

**Development Application Attachments (TO BE CONFIRMED BY STAFF AT THE PRE-APPLICATION MEETING)**

Type of Application	Minimum Application Attachments
Comprehensive Development Plan	A,B,C,D,E
Development Permit	A,B,C,D,F,G,I,J,K,L,M,N,O
Development Variance Permit	A,B,C,D,E,F,G,I,O
Floodplain Exemption Permit	A,B,C,D,E,F,G,I,J,O
Land Use Contract Amendment	A,B,C,E,G,N,O
Liquor Licence	A,B,C,E,O
Minor Development Permit / Amendment	A,B,C,F,I,J,O
Official Community Plan Amendment	A,B,C,D,E,F,G,H,O
Temporary Use Permit	A,B,C,D,E,F,G,I,J,M,N,O
Zoning Bylaw Amendment	A,B,C,D,E,F,G,H,N,O

**NOTE:** Please note that additional documents may be required following internal review of the application. Consult with staff if you have questions regarding the level of detail required for the attachments or the location of guiding documents and information packages.

**Attachment Details** - Staff to check the box on the left if attachment is required.

	Attachment	Details
<input checked="" type="checkbox"/>	<b>A</b> Land Title Certificate and Documents (covenants, easements and rights-of-way, etc.)	A copy of the title(s) and related documents, issued not more than 30 days prior to the application date, can be obtained directly from the Land Title Office or through a Government Agent’s Office, a notary, lawyer or title service company. Documents confirming signing authority are required for individuals applying on behalf of companies.
<input checked="" type="checkbox"/>	<b>B</b> Application Fee	An application fee shall accompany the application as per the Fees and Charges Bylaw.
<input checked="" type="checkbox"/>	<b>C</b> Proposal Summary (space is provided below or attach separate sheet as necessary)	An outline of proposed development or land use including: <ul style="list-style-type: none"> <li>• An explanation of the community and/or neighbourhood benefit;</li> <li>• An explanation of and rationale for the impacts of the proposal, including any impacts to surrounding uses and any biophysical constraints; and</li> <li>• An explanation of how the development meets the Development Permit Guidelines of the OCP where applicable.</li> </ul>
<p>-Rezone the property from RU2 &amp; P2 to R3 – Low Density Multiple Residential Zone, to accommodate multiple residential in low density housing form. The provided site plans illustrate a low density multifamily concept that would yield approximately 48 units.</p> <p>-The low density multi-family units will provide additional housing units in an extremely undersupplied market.</p> <p>-Development of this property would include addressing a known stormwater issue that requires ongoing maintenance from West Kelowna.</p> <p>-Offsite upgrades would improve the local road system and water system as these upgrades would be needed to service the development.</p>		
<input checked="" type="checkbox"/>	<b>D</b> Site Disclosure Statement	In accordance with the Environmental Management Act (EMA) and Contaminated Sites Regulation (CSR), applicants are required to submit a Site Disclosure Statement for development on properties that are potentially contaminated sites with current or historic industrial or commercial uses listed in Schedule 2 of the CSR. Properties without current or historic industrial or commercial uses are still required to submit a Site Disclosure Statement but can identify that none have occurred.
<input checked="" type="checkbox"/>	<b>E</b> Notice of Application Sign	Staff will provide additional details regarding signage requirements upon application acceptance.