



APPLICATION FORM

PRE-APPLICATION MEETING REQUEST

Part One – Subject Property Information

Civic Address:

Legal Description:

Parcel Identification (PID):

Description of Existing Development Context:

Part Two – Development Proposal

Provide a detailed description of your proposed development and / or land use including details of any proposed Development Variances, Official Community Plan Amendments (or deviations from the Development Permit Area Guidelines listed in the OCP), and Zoning Amendments. Ensure your description includes the long-term vision for your development (attach additional pages if you require more space for your description).

Part Three – Type of Application

- | | | |
|--|---|---|
| <input type="checkbox"/> OCP Amendment | <input type="checkbox"/> Zoning Bylaw Amendment | <input type="checkbox"/> Development Permit |
| <input type="checkbox"/> Development Variance Permit | <input type="checkbox"/> Heritage Alteration Permit | <input type="checkbox"/> Temporary Use Permit |
| <input type="checkbox"/> Subdivision | <input type="checkbox"/> Floodplain Exemption | <input type="checkbox"/> Other: |

Part Four – Applicant Information

Name / Company:

Address:

City:

Postal Code:

Phone:

Email:

Part Four – Owner(s) Information *(if different from Applicant)*

Name:

Address:

City:

Postal Code:

Phone:

Email:

If the owner(s) is not the applicant, the owner(s) must complete an Agent Authorization Form. All property owners must provide signatures authorizing the appointment of the agent.

Part Seven – Acknowledgement and Signatures

Any information provided on this form is collected in accordance with the Freedom of Information and Protection of Privacy Act, for the purpose of administering relevant planning and land use management processes pursuant to Part 14 of the *Local Government Act*. Applicants are advised that all planning and land use management processes are public, and any materials submitted become part of the public record. All information submitted may be used for reports to Council, available to the public upon request and may be distributed on the City's website. Should you have any questions or concerns about the collection and / or release of your personal information, please contact Corporate Services by emailing admin@revelstoke.ca or calling 250-837-2911.

By signing this application form:

- I confirm that any formal application submitted will be evaluated in accordance with applicable City bylaws and policies, and that any information provided in a pre-application meeting does not supersede applicable bylaws or policies.
- I confirm that it is my responsibility to ensure all future plans submitted to the City are completed in conformance with applicable encumbrances registered on title including but not limited to applicable right-of-way's and restrictive covenants.
- I declare that the documents submitted in support of this pre-application meeting request are, to the best of my knowledge true and correct. Any material, falsehood, or any omission of a material fact made by the applicant and / or owner with respect to this application may result in an issued permit becoming null and void.
- I acknowledge that upon submission of a formal application and payment of applicable fees, further information may be required by the City in accordance with the [Development Approval Procedures Bylaw No. 2356](#), and accept responsibility if processing delays are caused by insufficient application materials.
- I acknowledge that all fees charged in connection with a future application are in accordance with the City of Revelstoke [Fees and Charges Bylaw No. 2256](#), as amended, and that further charges may be required based on various stages of development including but not limited to Development Cost Charges, Third Party Review fees, and / or Securities.
- I acknowledge that the information provided by the City in any pre-application meeting does not fetter the discretion of the City to require additional at future application stages.
- I acknowledge that any information provided in the pre-application meeting is not to be construed as an indication from the City as support or non-support for a particular application, and that the City will review all applications upon receipt of a formal application in accordance with applicable bylaws, policies, and legislation. I acknowledge that any decision to move forward with a formal application is at the sole discretion of the Applicant.
- I understand that the intent of a pre-application meeting is to outline the procedures by which an application is reviewed, applicable bylaws and / or policies, fees, timelines, and items that need to be submitted with the future application.

Applicant Name (Print):	Applicant Signature:	Date:
Owner(s) Name (Print):	Owner(s) Signature:	Date:

Please note that this application form is not intended to supersede any applicable bylaws, policies, or legislation. Any contradiction, dispute or difference between the contents of this application form and applicable bylaws, plans, policies, guidelines, or legislation, will be resolved by reference to the bylaws or other official documents.



City of Revelstoke
Development Services
 216 Mackenzie Ave, Revelstoke, BC
 250-837-3637 | development@revelstoke.ca

APPLICATION CHECKLIST PRE-APPLICATION MEETING REQUEST

This checklist outlines the standard requirements for all Pre-Application Meeting requests. If insufficient information is provided by an applicant, the City reserves the right to cancel pre-application meetings. It is noted that in accordance with the City of Revelstoke [Fees and Charges Bylaw No. 2256](#), as amended, an initial pre-application meeting is provided at no cost, but for any subsequent pre-application meeting, additional fees are applicable. For subsequent pre-application meeting requests, no meeting will be scheduled until all applicable fees are paid.

The following information **must be provided to the City before the pre-application meeting can be scheduled.**

OFFICE USE	SUBMITTED	CHECKLIST	DETAILS
Required Submissions:			
<input type="checkbox"/>	<input type="checkbox"/>	Completed Pre-Application Meeting Request Form, Checklist & Agent Authorization Form	Pre-Application Meeting Request form, checklist, and agent authorization (if applicable) completed in full.
<input type="checkbox"/>	<input type="checkbox"/>	Proposal Description	Provide a detailed description of your proposed development and/or land use including details of any proposed Development Variances, Official Community Plan Amendments (or deviations from the Development Permit Area Guidelines listed in the OCP), and Zoning Amendments. Ensure your description includes the long-term vision for your development.
<input type="checkbox"/>	<input type="checkbox"/>	Site Plan & Building Elevations	Site plan must include lot area dimensions (metric). The drawings and / or plans must include sufficient detail to provide land use context and site limitations. Simple / preliminary building concepts are requested if the proposal is for a form and character Development Permit. IMPORTANT: To avoid unnecessary professional costs, hand-drawn plans for small-scale applications may be submitted as long as they are correctly scaled and measured.
<input type="checkbox"/>	<input type="checkbox"/>	Other Supporting Documents (Optional)	Any other supporting plans or reports you would like staff to review.