

Submission Requirements (Consult with staff to determine non-applicable (N/A) items. Additional information may be requested during application review.)		Comments
Application Form	<ul style="list-style-type: none"> • A Development Application Form must be completed and signed at time of submission. 	
Application Fee	<ul style="list-style-type: none"> • An application fee is due at time of submission. 	
Written Description	<ul style="list-style-type: none"> • A description of the project, outlining the use, site context and rationale. 	
Title Search	<ul style="list-style-type: none"> • Copy of current title search from the Land Title Office for each parcel involved in the proposal. • All easements, right-of-way's, building schemes, and covenants registered to the title. 	
Site profile	<ul style="list-style-type: none"> • A SCHEDULE 1 Site Profile are required in accordance with the <i>Environmental Management Act</i>. 	
Photos	<ul style="list-style-type: none"> • Pre-construction digital photos of site and surrounding context. 	
Geotechnical Report	<ul style="list-style-type: none"> • Prepared by a qualified Engineer for potentially hazardous or unstable areas. 	
Cover Sheet	<ul style="list-style-type: none"> • Project details including total site area, number and size of lots, existing building or structure details, bylaw compliance, proposed variances, etc. 	
Survey Plan	<ul style="list-style-type: none"> • Prepared by a BC Land Surveyor. • Must include existing and proposed lot lines, lot area, dimensions, easements, rights-of-ways, covenanted areas, neighbouring properties with legal descriptions, north arrow, scale, proposed road and/or park dedications, natural boundaries, top/toe of slopes, buildings or structures 	
Preliminary Servicing Plan	<ul style="list-style-type: none"> • Preliminary location and size of proposed services including roads, drainage, water, sanitary sewer, private utilities, etc. 	
Other	<ul style="list-style-type: none"> • Any other plan, study, report, or other information required by the Approving Officer. 	

All plans and required documents must be submitted in a digital format (.pdf) and one physical copy. All measurements must be in metric and drawings should be at a minimum of 1:1000 scale.



Justification & Support

All supporting documents must include metric measurements and drawings should be on tabloid sized paper with a minimum scale of 1:1000. Provide one physical copy and one digital copy of all supporting documents. Please see the appropriate development application checklist for more information on submission requirements.

Any personal information provided in this application is collected for the purpose of administering the *Local Government Act* and the bylaws of the City of Dawson Creek and is kept under the authority of those enactments. Questions about the collection of information may be directed to the Freedom of Information Officer.

The undersigned confirms that they are the owner(s) of the property or properties, authorizes the person named as the primary contact to make all required decisions in regards to this application, and certifies that the information submitted in support of this application is true and correct.

Owner's Signature

Date

Owner's Signature

Date

Owner's Signature

Date