



AMENDMENT APPLICATION FORM

OCP Amendment Zoning Amendment Simultaneous OCP and Zoning Amendment

OFFICE USE ONLY

Application Fee: _____ Receipt No.: _____ File No.: _____

SECTION 1: DESCRIPTION OF PROPERTY

(AS INDICATED ON THE STATE OF TITLE CERTIFICATE)

Legal Description _____

Civic Address _____

Electoral Area _____ Parcel Identifier (PID) _____

SECTION 2: OWNER INFORMATION

(ATTACH ADDITIONAL PAGE IF MORE THAN TWO OWNERS)

1) _____	2) _____
Name	Name
_____	_____
Mailing Address	Mailing Address
_____	_____
Town/Province	Postal Code
_____	_____
Phone	Fax
_____	_____
Email	Email
_____	_____

I would prefer all correspondence via: email regular mail fax

SECTION 3: AGENT INFORMATION

_____	_____	_____
Name	Mailing Address	Town/Province
_____	_____	_____
Postal Code	Phone	Fax
_____	_____	_____
		Email

I would prefer all correspondence via: email regular mail fax

SECTION 4: DESCRIPTION OF PROPOSAL

(USE SEPARATE SHEET IF NECESSARY)

I/We, the registered owner(s) of the above noted property, hereby make an application as follows:

Amendment(s) Requested: _____

Purpose of Amendment(s): _____

SECTION 5: REQUIRED DOCUMENTATION

An application shall include the following:

- If an agent is representing the registered owners, a Letter of Authorization attached as Schedule “F” to qathet Regional District Development Services Procedures Bylaw No. 477, 2013;
- A current Certificate of Indefeasible Title dated no more than 30 days prior to the date of application, together with copies of any charges registered against the title of the property;
- A written explanation of the proposal;
- A scaled survey plan, drawn to the satisfaction of qathet Regional District’s Manager of Planning that shows the subject property and includes:
 - The scale and a North arrow;
 - The legal description and civic address of the site;
 - Parcel(s) boundaries, dimensions, and area(s);
 - Proposed subdivision of parcel(s) if applicable;
 - Location of all existing and proposed roads;
 - Location of all site access and egress points;
 - Location and type of all existing and proposed easements and covenants;
 - Location of any registered utility rights-of-way (including Plan number);
 - Location of all watercourses, riparian areas, environmentally sensitive areas, natural hazard areas, and their associated setbacks;
 - Size and location of all existing and proposed buildings, structures, and their uses; and,
 - Location of all existing and proposed water lines, wells, septic fields, and sanitary sewer and storm drain facilities, including sizes.
- A signed copy of the Riparian Areas Regulation Property Declaration Form attached as Schedule “G” to qathet Regional District Development Services Procedures Bylaw No. 477, 2013;
- Electronic copies of all plans; and,
- The required application fee as stipulated in Schedule “A” of qathet Regional District Development Services Procedures Bylaw No. 477, 2013.

Finally, depending on the scale and complexity of the application, additional information may be required to properly evaluate a proposal.

SECTION 6: REGISTERED OWNER’S AUTHORIZATION

(ATTACH ADDITIONAL PAGE IF MORE THAN TWO OWNERS)

I hereby declare that all the above statements and information contained in this application and supporting documents are true and correct.

Signature of Registered Owner

Date

Signature of Registered Owner

Date

In order to process your application, please provide all necessary documentation with your application. Contact the Manager of Planning Services at qathet Regional District if you require assistance. Submit the completed application form, required fee, plans, and supporting material to qathet Regional District. The fee is payable to “qathet Regional District”.

qathet Regional District
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