



APPLICATION FORM

CHARGE ON TITLE DISCHARGE

Part One – Type of Application <i>(select all that apply)</i>		Office Use Only	
<input type="checkbox"/> Section 219 Covenant <input type="checkbox"/> Section 57 Enforcement Notice <input type="checkbox"/> Other <i>(Specify in description)</i>		Application No.: _____ Date of Application: _____ Accepted By: _____ Receipt No.: _____	
Part Two – Subject Property			
Civic Address:			
Legal Description:			
Parcel Identification (PID):			
Roll Number:			
Official Community Plan Land Use Designation:			
Current Zoning:			
Description of Existing Development Context:			
Part Three – Development Proposal <i>(complete thoroughly, your application will be based on your written description)</i>			
Description of the discharge request:			
Part Four – Instrument(s) to be Discharged			
Insert registered instrument number(s):			
Part Five – Applicant Information			
Name / Company:			
Address:			
City:	Postal Code:	Phone:	
Email:			
Part Six – Owner(s) Information <i>(if different from Applicant)</i>			
Name:			
Address:			
City:	Postal Code:	Phone:	
Email:			
<i>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.</i>			

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 I have read of the relevant City of Revelstoke bylaws and policies and that, to the best of my knowledge, this application is in conformance with applicable bylaws and policies (except where variances have been requested).
- I confirm that all drawing have been prepared 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 applications 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 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 this 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 processing of this application does not start until payment has been received in full by the City.
- I acknowledge that the individual listed as the 'Applicant' is the sole point of contact for this application and will be responsible for all communication with City representatives.

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.



APPLICATION CHECKLIST

CHARGE ON TITLE DISCHARGE

This checklist outlines the standard requirements for all Charge on Title Discharge applications. Some checklist items are required for all applications, and some of the items may be applicable depending on the nature and complexity of the application. **Please note that only complete applications will be accepted.**

After submission of an application and payment of applicable fees, further information may be requested by staff in order to process the application in accordance with [Development Approval Procedures Bylaw No. 2356](#).

Applicants are required to go through this checklist, and under the column titled, '**Submitted**' check off the items that are being submitted in support of the application.

Prior to submitting an application, unless otherwise specified by City staff, a pre-application meeting is required. Pre-application meetings can be scheduled by emailing development@revelstoke.ca. A pre-application meeting will help identify any 'Additional Submission Requirements' as per this checklist. Please review the information pertaining to pre-application meetings on the City's website.

OFFICE USE	SUBMITTED	CHECKLIST	DETAILS
Required Submissions:			
<input type="radio"/>	<input type="radio"/>	Completed Application Form, Checklist & Agent Authorization Form	Charge on Title Discharge Application form, checklist, and agent authorization (if applicable) completed in full.
<input type="radio"/>	<input type="radio"/>	Certificate of Title & Copies of all non-financial encumbrances registered on title	Title must be current within 30 days of application submission. Titles and related documents can be obtained from myLTSA.com or through a lawyer, notary, or search company. Staff can obtain these documents for additional fees specified in the Fees and Charges Bylaw No. 2256 , as amended. Unless otherwise directed by staff, only the registered instrument(s) that are requested to be discharged need to be provided.
<input type="radio"/>	<input type="radio"/>	Application fee	An application fee is required in accordance with Fees and Charges Bylaw No. 2256 , as amended. Once the application is deemed complete, an invoice will be prepared and provided to the Applicant. Processing of the application does not commence until fees are paid in full.
<input type="radio"/>	<input type="radio"/>	Proposal Summary	A Proposal Summary outlining the proposed development of the subject property is required, including but not limited to the following information: <ul style="list-style-type: none"> A summary of the instrument(s) to be discharged and the rationale to support discharge.
Additional Submission Requirements <i>(Confirm requirements with Development Services staff in pre-application meeting. Note that depending on the scope and complexity of application, establishment of a Terms of Reference for supporting technical studies may be required prior to application submission in accordance with Development Approval Procedures Bylaw No. 2356)</i>			
<input type="radio"/>	<input type="radio"/>	Zoning Analysis	Zoning Analysis is a technical summary of the proposed development confirming how the proposal complies with all applicable Zoning Bylaw regulations including but not limited to: <ul style="list-style-type: none"> Intended use, density, site coverage, height requirements, building setbacks, open space, landscaping, parking, loading etc. If a deviation from the Zoning Bylaw is proposed, a separate Development Variance Permit application is required.

○	○	Digital Site Plan(s) (hard copy only required upon request)	<p>Site plan(s) to show the proposed site development drawn to scale in metric with dimensions. The site plan must show:</p> <ul style="list-style-type: none"> • Civic address, full legal description, north arrow, correct scale, and scale bar; • Property lines (with dimensions) in metric based upon registered subdivision plan and minimum setback requirements; • Location, area, and setbacks of all buildings and structures with dimensions in metric; • Name and extent of roads and lanes adjacent to the property; • Existing right-of-way's and easements; • Existing and proposed driveways, parking spaces, and drive aisles with dimensions in metric; • Existing site service locations including but not limited to water, sewer, storm, and utility infrastructure; • Any watercourses, steep slopes (with percentage of slope identified) on or adjacent to the property; and • Existing and proposed wells or septic systems on the property (if applicable).
○	○	Provincial Site Disclosure Statement	<p>Only properties with a history of specified industrial or commercial uses under Schedule 2 of the Contaminated Sites Regulation are impacted by this process. Please visit the Province of BC webpage to complete the online Site Disclosure Statement Form. Complete the form, save as a PDF, and submit with your application. Please note that exemptions may apply, see Part 2, Division 3 of the Contaminated Sites Regulation.</p>
○	○	Building Location Certificate	<p>A plan prepared by a British Columbia Land Surveyor (BCLS) depicting the setbacks of all buildings and structures on a property from relevant property lines.</p>
○	○	Architectural Plans	<p>Architectural plans providing detailed information about the proposed development including:</p> <ul style="list-style-type: none"> • Drawings of exterior elevations and cross sections drawn to scale in metric; • Floor plans drawn to scale in metric including but not limited to basement, floor, and roof plans, gross floor area, usable floor space, room uses and dimensions; and • Colours and material details showing all proposed exterior finishes (a physical material board may be requested by staff).
○	○	Civil Site Servicing Plan	<p>Detailed plan prepared by a qualified professional demonstrating the location of all existing and proposed service locations including water, sewer, storm, and utilities.</p>
○	○	Landscape Plan and Cost Estimate	<p>Landscape plan and corresponding cost estimate drawn to scale in metric prepared by a member of the British Columbia Society of Landscape Architect (unless otherwise specified by staff) for any existing or proposed:</p> <ul style="list-style-type: none"> • Screening; • Plantings (trees and shrubs); • Landscaping; • Fencing; • Garbage enclosures; and

			<ul style="list-style-type: none"> Walkways and or outdoor amenity spaces.
<input type="radio"/>	<input type="radio"/>	Code Analysis	An analysis of the current building(s) and structure(s) on the subject property and their conformance with the BC Building Code and Fire Code.
<input type="radio"/>	<input type="radio"/>	Stormwater Management Report	A report prepared by a qualified professional analyzing groundwater quality and quantity, surface water generated by the proposed development, and the options for collection, storage, reuse and dispersal of such drainage.
<input type="radio"/>	<input type="radio"/>	Functional Servicing Assessment	An assessment prepared by a qualified professional that analyzes the functional servicing assessment of local infrastructure and site servicing including, but not limited to, drainage, water, sewer or other utilities to determine the impact of the development on City infrastructure including capital, operations, and maintenance over the lifecycle of the development.
<input type="radio"/>	<input type="radio"/>	Tree Assessment and Plan	Tree assessment and plan prepared by a qualified professional that promotes the retention and planting of native plant species, plant health, habitat preservation, reduce wildfire risk, minimize erosion and to ensure that the landscape retains a natural appearance.
<input type="radio"/>	<input type="radio"/>	Transportation Analysis	Transportation impact assessment prepared by a qualified professional including but not limited to the anticipated impact of the development on the vehicular and pedestrian transportation network, as well as any required offsite improvements.
<input type="radio"/>	<input type="radio"/>	Grading Plan	Preliminary lot grading plan prepared by a qualified professional showing all contours, areas of fill, excavation, as well as existing and proposed elevations.
<input type="radio"/>	<input type="radio"/>	Geotechnical Report	A geotechnical report prepared by a qualified professional documenting soil analysis for future development, proximity of steep slopes, areas to prohibit development, and that the site is safe for the intended use.
<input type="radio"/>	<input type="radio"/>	Construction Management Plan	Construction management plan outlining the staging, implementation schedule, and duration of construction for a proposed development and impact mitigation.
<input type="radio"/>	<input type="radio"/>	Riparian Area Assessment Report	A Riparian Area Assessment Report prepared by a qualified professional, that is accepted by the Province of British Columbia under the Riparian Areas Protection Regulation for development in proximity to a riparian area, prior to application submission to the City.
<input type="radio"/>	<input type="radio"/>	Environmental Impact Assessment	<p>An environmental site assessment report prepared by a qualified professional for sensitive terrestrial areas and wetlands not connected to a stream, that provides the following:</p> <ul style="list-style-type: none"> A map of the proposed work, identification of trees to be retained, and identification of any invasive species; Identification and assessment of sensitive ecosystems, species at risk, habitats, and features on the site supplemented by mapping; Recommendations on how to protect the environmental features and habitat; A restoration plan for any proposed site disturbances; and A monitoring plan to review impacts on the sensitive area as a result of disturbance.

<input type="radio"/>	<input type="radio"/>	Hazardous Conditions Assessment Report	A hazard report that identifies potentially hazardous conditions related to (but not limited to) mud flow, debris torrents, land slip, rock falls, subsidence, avalanche, wildfire, flood, inundation, or other hazard. The report will identify appropriate construction elevations and setbacks.
<input type="radio"/>	<input type="radio"/>	Hydrological / hydrogeological Assessment	A report prepared by a qualified professional that analyzes (but is not limited to) infiltration, interception, groundwater and overland flow, as well as hydrologic processes including accretion and erosion.
<input type="radio"/>	<input type="radio"/>	Wildfire Hazard Assessment Report	A report that deals specifically with wildfire hazard which ensures that project construction activities comply with Urban Wildfire Interface management principles.
<input type="radio"/>	<input type="radio"/>	Air Quality Impact Assessment	A report prepared by a qualified professional that reviews impacts of the development including but not limited to pollution, dust, fumes, smoke, and odours.
<input type="radio"/>	<input type="radio"/>	Archaeological Assessment	An archaeological assessment prepared by a qualified professional to ensure adherence to the <i>Heritage Conservation Act</i> .
<input type="radio"/>	<input type="radio"/>	Manufactured Home Park Redevelopment Package	For applications to redevelop a Manufactured Home Park, in accordance with City policy, an applicant must prepare and submit the following with their application: <ul style="list-style-type: none"> • Manufactured Home Park Tenant Notification package with all responses received; • Summary of early notification efforts; • A Manufactured Home Park Tenant Relocation Plan; and • A profile of the condition of each Manufactured Home in the Manufactured Home Park and its ability to be moved.
<input type="radio"/>	<input type="radio"/>	Socioeconomic Impact Assessment	An assessment that analyzes the impact of the development affecting the day-to-day quality of life of people and communities, including direct and indirect economic impacts, demographics, housing, local services, and socio-cultural issues.
<input type="radio"/>	<input type="radio"/>	Community Services Impact Assessment	A report that outlines the impact on the demand for local services including but not limited to community facilities and services such as schools, parks, recreation, emergency protective and health services.
<input type="radio"/>	<input type="radio"/>	Market Analysis	An analysis that documents the retail impacts of a proposed commercial development including but not limited to, the effects of additional competition, traffic impacts, the effects on tenancy and the impacts to neighbourhood stability.
<input type="radio"/>	<input type="radio"/>	Other Studies	Other studies to which the Director considers the proposed activity or development impacts the jurisdiction of the City as deemed necessary in accordance with Development Approval Procedures Bylaw No. 2356 .