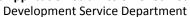
#### **Development Service Department**

10105 – 12A St, Dawson Creek, V1G 3V7 tel 250-784-3600 fax: 250-782-3352 www.dawsoncreek.ca

	rements (Consult with staff to determine non-applicable (N/A) items.  ay be requested during application review.)	Comments
Application Form	A Development Permit Application Form must be completed and signed at time of submission. Refer to our fees schedule.	
Application Fee	An application fee is due at time of submission.	
Written Description	A description of the project, outlining the use, site context and rationale.	
Title Search	<ul> <li>Copy of current title search from the Land Title Office for each parcel involved in the proposal (include Legal description and Property Identifier).</li> <li>All easements, right-of-way's, building schemes, and covenants registered to the title.</li> </ul>	
Site profile	<ul> <li>A SCHEDULE 1 Site Profile are required.</li> <li>Is soil removal required as part of this proposed permit? If so, refer to our Soil Regulation Bylaw.</li> </ul>	
Photos	Pre-construction digital photos of site and surrounding context	
Sustainability Checklist	• Filled out form — it is intended to assist developers and landowners to plan projects that further the sustainable objectives in the Official Community Plan	
Building Signage	See the City of Dawson Creek Standards and Guidelines: <a href="http://www.dawsoncreek.ca/departments/corporate-administration/bylaws/">http://www.dawsoncreek.ca/departments/corporate-administration/bylaws/</a>	
Geotechnical Report	Prepared by a Geotechnical Engineer for potentially hazardous or unstable areas. <u>If applicable:</u> refer to the Hazardous Development and Natural Development permit area maps.	
Estimates	Estimates based on landscaping and hard surfacing plans	
Drawing Requirem One hard copy set (11" x	nents 17" and stapled only) and one digital set (emailed or USB)	
Cover Sheet with	Total Site Area and Site Coverage	
Project Statistics (Data Sheet)	<ul> <li>Net and Gross Floor Area by Use</li> <li>Building Height(s) Setbacks: front yard, rear yard and side yards (permitted + proposed)</li> <li>Number of parking, loading and bicycle parking spaces</li> </ul>	
	(permitted + proposed)  • Number of dwelling units, unit sizes, bedrooms per unit + CRUs	
Context Plan	Plan showing the relationship of the proposed buildings to surrounding developments at front, rear and sides	
Site plan	<ul> <li>Address (if available)</li> <li>Street name(s)</li> <li>Dimensions of site</li> <li>Location and dimensions of all buildings with north arrow</li> <li>Required yards, setbacks and building lines</li> <li>Size and location of all off street parking and loading</li> <li>Access to parking and loading</li> <li>Existing and finished grade levels</li> <li>Location of garbage facilities</li> <li>Location of fire hydrants and their distance from the subject site</li> <li>Fire access routes or lanes</li> <li>Area of proposed work if adding to an existing building (highlight)</li> </ul>	

#### **Development Permit Application Submission Checklist**





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Drawing Requirements (Continued)		Comments
Survey Plan	<ul> <li>Street address, street name(s) and location</li> <li>Dimensions of site and site area, including north arrow</li> <li>Location and dimensions of all existing buildings on the site</li> <li>Ultimate property line (where lane "dedications" are required, setbacks must be measured from the dedication line)</li> <li>Lane dedications, registered easements, encroachments and right-of-way's must be indicated on the surveys</li> <li>Location of existing street crossings</li> <li>Existing grades at each of the four corners of the site</li> <li>Existing grades at each corner of the existing and/or proposed principle building envelope</li> </ul>	
Utilities	<ul> <li>Site Plan showing the adjacent existing utility lines, storm, sewer and water etc.</li> <li>Preliminary investigation has been completed to determine possible site servicing options (storm, sewer, water and access);</li> <li>Servicing details are indicated on the submitted plans and/or attached brief, with reference to applicable land use and subdivision bylaws; and,</li> <li>Registered covenants have been reviewed and plans reflect requirements.</li> </ul>	
Elevations	<ul> <li>Elevation of front, rear, two sides</li> <li>Floor levels and height above and below finished grades</li> <li>Exterior finishing details and materials</li> <li>Elevation on each floor level, peak of pitched roof or parapet wall of flat roof</li> <li>Door and window details and sizes</li> <li>Accessory building details</li> <li>Sign location</li> </ul>	
Landscape Plans  Lighting	<ul> <li>Provide a full Landscape Plan illustrating both common and botanical names, sizes and quantity of all proposed plant material and cost estimate.</li> <li>Proposed plant material, paved surfaces and materials, other landscape elements and existing/proposed trees must be shown on Landscape Plan</li> <li>All landscape elements and details, including new/existing surfaces to be retained, enclosures, site furniture, fences and structures</li> <li>Screen for garbage enclosures</li> <li>Proposed Lighting Plan is to comply with Lighting Guidelines</li> </ul>	

#### Note the following:

- DCC's will be applicable at time of building permit issuance.
- For all residential properties the developer or home builder must be registered with the HPO (Homeowners Protection Office)
- If applicable, please consider our back flow cross connection bylaw.



# **City of Dawson Creek**

## **Development Services Department**

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# **Development Application**

Application Type	
Development Permit	Development Variance Permit
Board of Variance	Temporary Use Permit
Zoning Bylaw Amendment	Official Community Plan Amendment
Subdivision	Strata Title Conversion
Phased Strata Plan	Flood Control Exemption

Property Information	
Civic Address	PID
Legal Description	

Owner Information	
Name	Company
Address	City
Email	Postal Code
Phone	Fax

Primary Contact	
Name	Company
Address	City
Email	Postal Code
Phone	Fax

Proposal Description	



Owner's Signature

# **City of Dawson Creek**

## **Development Services Department**

10105 12A Street, Dawson Creek, BC, V1G 3V7 Tel 250.784.3600 Fax 250.782.3352 www.dawsoncreek.ca

Justification & Support		
paper with a minimum scale of 1 documents. Please see the approximation requirements.  Any personal information provide Local Government Act and the by those enactments. Questions about Information Officer.  The undersigned confirms that	1000. Provide one physical coopriate development applicated in this application is collected as of the City of Dawson (but the collection of information are the owner(s) of the stact to make all required decorporate to make all required decorporate the collection of the stact to make all required decorporate to the contract to	and drawings should be on tabloid sized opy and one digital copy of all supporting ation checklist for more information or ted for the purpose of administering the Creek and is kept under the authority of the cion may be directed to the Freedom of the property or properties, authorizes the cisions in regards to this application, and the cation is true and correct.
Owner's Signature		Date
Owner's Signature		Date

Date