



Approval Authority	Submission Package	Agent Authorization (if Applicable)	Application Forms and Fees	Project Description / Site Plan	State of Title/Title Charges	Access Permit	Agrologist Report	Approved RAPR Report	Concept Plan	Confirmation of PLR Report	Elevation Drawings	Engineering Assessments	Environmental Assessment	Environmental Monitoring Report	Erosion Control Plan	Estimate and Security	Fire Mitigation Report/Estimate	Grading Concept Plan	Hillside Development Assessment	Lake Development Sight Lines	Landscape Plan	Plant List	Parking Board	Security Layout	Sign Deposit	Signage and Location Plan	Site Development Confirmation	Soil Deposit or Removal Information	Survey Plans	GHG + Resource Conservation Checklist
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Agency Referrals	Staff	-	●	●																													
Agricultural Land Reserve Applications	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Non-Adhering Residential Use	Council	-	●	●	●	●	●	●	●	●																							
Non Farm Use	Council	-	●	●	●	●	●	●	●	●																							
Soil Use for Placement of Fill or Removal of Soil	Council	-	●	●	●	●	●	●	●	○															●	○	●						
Subdivision within the ALR	Council	-	●	●	●	●	●	●	●																								
Board of Variance Applications	Board of Variance	-	●	●	●	●	●																										
Business Licenses	Staff	-	●	●	●																												
Development Permits	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Agricultural	Council	-	●	●	●	●	●	●	●						●		●	○	○	●	●			●								●	
Agri-Tourism Accomodation	Council	-	●	●	●	●	●	●	○						●			○	○	●	●			●								●	
Commercial	Council	-	●	●	●	●	●	●		●	●				●			○	○	●	●	●	●	●	●							●	
Greenhouse Gas Reduction and Resource Conservation	Staff	-	●	●	●	●	●	●							●			○	○	●	●			●								●	
Hillside	Council	-	●	●	●	●	●	●		○	○	○	○	○	●		○	○	○	○	○	○		●		○	○		○	○		●	
Industrial	Council	-	●	●	●	●	●	●		●	●				●			○	○	●	●	●	●	●	●							●	
Multiple Unit	Council	-	●	●	●	●	●	●		●	●				●			○	○	●	●	●	●	●	●							●	
Natural Environment	Staff	-	●	●	●	●	●	●		○		●	●		●			○	○	●	●			●								●	
Stability, Erosion and Drainage Hazard	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Stability Hazard	Staff	-	●	●	●	●	●	●							●			○	○	●	●			●								●	
Erosion Hazard	Staff	-	●	●	●	●	●	●					●	●				○	○	●			●									●	
Drainage Hazard	Staff	-	●	●	●	●	●	●			●				●			○	○				●									●	
Town Centre	Council	-	●	●	●	●	●	●		●	●				●			○	○	●	●	●	●	●	●							●	
Wildland Fire	Staff	-	●	●	●	●	●	●							●	●		○	○	●			●									●	
Development Variance Permits	Council	-	●	●	●	●	●																										
Exemption Application	Staff	-	●	●	●	●	●	●										○	○													●	
Land Use Contract Applications	Council	-	●	●	●	●	●																										
Official Community Plan Amendments	Council	-	●	●	●	○	●																										
Road Closures	Council	-	●	●	●	●																											
Sign Permits	Staff	-	●	●	●	●	●		●	●															●								
Soil Deposit / Removal Permits	Council	-	●	●	●	●	●	●		●							●		●								●						
Subdivision Final Approvals	Approving Officer	-	●	●	●	●	●			●																				●	●		
Subdivision PLR Applications	Approving Officer	-	●	●	●	●	●	●																●						●			
Temporary Use Permits	Council	-	●	●	●	●	●																										
Tourism Sign Permits	Staff	-	●	●	●	●																			●								
Zoning Amendment	Council	-	●	●	●	●	●																										

Planning Application Requirements
 Planning and Development Department

This list is intended to help applicants to submit complete applications. Additional submissions are required from time to time. ● - Required ○ - May be required

November 2020