

Complete Application – General Requirements

Please use the following checklist to assist with the preparation of your application.

Checklist	Check or X
If applicable, these items may be submitted in conjunction with another application type.	
A Completed Application Form with associated fee	
An Authorized Agent Form, if the property owner is represented by a third party	
Proof of Business Ownership <i>Note: Required if property owner is a corporation; includes Notice of Articles, Certificate of Incorporation, BC Company Summary</i>	
A recent title search, dated within 30 days of the application <i>Note: Staff will require copies of any applicable legal encumbrances on title.</i>	
Registered Survey Plan <i>Note: The Registered Survey Plan must show the topography of the site, and the location, elevation, and size of trees located on and around the subject site. This plan should also clearly identify the location, dimensions, and area of municipal land requested for disposition.</i>	
Site Profile <i>Note: A Site Profile is only required if the subject site is being currently used, or has historically been used, for commercial or industrial activities.</i>	

Complete Application – Additional Requirements

Depending on the scope and scale of the development application, other submission requirements not described here may be required at time of initial application.

Please verify with Planning staff as to whether additional materials are required as part of your complete application.