



PRE-APPLICATION MEETING CHECKLIST

SHUSWAP INDIAN BAND DEVELOPMENT AND BUILDING DEPARTMENT

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PRE-APPLICATION MEETING CHECKLIST

All of the following information is necessary to facilitate a formal Pre-Application Meeting. To expedite the evaluation, all materials submitted must be clear, legible and precise. We are currently unable to accept digital applications. Thank you for your co-operation.

Project Name: _____

Project Address: _____

Legal Description: _____

The pre-application meeting is not mandatory but we do recommend going through the process. You will be provided with valuable information with respect to your final Development Permit Application.

There are no specific requirements for the pre-application meeting, however, in order to expedite the process of the pre-application review and feedback, we recommend that you provide as much information as possible. This form will help you gather and organize the information. Much of this document's information can be re-used in your Development Permit Application.

The following is a general checklist for information required for a formal Pre-Application Meeting.

1. Is the Land designated or non-designated
 - Non-Designated Land
 - Designated Land. If Designated Land what is the existing zoning for the land.

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2. Proposed Zoning: _____

3. Size of Property: _____ (m2)

4. What is the purpose of the Development Permit

- Commercial Development
- Multi-family Development
- Single Family Development
- Industrial Development
- Utility Development
- Variance to Shuswap Land Use Bylaw

5. Does the development require the demolition of any existing buildings or structures.

No

Yes. If Yes explain: _____

6. Describe the development proposal;

(Use back side of sheet as required)

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7. Five sets of colour photographs, minimum of 4 different views showing;
 - site from front and rear
 - adjoining parcels on all sides
 - unique features and aspects of significance to the development of the property
 - details of curbs, sidewalks, driveways, garbage enclosures and over head poles
 - label and identify each photograph
 - locate the location and direction of the photographs on a key plan

8. Five sets of drawings and related documents to contain
 - Project name
 - Applicant's name and contact information
 - Use (use of buildings or property)
 - All plans submitted on same size of paper
 - Drawings to be clear and legible
 - Drawings must be contained on one page, plans should not span two pages.

9. Five copies of the following drawings, legible scale.
 - Site Plan
 - North Arrow
 - Scale (1:100 preferred)
 - Lot Lines with dimensions
 - Shuswap Land Use Bylaw required setbacks and dimensions
 - Foot print of all proposed structures and buildings
 - Foot print of all existing structures and buildings
 - Projections and structures (bay windows, decks and cantilevers)
 - Dimensioned setbacks of proposed and existing buildings to property lines.
 - Access – existing and proposed roads and parking with dimensions.
 - Physical items (creeks, hills, ponds, lakes, gullies, etc)
 - Right-of-Ways and dimensions
 - Floor Plans (1:50 preferred)
 - North Arrow
 - Scale
 - Overall dimensions
 - Room names
 - Building Size (m2)
 - Exterior Elevations
 - Label all finishes
 - Identify Overall Building Height

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10. Any additional comments;

PRE-APPLICATION FEES

There are no related fees as this is a preliminary process.

APPLICANT INFORMATION

Name of Applicant: _____
Please Print

Company: _____

Phone Number: _____

Signature of Applicant: _____

Date of Application: _____