

## Temporary Use Permit (TUP) / Development Permit (DP) / Rezoning Checklist

**Property Address:**

**Type of Application:**

**Date:**

**Submitted By:**

- Application Form;** A signed application form by the registered owners - or written authorization for an agent to act on behalf of the owner and/or written Strata Council approval (if applicable).
- Application Fee;** See Bylaw 1186, Schedule D (see below)
- Title Search;** A title search within 15 days of the date of application, along with copies of all non-financial encumbrances (e.g. covenants, statutory rights of ways, easements, etc.).
- Site Disclosure Statement;** This is a screening tool required by the province to identify potentially contaminated sites. This is required for any previously occupied property with past commercial activity. Completed by the property owner when a property is subject to local government development applications and/or permits. See the Site Remediation Forms section at gov.bc.ca.
- Written Statement of Intent;** A written statement of intent outlines the proposal in full including a description of:
  - the purpose of this application;
  - how the proposal complies with the applicable Development Permit guidelines;
  - any divergence from the applicable Development Permit guidelines and why the divergence could be supported;
  - the existing and proposed use(s) of the land, buildings, and structures;
  - the existing and proposed works and services; and
  - any consultations the applicant has undertaken or proposes to undertake with neighbours and the community.
- Application drawings;** including three full sized copies (for larger applications), two clearly legible 8.5 x 11" reductions, and one digital copy (in PDF form). Drawing sets shall contain the following information:
  - Site plan,** drawn to scale, showing:
    - site context.
    - topographical and geographical features on the site.
    - all property lines, setbacks, existing and proposed buildings and structures including roof lines, utilities, fire hydrant locations, north arrow, waste and recycling storage areas, and open/green space.
    - zoning analysis indicating legal identification, address, lot area, density, floor area ratio, lot coverage, height calculations, setbacks, and other applicable zoning regulations.

- vehicle/pedestrian circulation and turning radius for delivery and emergency vehicles including waste and recycling pick up services.
- all watercourses and riparian areas, natural boundary of the sea, trees to be retained and any other sensitive environmental features including required setback areas.
- works and services, and street lighting.
- areas subject to covenants, statutory rights of way, and easements.
- sidewalks, streets, lanes, highways and adjacent land uses where affected;
- Building elevations**, showing all sides of all buildings and structures, exterior finishes (including materials, colour and signage) and adjacent buildings to reference streetscape;
- Floor plans**, showing all areas and uses of all building floors;
- Landscape plans**, showing the number, sizes, species and planting locations on the plan;
- Applications may require;**
  - BC Land Surveyors sketch plan including any existing buildings on the property in relation to legal property boundaries.
  - environmental impact assessment including environmentally sensitive features
  - acoustical impact study
  - construction and environmental management plan
  - hydrological study including groundwater management assessment
  - tree assessment study
  - stormwater management and drainage study
  - geotechnical study
  - transportation and traffic Impact study
  - site access and servicing including municipal infrastructure impacts
  - archaeological assessment
  - other studies as deemed necessary
- This Checklist;** This checklist should be completed, submitted, and reviewed as part of any development application

**District of Ucluelet Fees and Charges Bylaw No. 1186**

**Schedule 'D' Planning and Development**

	Fees	Plus GST
<b>Subdivision</b>		
Application Fee	\$800.00 plus \$ 150.00 per lot	No
Fee for each Strata Phase	\$500.00	Yes
Fee for each Strata Phase revision	\$150.00	Yes
Strata Conversion of Previously Occupied Building	\$500.00	Yes

**Zoning and Official Community Plan Application Fees**

Official Community Plan Amendment	\$1,600.00 plus \$500.00 per Ha. over 1 Ha. plus public hearing fee	Yes
Zoning Bylaw Amendment (Text and/or Map)	\$1,000.00 plus \$500.00 per Ha. over 1 Ha. plus public hearing fee	Yes
The Public Hearing fees shall be refundable if Council declines to advance the application to a Public Hearing		

**Development**

Minor Development Permit	\$300.00	No
Development Permit	\$1,000.00 plus \$500.00 per Ha. over 1 Ha.	No
Development Variance permit	\$600.00 plus \$500.00 public notice fee	No
Temporary Use Permit	\$350.00 plus \$500.00 public notice fee	No
Reissuance of an expired Development Permit	\$400.00	No
Reissuance of an expired Development Variance Permit	\$400.00	No

**Board of Variance**

Application	\$600.00	Yes
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**Subdivision Servicing**

Administration fee (% of construction value)	1%	No
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**Liquor-Primary Establishments**

Application fee	\$250.00	Yes
Application Fee & Public process fee	\$250.00 plus \$500 public notification fee	Yes
Changes to License - application fee	\$250.00 plus \$500 public notification fee	Yes
Confirmation of Occupant Load - application fee	\$200.00	Yes
Special occasion license	\$100.00	Yes

**Mobile vending**

Application Fee	\$150.00	No
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**District of Ucluelet Fees and Charges Bylaw No. 1186**

**Schedule 'D' Planning and Development cont'd**

Plus GST

Fees

**Other**

Public Hearing Fee	\$700.00	No
Public Notification fee	\$500.00	no
Land Title Search (When not provided at time of application)	\$30.00	yes
Plotter printing fees for all documents over 11' x 17'	\$4.50 per sq foot	Yes
Location certificate	Actual cost	Yes
Appraisals	Actual cost	yes
Legal fees and Survey costs	Actual cost	yes
Any additional legal and/or Survey costs which are required in the processing of any of the applications listed in this fee schedule will be born by the applicant including but not limited to the preparation and registration of restrictive covenants, land use contract amendments, statutory rights of way, road closure and disposition.	Actual cost	Yes