

<b>Submission Requirements</b> (Consult with staff to determine non-applicable (N/A) items. Additional information may be requested during application review.)		<b>Comments</b>
Application Form	<ul style="list-style-type: none"> <li>• A Development Permit Application Form must be completed and signed at time of submission. Refer to our fees schedule.</li> </ul>	
Application Fee	<ul style="list-style-type: none"> <li>• An application fee is due at time of submission.</li> </ul>	
Written Description	<ul style="list-style-type: none"> <li>• A description of the project, outlining the use, site context and rationale.</li> </ul>	
Title Search	<ul style="list-style-type: none"> <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 style="list-style-type: none"> <li>• A SCHEDULE 1 Site Profile are required.</li> </ul>	
<b>Drawing Requirements</b>		
One hard copy set (11" x 17" and stapled only) and one digital set (emailed or USB)		
Current Certified Survey Plan (metric)	<ul style="list-style-type: none"> <li>• Property Identification Number (PID)</li> <li>• Legal description.</li> <li>• Street address, street name(s) and location, and location and with of any lane(s).</li> <li>• Dimensions of site area.</li> <li>• Location of all existing buildings and structures on site.</li> <li>• Lane dedications, registered easements, encroachments and rights-of-way.</li> </ul>	
Location Plan	<ul style="list-style-type: none"> <li>• Outline of site area to be rezoned and labelled with proposed zoning.</li> <li>• Show adjoining properties.</li> </ul>	

I certify that the attached submission is complete and accurate, and includes all of the above items.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date





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