

DISTRICT OF VANDERHOOF

DEVELOPMENT PROCEDURES BYLAW NO. 996, 2006

A bylaw to establish procedures to amend an Official Community Plan or a Zoning Bylaw or to issue a permit under Part 26 of the Local Government Act.

WHEREAS the Council has adopted an Official Community Plan and Zoning Bylaw;

AND WHEREAS the Council shall, under Section 895 of the Local Government Act, establish, by bylaw, procedures to amend a plan, bylaw or issue a permit;

NOW THEREFORE the Council of the District of Vanderhoof, in open meeting assembled hereby enacts as follows:

1. SCOPE

This bylaw shall apply to the following:

- 1.1 amendments to the Official Community Plan bylaw and the Zoning Bylaw; and
- 1.2 the issuance of development variance permits

2. APPLICATION

- 2.1 applications for amendments or permits shall be submitted by the registered owner of the subject property or by a person authorized to act on behalf of the registered owner;
- 2.2 applications for amendments or permits shall be made to the Municipal Clerk or designated official of the District of Vanderhoof on the applicable form attached hereto as Schedules A1, A2, A3 and A4.

3. FEES

- 3.1 At the time of application for an amendment or a permit, the applicant shall pay to the District of Vanderhoof an application fee in the amount set out in Schedule B of this bylaw.

4. GENERAL PROVISIONS

- 4.1 Every application shall be processed by the Municipal Clerk or designated official who shall prepare a report for Council's consideration. The report shall:
 - 4.1.1 contain a copy of the application;

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- 4.1.2 contain a copy of the proposed amendment bylaw or proposed permit and recommendations;
 - 4.1.3 specify whether or not the approval of the Minister of Transportation under Section 52 of the *Transportation Act* or Section 924 of the *Local Government Act* is required;
 - 4.1.4 state the proposed security to be posted by the applicant, if any.
- 4.2 Upon receipt of the report under Section 5 of this bylaw, Council may:
- 4.2.1 proceed with an amendment bylaw;
 - 4.2.2 reject the application to amend the Official Community Plan or Zoning bylaws;
 - 4.2.3 authorize the issuance of a permit;
 - 4.2.4 authorize the issuance of a permit as amended by Council;
 - 4.2.5 refuse to authorize the issuance of a permit.
- 4.3 Where an application, amendment bylaw or a permit has been refused by Council, the Municipal Clerk or designated official shall notify the applicant in writing within fifteen (15) days following the date of refusal and shall provide reasons for the refusal.
- 4.4 Pursuant to Section 895(3) of the *Local Government Act*, reapplication for an amendment or permit that has been refused by Council shall not be considered within a six (6) month period following the date of refusal.

5. REPEAL

The District of Vanderhoof Development Procedures Bylaw No. 685, 1990 and all amendments thereto is repealed.

6. CITATION

This bylaw shall be known as the District of Vanderhoof Development Procedures Bylaw No. 996, 2006.

READ A FIRST TIME THIS 11th DAY OF January, 2006.

READ A SECOND TIME THIS 11th DAY OF January, 2006.

READ A THIRD TIME THIS 11th DAY OF January, 2006.

ADOPTED THIS 22nd DAY OF February, 2006.

MAYOR

CORPORATE OFFICER

**DISTRICT OF VANDERHOOF
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SCHEDULES**

- SCHEDULE A1 - Application for Official Community Plan Amendment**
- SCHEDULE A2 - Application for Zoning Amendment**
- SCHEDULE A3 - Application for Official Community Plan and Zoning Amendment (Joint Application)**
- SCHEDULE A4 - Application for Development Variance Permit**
- SCHEDULE B - Application Fees**

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SCHEDULE A1 – APPLICATION FOR OFFICIAL COMMUNITY PLAN AMENDMENT

I/We hereby apply for :

_____ an amendment to the text of the Official Community Plan Bylaw No. _____

_____ a change in land use designation of the property legally described as:

located at _____
(civic address)

from _____ to _____
(current designation) (proposed designation)

_____ required application fee of \$ _____ is attached

(date)

(applicant's signature)

THIS APPLICATION IS MADE WITH MY FULL KNOWLEDGE AND CONSENT

(date)

(registered owner's signature)

.....
.....

Application fee of \$ _____ received.

(date)

(official's signature)

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THE FOLLOWING INFORMATION IS REQUESTED :

Applicant

Name _____

Address _____

Telephone _____

Registered Owner

Name (if different than applicant) _____

Address _____

Telephone _____

State of Title Certificate

A copy of a State of Title Certificate or a copy of a Certificate of Indefeasible Title dated no more than Thirty (30) days prior to submission of the application must accompany the application as a proof of ownership.

Application Fee

An application fee of \$_____ as set out in Schedule B of this bylaw shall be made payable to the District of Vanderhoof and accompany the application.

Text Amendment

Describe the proposed text amendment _____

Subject Property

Size of property _____

Present designation _____ Proposed designation _____

Existing use _____

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Proposed use _____

<u>Services</u>	Currently Existing		Readily Available **	
	YES	NO	YES	NO
Road Access	_____	_____	_____	_____
Water supply	_____	_____	_____	_____
Sewage disposal	_____	_____	_____	_____
Hydro	_____	_____	_____	_____
Telephone	_____	_____	_____	_____

Note ** Readily available means existing services can be easily extended to the subject property.

Proposed water supply method _____

Proposed sewage disposal method _____

Reasons in support of application

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Attachments

- 1. _____ a dimensioned sketch plan showing the subject property and the location of existing buildings, structures and uses;
- 2. _____ a site development plan showing the proposed use, buildings, structures and access
- 3. _____ a contour map, if warranted by topographic conditions of subject property

(date)

(applicant's signature)

Forms duly completed and received:

(date)

(official's signature)

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SCHEDULE A2 – APPLICATION FOR ZONING AMENDMENT

I/We hereby apply for :

_____ an amendment to the text of the Zoning Bylaw No. _____

_____ the rezoning of the property legally described as:

located at _____
(civic address)

from _____ to _____
(current zoning) (proposed zoning)

_____ required application fee of \$ _____ is attached

(date)

(applicant's signature)

THIS APPLICATION IS MADE WITH MY FULL KNOWLEDGE AND CONSENT

(date)

(registered owner's signature)

.....
.....
Application fee of \$ _____ received.

(date)

(official's signature)

**District of Vanderhoof
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THE FOLLOWING INFORMATION IS REQUESTED :

Applicant

Name _____

Address _____

Telephone _____

Registered Owner

Name (if different than applicant) _____

Address _____

Telephone _____

State of Title Certificate

A copy of a State of Title Certificate or a copy of a Certificate of Indefeasible Title dated no more than thirty (30) days prior to submission of the application must accompany the application as a proof of ownership.

Application Fee

An application fee as set out in Schedule B of this bylaw shall be made payable to the District of Vanderhoof and accompany the application.

Text Amendment

Describe the proposed text amendment _____

Subject Property

Size of property _____

Present zoning _____ Proposed zoning _____

Existing use/development _____

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Proposed use/development _____

Services	Currently Existing		Readily Available **	
	YES	NO	YES	NO
Road Access	_____	_____	_____	_____
Water supply	_____	_____	_____	_____
Sewage disposal	_____	_____	_____	_____
Hydro	_____	_____	_____	_____
Telephone	_____	_____	_____	_____

Note ** Readily available means existing services can be easily extended to the subject property.

Proposed water supply method _____

Proposed sewage disposal method _____

Reasons in support of application

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Attachments

- 1. _____ a dimensioned sketch plan showing the subject property and the location of existing buildings, structures and uses;
- 2. _____ a site development plan showing the proposed use, buildings, structures and access
- 3. _____ a contour map, if warranted by topographic conditions of subject property
- 4. _____ a dimensioned sketch map of the proposed subdivision, where subdivision is contemplated

(date)

(applicant's signature)

Forms duly completed and received:

(date)

(official's signature)

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SCHEDULE A3 – APPLICATION FOR OFFICIAL COMMUNITY PLAN AND
ZONING AMENDMENT (JOINT APPLICATION)

I/We hereby apply for :

_____ an amendment to the text of the Official Community Plan Bylaw No. _____ and/or the change in land use designation;

_____ an amendment to the Zoning Bylaw No. _____ and/or rezoning of the property legally described as:

located at _____
(civic address)

from _____ to _____
(current designation) (proposed designation)

AND

from _____ to _____
(current zoning) (proposed zoning)

_____ the required application fee of \$ _____ is attached

(date)

(applicant's signature)

THIS APPLICATION IS MADE WITH MY FULL KNOWLEDGE AND CONSENT

(date)

(registered owner's signature)

Application fee of \$ _____ received.

(date)

(official's signature)

**District of Vanderhoof
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THE FOLLOWING INFORMATION IS REQUESTED :

Applicant

Name _____

Address _____

Telephone _____

Registered Owner

Name (if different than applicant) _____

Address _____

Telephone _____

State of Title Certificate

A copy of a State of Title Certificate or a copy of a Certificate of Indefeasible Title dated no more than thirty (30) days prior to submission of the application must accompany the application as a proof of ownership.

Application Fee

An application fee as set out in Schedule B of this bylaw shall be made payable to the District of Vanderhoof and accompany the application.

Text Amendment

Describe the proposed text amendment _____

Subject Property

Legal description _____

Size of property _____

Present designation _____ Proposed designation _____

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Present zoning _____ Proposed zoning _____

Existing use/development _____

Proposed use/development _____

Services	Currently Existing		Readily Available **	
	YES	NO	YES	NO
Road Access	_____	_____	_____	_____
Water supply	_____	_____	_____	_____
Sewage disposal	_____	_____	_____	_____
Hydro	_____	_____	_____	_____
Telephone	_____	_____	_____	_____

Note: ** Readily available means existing services can be easily extended to the subject property.

Proposed water supply method _____

Proposed sewage disposal method _____

Reasons in support of application

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Attachments

1. _____ a dimensioned sketch plan showing the subject property and the location of existing buildings, structures and uses;
2. _____ a site development plan showing the proposed use, buildings, structures and access
3. _____ a contour map, if warranted by topographic conditions of subject property
4. _____ a dimensioned sketch map of the proposed subdivision, where subdivision is contemplated

(date)

(applicant's signature)

Forms duly completed and received:

(date)

(official's signature)

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SCHEDULE A4 – APPLICATION FOR DEVELOPMENT VARIANCE PERMIT

I/We hereby make application under the provisions of Part 26, Division 9 of the Local Government Act, for a development variance permit to permit the proposed development as described in the attached form upon (legal description of property):

and located at (street address or general location)

The required application fee of \$_____ and the completed permit information forms are attached.

(date)

(applicant's signature)

THIS APPLICATION IS MADE WITH MY FULL KNOWLEDGE AND CONSENT

(date)

(registered owner's signature)

Where the Applicant is NOT the REGISTERED OWNER, the application must be signed by the REGISTERED OWNER or his SOLICITOR.

FOR OFFICE USE ONLY

APPLICATION FEE \$_____ RECEIVED

(date)

(official's signature)

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THE FOLLOWING INFORMATION IS REQUESTED:

Applicant

Name _____

Address _____

Telephone _____

Registered Owner

Name (if different than applicant) _____

Address _____

Telephone _____

State of Title Certificate

A copy of a State of Title Certificate or a copy of a Certificate of Indefeasible Title dated no more than thirty (30) days prior to submission of the application must accompany the application as a proof of ownership.

Application Fee

An application fee as set out in Schedule B of this bylaw shall be made payable to the District of Vanderhoof and accompany the application.

Subject Property

Legal description in full _____

Size of property _____

Present zoning _____

Existing use/development _____

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Full description of proposed development _____

Proposed variation to existing zoning regulations _____

Reasons in support of application

Attachments

1. _____ a dimensioned sketch plan showing the subject property and the location of existing buildings, structures and uses;
2. _____ a site development plan showing the proposed use, buildings, structures and access
3. _____ a contour map, if warranted by topographic conditions of subject property
4. _____ a dimensioned sketch map of the proposed subdivision, where subdivision is contemplated
5. _____ technical information or reports and other information required to assist in the preparation of the permit:

Specific reports: _____

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General reports:

(date)

(applicant's signature)

Forms duly completed and received:

(date)

(official's signature)

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SCHEDULE B – APPLICATION FEES

Pursuant to Section 931 of the *Local Government Act*, the following application fees shall apply to cover the estimated costs to the municipality for processing, inspecting and advertising applications under this bylaw.

1.	application to amend the Official Community Plan	\$600.00
2.	application to amend the Zoning Bylaw	\$600.00
3.	application to amend the Official Community Plan and the Zoning Bylaw(joint application)	\$750.00
4.	application for a development variance permit	\$250.00