



**DEVELOPMENT PERMIT APPLICATION  
GOVERNMENT AGENCIES' REVIEW**

**SHUSWAP INDIAN BAND  
DEVELOPMENT AND BUILDING DEPARTMENT**

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All of the following information is necessary to facilitate a thorough evaluation and timely decision on your application. To expedite the evaluation, all materials submitted must be clear, legible and precise. To achieve this level of customer service, our **staff have been instructed to accept only complete applications which included plans prepared to professional drafting standards.** We are currently unable to accept digital applications. Thank you for your cooperation.

**Project Name:** \_\_\_\_\_  
\_\_\_\_\_

**Project Address:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Legal Description:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**D.P. Number:** \_\_\_\_\_  
D.P. Number will be assigned by Development Permit Department

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Office use	Applicant to complete	
		<b>1. Land information</b>
<input type="checkbox"/>	<input type="checkbox"/>	Is the land Designated or Non-Designated <input type="checkbox"/> Non-Designated land <input type="checkbox"/> Designated land. If Designated Land what is the existing zoning for the land. <hr/>
<input type="checkbox"/>	<input type="checkbox"/>	What is the proposed zoning: <hr/>
<input type="checkbox"/>	<input type="checkbox"/>	What is the size of property: <hr/> (m <sup>2</sup> )
		<b>2. Purpose of the Development Permit</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Commercial development <input type="checkbox"/> Multi-family development <input type="checkbox"/> Single family development <input type="checkbox"/> Industrial development <input type="checkbox"/> Utility development <input type="checkbox"/> Variance to Shuswap Land Use Bylaw
		<b>3. Demolition</b>
<input type="checkbox"/>	<input type="checkbox"/>	Does the development require the demolition of any existing buildings or structures. <input type="checkbox"/> No <input type="checkbox"/> Yes. If yes, give details: <hr/> <hr/> <hr/> (Use back side of sheet as required)

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		<b>4. Describe the development proposal:</b>
<input type="checkbox"/>	<input type="checkbox"/>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <p>(Use back side of sheet as required)</p>
		<b>5. Does the development involve environmentally sensitive land?</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> No <input type="checkbox"/> Yes    If yes - briefly describe the environmental issues:  <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <p>(Use back side of sheet as required)</p>
<input type="checkbox"/>	<input type="checkbox"/>	If yes, also include eight (8) copies of report with respect to the <b>Canadian Environmental Assessment Act (CEAA)</b> and the proposed development.
		<b>6. Will this development put any animal species at risk?</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> No <input type="checkbox"/> Yes    If yes - briefly describe the issues relating to this development project:  <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <p>(Use back side of sheet as required)</p>
<input type="checkbox"/>	<input type="checkbox"/>	If yes, also include eight (8) copies of report with respect to the <b>Species at Risk Act (SARA)</b> and the proposed development.

**DEVELOPMENT PERMIT APPLICATION**  
**GOVERNMENT AGENCIES' REVIEW**

		<b>7. Archeological Report</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> No <input type="checkbox"/> Yes If yes - briefly describe the issues relating to this development project: <hr/> <hr/> <hr/> <hr/> <hr/> <p>(Use back side of sheet as required)</p>
<input type="checkbox"/>	<input type="checkbox"/>	If yes, also include eight (8) copies of archeological report with respect to the proposed development.
		<b>8. Slope Stability Report where on identified hazardous lands or where the slope of the property is 15% or greater.</b>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Not applicable <input type="checkbox"/> Yes If yes - briefly describe the issues relating to this development project: <hr/> <hr/> <hr/> <hr/> <hr/> <p>(Use back side of sheet as required)</p>
<input type="checkbox"/>	<input type="checkbox"/>	If yes, also include eight (8) copies of slope stability report with respect to the proposed development.
<input type="checkbox"/>	<input type="checkbox"/>	<b>9. Eight (8) copies of Geotechnical report</b>
<input type="checkbox"/>	<input type="checkbox"/>	<b>10. Eight (8) copies of letter of Authorization, to submit Development Permit Application from the registered owner of the land, their agent, or other persons having legal or equitable interest in the land, (if applicable).</b>
<input type="checkbox"/>	<input type="checkbox"/>	<b>11. Eight (8) copies of the Master Plan for development showing:</b>
<input type="checkbox"/>	<input type="checkbox"/>	zoning
<input type="checkbox"/>	<input type="checkbox"/>	legal survey
<input type="checkbox"/>	<input type="checkbox"/>	<b>12. Eight (8) copies of all current Right-of-Ways, Restrictive Covenants, Easements and Caveats, etc</b>

**DEVELOPMENT PERMIT APPLICATION**  
**GOVERNMENT AGENCIES' REVIEW**

		<b>13. Eight (8) sets of colour photographs, minimum of 4 different views showing;</b>
<input type="checkbox"/>	<input type="checkbox"/>	Site from front and rear adjoining parcels on all sides
<input type="checkbox"/>	<input type="checkbox"/>	Unique features and aspects of significance to the development of the property
<input type="checkbox"/>	<input type="checkbox"/>	Details of curbs, sidewalks, driveways, garbage enclosures and over head poles
<input type="checkbox"/>	<input type="checkbox"/>	Label and identify each photograph
<input type="checkbox"/>	<input type="checkbox"/>	Locate the location and direction of the photographs on a key plan
		<b>14. Site Information (Information to be show on Site Drawings)</b>
<input type="checkbox"/>	<input type="checkbox"/>	Eight (8) copies of the site plan drawings
<input type="checkbox"/>	<input type="checkbox"/>	Project name
<input type="checkbox"/>	<input type="checkbox"/>	Applicant's name and contact information
<input type="checkbox"/>	<input type="checkbox"/>	Use (use of buildings or property)
<input type="checkbox"/>	<input type="checkbox"/>	All plans submitted on same size of paper
<input type="checkbox"/>	<input type="checkbox"/>	Drawings to be clear and legible
<input type="checkbox"/>	<input type="checkbox"/>	Drawings must be contained on one page, plans should not span two pages.
		<b>Site Plan</b>
<input type="checkbox"/>	<input type="checkbox"/>	North arrow
<input type="checkbox"/>	<input type="checkbox"/>	Scale (1:100 preferred)
		<b>Lot property lines and dimensions</b>
<input type="checkbox"/>	<input type="checkbox"/>	Lot lines with dimensions
<input type="checkbox"/>	<input type="checkbox"/>	Shuswap Land Use Bylaw required setbacks and dimensions
		<b>Footprint of structures and buildings</b>
<input type="checkbox"/>	<input type="checkbox"/>	Footprint of all <u>proposed</u> structures and buildings
<input type="checkbox"/>	<input type="checkbox"/>	Footprint of all <u>existing</u> structures and buildings
<input type="checkbox"/>	<input type="checkbox"/>	Projections and structures (bay windows, decks and cantilevers)
<input type="checkbox"/>	<input type="checkbox"/>	Dimensioned setbacks of proposed and existing buildings to property lines.
		<b>Access</b>
<input type="checkbox"/>	<input type="checkbox"/>	Existing and proposed roads and parking with dimensions.
		<b>Physical items</b>
<input type="checkbox"/>	<input type="checkbox"/>	Show all creeks, hills, ponds, lakes, gullies located on the property complete with dimensions

**DEVELOPMENT PERMIT APPLICATION**  
**GOVERNMENT AGENCIES' REVIEW**

		<b>Site and adjacent utilities (if area is serviced)</b>
<input type="checkbox"/>	<input type="checkbox"/>	Storm lines
<input type="checkbox"/>	<input type="checkbox"/>	Storm drains
<input type="checkbox"/>	<input type="checkbox"/>	Water
<input type="checkbox"/>	<input type="checkbox"/>	Manholes
<input type="checkbox"/>	<input type="checkbox"/>	Electrical
<input type="checkbox"/>	<input type="checkbox"/>	Cable
<input type="checkbox"/>	<input type="checkbox"/>	Light standards
<input type="checkbox"/>	<input type="checkbox"/>	Utility poles
<input type="checkbox"/>	<input type="checkbox"/>	Street signage
<input type="checkbox"/>	<input type="checkbox"/>	Hydrants
<input type="checkbox"/>	<input type="checkbox"/>	Utility boxes
<input type="checkbox"/>	<input type="checkbox"/>	Right-of-ways and dimensions
<input type="checkbox"/>	<input type="checkbox"/>	Fencing & fence details
<input type="checkbox"/>	<input type="checkbox"/>	Retaining walls
		<b>Site lighting</b>
<input type="checkbox"/>	<input type="checkbox"/>	Locations and types of fixtures
<input type="checkbox"/>	<input type="checkbox"/>	Wattage of fixtures
<input type="checkbox"/>	<input type="checkbox"/>	Provide detail of light fixture
<input type="checkbox"/>	<input type="checkbox"/>	Site signage details
		<b>Landscaping plan</b>
<input type="checkbox"/>	<input type="checkbox"/>	Trees, shrubs and other plantings
<input type="checkbox"/>	<input type="checkbox"/>	Grass areas
<input type="checkbox"/>	<input type="checkbox"/>	Hard surface areas
<input type="checkbox"/>	<input type="checkbox"/>	Identify all landscaping finishes
<input type="checkbox"/>	<input type="checkbox"/>	Irrigation systems (if required)
		<b>Grading plan</b>
<input type="checkbox"/>	<input type="checkbox"/>	Geodetic Datum point at all corners of the property
<input type="checkbox"/>	<input type="checkbox"/>	Geodetic Datum point of main floor of all buildings
<input type="checkbox"/>	<input type="checkbox"/>	Geodetic Datum contours at maximum 0.5 meters including site berming
<input type="checkbox"/>	<input type="checkbox"/>	Retaining walls
<input type="checkbox"/>	<input type="checkbox"/>	Cross sections through retaining walls

**DEVELOPMENT PERMIT APPLICATION  
GOVERNMENT AGENCIES' REVIEW**

		<b>Floor Plans</b>
<input type="checkbox"/>	<input type="checkbox"/>	North arrow
<input type="checkbox"/>	<input type="checkbox"/>	Scale (1:50 preferred)
<input type="checkbox"/>	<input type="checkbox"/>	Overall dimensions
<input type="checkbox"/>	<input type="checkbox"/>	Room names
<input type="checkbox"/>	<input type="checkbox"/>	Building size (m2)
<input type="checkbox"/>	<input type="checkbox"/>	Exterior elevations
<input type="checkbox"/>	<input type="checkbox"/>	Label all finishes
<input type="checkbox"/>	<input type="checkbox"/>	Identify overall building height
<input type="checkbox"/>	<input type="checkbox"/>	Details (as required)
		<b>15. Method for garbage collection and recycling</b>
<input type="checkbox"/>	<input type="checkbox"/>	Describe briefly the issues relating to this development proposal:  _____  _____  _____  _____  _____  (Use back side of sheet as required)
		<b>16. Special Separation Requirements as defined by the 2006 British Columbia Building Code (BCBC). Calculations shall show:</b>
<input type="checkbox"/>	<input type="checkbox"/>	Areas of individual unprotected openings and locations
<input type="checkbox"/>	<input type="checkbox"/>	Total of unprotected openings on each wall face
<input type="checkbox"/>	<input type="checkbox"/>	Reference to 2006 BCBC maximum allowed unprotected openings for each exposing wall face
		<b>17. Any additional comments</b>
<input type="checkbox"/>	<input type="checkbox"/>	_____  _____  _____  _____  _____  (Use back side of sheet as required)

**DEVELOPMENT PERMIT APPLICATION**  
**GOVERNMENT AGENCIES' REVIEW**

		<b>18. Development Permit Fees</b>
<input type="checkbox"/>	<input type="checkbox"/>	Fees for Development Permit are based on cost plus 20% for administration. The Applicant will be invoiced on a monthly basis, as Development Permit Costs are incurred, and a final invoice will be issued to the Applicant at the time of Development Approval. The final invoice for Development Permit Fees is due upon receipt and must be paid prior to issuance of a Building Permit.
		<b>19. Applicant Information</b>
<input type="checkbox"/>	<input type="checkbox"/>	Name of Applicant: _____ (Print Name)  Company: _____  Phone Number: _____  Signature of Applicant: _____  Date of Application: _____