

APPLICATION FOR GENERAL PERMIT

Application # _____ X-Ref # _____

DESCRIPTION: GENERAL PERMIT

Within the District of Lake Country, permits are required for a variety of property development, construction and bylaw related matters. For the most common requests, such as development applications or OCP/Zoning Amendments and subdivision specific application forms are available. For all other requests, please use this General Permit Application Form.

APPLICATION

APPLICANT INFORMATION						
APPLICANT/ AGENT/ BUILDER	NAME:				PH#:	
	ADDRESS:					
	PC:		EMAIL:		CELL:	
REGISTERED OWNER	NAME:				PH#:	
	ADDRESS:					
	PC:		EMAIL:		CELL:	

Applicant/Owner/Agent Signature: _____ Date: _____

PROPERTY INFORMATION			
CIVIC ADDRESS			
LEGAL DESCRIPTION:			
OFFICIAL COMMUNITY PLAN DESIGNATION		ZONING DESIGNATION:	
PID:		ROLL:	
WATER SOURCE:		FARM STATUS:	<input type="checkbox"/> YES <input type="checkbox"/> NO
METHOD OF SEWAGE DISPOSAL:			

Development Type

- | | | | |
|---|--|---|--|
| <input type="checkbox"/> Sign Permit | <input type="checkbox"/> Tourism Sign Permit | <input type="checkbox"/> Property Status Letter | <input type="checkbox"/> Land Use Contract Amendment |
| <input type="checkbox"/> Projecting | <input type="checkbox"/> Agri-Tourism | <input type="checkbox"/> Board of Variance | <input type="checkbox"/> Soil Removal/Deposit Permit |
| <input type="checkbox"/> Fascia | <input type="checkbox"/> Hotel/Motel | <input type="checkbox"/> Covenant Amendment | <input type="checkbox"/> Liquor Licensing Permit |
| <input type="checkbox"/> Free Standing | <input type="checkbox"/> Camping | <input type="checkbox"/> Exemption | <input type="checkbox"/> Temporary Use Permit |
| <input type="checkbox"/> Canopy | <input type="checkbox"/> B&B | <input type="checkbox"/> Road Closure Permit | <input type="checkbox"/> Other |
| <input type="checkbox"/> Portable | <input type="checkbox"/> Museum | | |
| <input type="checkbox"/> Sandwich Board | <input type="checkbox"/> Art Gallery | | |
| | <input type="checkbox"/> Artisan | | |
| | <input type="checkbox"/> Winery | | |

I hereby authorize the above-named applicant to act as my agent on this application.

OWNER'S NAME (PLEASE PRINT)

FOR OFFICE USE ONLY		
FEE TYPE	GL	AMOUNT
General	10-1460-0010	
Title	10-1460-0015	
Development Signs	10-1460-0020	
Access	10-1510-0010	
TOTAL:		

OWNER'S SIGNATURE

DATE

APPLICATION FOR GENERAL PERMIT

APPLICATION: CONTINUED

Summary of proposed application request. Please provide detailed summary of the purpose for your application. (Attach second sheet if necessary).

CHECKLIST: WHAT TO INCLUDE WITH YOUR APPLICATION



COMPLETED APPLICATION FORM

Be sure to complete all of the required fields on the front of this sheet. Double check that the information provided is accurate and up to date.



ACCOMPANYING SUPPORT DOCUMENTS

Visit our website for more information on specific requirements for each application type. If you are unsure which documents to include with your application, speak to one of our Community Service and Building Department representatives.



PRE-PLAN MEETING (optional)



CURRENT CERTIFICATE OF TITLE FOR SUBJECT LAND(S)

Provide a current certificate of title that is within the last 90 days current that includes all relevant land title charges (easements, SROW, DP's or any item on registered title that is application. Certificates of title can be purchased through the District for a fee.



SIGN PERMITS

For Sign permits, provide a detailed description of the sign location including: the area of sign, metres sign will projecting beyond the building face and property line, metres of vertical clearance from bottom of the sign to the highway level and height of the free standing sign. For Tourism Sign Permits include the name of the business as it is to appear on the sign and the proposed location of directional signs including the street/intersection and side of street (N, S, E or W).

APPROVAL PROCESS: WHAT HAPPENS NEXT?

1. Following submission of your application staff review the application and refer it to internal departments and/or external agencies.
2. Advise applicant if additional information is required.
3. If applicable, the application is brought to Council for consideration.
4. Applicant is advised of decision.



LAKE COUNTRY

Life. The Okanagan Way.

Personal information provided to the District of Lake Country is collected, used and disclosed in accordance with the *Freedom of Information and Protection of Privacy Act* (FOIPPA). Personal information such as your name, phone number, street or email address is only obtained if you supply it voluntarily through completing documents and forms. Any personal information we ask you to provide will only be used for the purpose of District of Lake Country services.