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

Submission Requirements Consult with staff to determine non-applicable (N/A) items.			**Comments**
Application Form	• A Development 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 proposed amendment, outlining any changes to land use, densities, or other related policies.		
Title Search	• Copy of current title search from the Land Title Office for each parcel involved in the proposal. • All easements, rights-of-way, building schemes, and covenants registered to the title.		
Other	• Any other plan, study, report, or other information required to evaluate or support the application.		

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.

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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

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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