and/or the property is registered in the name of a company, all principals must provide written authorization agreeing to the development application;
- I have included copies of all covenants, easements and rights-of-way documents registered against the title of the property;
- For Zoning Amendment, DP & DVP Applications** I have reviewed Schedule 2 (attached) of the Contaminated Sites Regulation and have included a signed Contaminated Site Waiver Form as I do not believe that the property is or has been used for any of the industrial or commercial purposes and activities specified in the regulations, or I have included a completed Schedule 1 Site Profile and the \$50.00 processing fee; and
- For Floodplain Exemption Applications** I have included a report completed by a professional engineer or geoscientist experienced in geotechnical engineering certifying that the land may be used safely for the use intended and a Riparian Areas Regulation Assessment Report completed by a Qualified Environmental Professional (QEP) in the case of proposed development within 30 metres of a waterbody.

## ADDITIONAL INFORMATION

Additional information to support your application such as a certificate of location prepared by a BC Land Surveyor (BCLS), building elevations, topographical or other necessary information may be requested by Planning Services upon review of your application.

**A note about obtaining the State of Title Certificate/Title Search including Covenants, Easements and Rights-of-way.** The State of Title Certificate/Title Search and related documents may be obtained from the Land Titles Office in Kamloops, B.C. or through your local government agent office for a fee.

**A note about the Provincial Riparian Areas Regulation.** Any application which will authorize or approve development within a *riparian assessment area* as defined in the Riparian Areas Regulation (RAR) must complete and submit an Assessment Report prepared by a Qualified Environmental Professional (QEP) in conformity with the provisions of RAR.

“*Riparian assessment area*” is defined as:

- (a) for a stream, the 30 m strip on both sides of the stream, measured from the high water mark;
- (b) for a ravine less than 60 m wide, a strip on both sides of the stream measured from the high water mark to a point that is 30 m beyond the top of the ravine bank; and
- (c) for a ravine 60 m wide or greater, a strip on both sides of the stream measured from the high water mark to a point that is 10 m beyond the top of the ravine bank.

“*Stream*” is defined as including any of the following that provides fish habitat:

- (a) a watercourse, whether it usually contains water or not;
- (b) a pond, lake, river, creek or brook; or
- (c) a ditch, spring, or wetland that is connected by surface flow to something referred to in paragraph (a) or (b).

## DECLARATION

I/We, the undersigned, hereby certify that the information provided with respect to this application is complete and is, to the best of my knowledge, a true statement of the facts related to this application.

X

\_\_\_\_\_  
Signature of Owner/Agent

\_\_\_/\_\_\_/\_\_\_  
dd mm yy

X

\_\_\_\_\_  
Signature of Owner/Agent

\_\_\_/\_\_\_/\_\_\_  
dd mm yy

X

\_\_\_\_\_  
Signature of Owner/Agent

\_\_\_/\_\_\_/\_\_\_  
dd mm yy

X

\_\_\_\_\_  
Signature of Owner/Agent

\_\_\_/\_\_\_/\_\_\_  
dd mm yy