



## LAND USE APPLICATION

(Use this form to apply to rezone, amend the OCP, for a statement of conditions, to subdivide, to consolidate, to adjust a boundary, for a development permit, development variance permit, temporary use permit, or a duplex)

Type of Application							
<b>Subject Property</b> (Civic Address OR if Unknown Legal Description) <i>(please print)</i>				Date			
<b>Master Project and File Number</b> (Office use only)							
<b>Proposal</b> Please describe in detail, i.e.: <i>Application to rezone to RS3 for 25-lot subdivision which will require variances to side lot line and lot width.</i> <i>(please print)</i>							
<input type="checkbox"/> Land Use	<input type="checkbox"/> Rezoning		<input type="checkbox"/> Official Community Plan Amendment				
<input type="checkbox"/> Permit (For duplex DPs, please also submit a completed Duplex DP Checklist)	<input type="checkbox"/> Development Variance Permit		<input type="checkbox"/> Temporary Use Permit				
	<input type="checkbox"/> Development Permit	<input type="checkbox"/> Form and Character		<input type="checkbox"/> Environmental	<input type="checkbox"/> Hazardous		
	<input type="checkbox"/> Attached Duplex		<input type="checkbox"/> Full	<input type="checkbox"/> Partial	<input type="checkbox"/> Detached Duplex	<input type="checkbox"/> Full	<input type="checkbox"/> Partial
<input type="checkbox"/> Land Development	<input type="checkbox"/> Statement of Conditions (SOC)		<input type="checkbox"/> Strata-Title Conversion		No. of Lots OR Phases in Phased Strata Plan		<input type="checkbox"/> Land Title Act (Non-Strata)
	<input type="checkbox"/> Statement of Conditions - Amendment		<input type="checkbox"/> Phased Strata Consideration				<input type="checkbox"/> Strata
	<input type="checkbox"/> Statement of Conditions – Extension (Time)		<input type="checkbox"/> Boundary Adjustment				
	<input type="checkbox"/> Final Approval of Subdivision		<input type="checkbox"/> Lot Consolidation		<input type="checkbox"/> Air Space		
<input type="checkbox"/> Engineering	<input type="checkbox"/> Pre-Design Meeting		<input type="checkbox"/> Pre-Construction Meeting				
	<input type="checkbox"/> Bylaw 33 Permit		<input type="checkbox"/> Soil Permit – Quantity _____		Please complete a Schedule B to Bylaw No. 181		
Development Proposal				(Not required for Engineering Applications)			
<b>Proposed Use</b> (please select all that apply)	<input type="checkbox"/> Business Park		<input type="checkbox"/> Commercial		<input type="checkbox"/> Comprehensive Development		<input type="checkbox"/> Mixed Use Residential Commercial
	<input type="checkbox"/> Multi-Family		<input type="checkbox"/> Park		<input type="checkbox"/> Residential		<input type="checkbox"/> Vacant (rezoning only, build later)
<b>Development Permit</b> (please select all that apply)	<input type="checkbox"/> Form and Character		<input type="checkbox"/> Environmental		<input type="checkbox"/> Hazardous		<input type="checkbox"/> Amendment
	<input type="checkbox"/> Combined F&C and Environmental/Hazardous				<input type="checkbox"/> Duplex		<input type="checkbox"/> Detached Duplex
<b>Proposal</b>	No. of Storeys		No. of Units			No. of Lots	
<b>Parking</b> (please select all that apply)	<b>Residential</b>		<b>Commercial</b>		<b>Disabled</b>		<b>Loading</b>
	# required	# provided	# required	# provided	# required	# provided	# required
<b>Signage</b> (please select all that apply)	<input type="checkbox"/> Directional		<input type="checkbox"/> Directory		<input type="checkbox"/> Facade		<input type="checkbox"/> Freestanding
					<input type="checkbox"/> Projecting/Suspended		<input type="checkbox"/> Variable Electronic
<b>Additional Info</b>							

## Contact Information

(Property Owner Info Must Be Completed if Applicant is Not the Property Owner)

Registered Property Owner <i>(please print)</i>	Primary Contact #
Contact Person	Secondary Contact #
Mailing Address <i>(include city and postal code)</i>	Email
Signature	Other
Name of Primary Applicant or Authorized Agent <i>(please print)</i>	Primary Contact #
Company Name	Secondary Contact #
Mailing Address <i>(include city and postal code)</i>	Email
Signature	Other

All contact will be with the primary applicant only, including phone calls, email, correspondence, and adopting the bylaw, issuing the permit, or approving the subdivision. Preferred method of delivery of bylaw or permit? Please select  one method only

Email

Mail

## Current Property Information

<b>Zoning</b>	Present	Proposed		
<b>OCP</b>	Present	Proposed		
<b>Parcel Size</b>	ha	m <sup>2</sup>	acres	ft <sup>2</sup>
<b>DP Areas</b>	<input type="checkbox"/> Floodplain	<input type="checkbox"/> Steep Slopes	<input type="checkbox"/> Drainage Concerns	<input type="checkbox"/> Riparian
	<input type="checkbox"/> Sensitive Ecosystems	<input type="checkbox"/> Older Forest	<input type="checkbox"/> Wetland	<input type="checkbox"/> Woodland
	<input type="checkbox"/> Terrestrial Herbaceous	<input type="checkbox"/> Interface Fire Hazard	<input type="checkbox"/> Potential Habitat & Biodiversity	
<b>ALR</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
<b>Existing Use</b> <i>(please select all that apply)</i>	<input type="checkbox"/> Business Park	<input type="checkbox"/> Commercial	<input type="checkbox"/> Comprehensive Development	<input type="checkbox"/> Mixed Use Residential Commercial
	<input type="checkbox"/> Multi-Family	<input type="checkbox"/> Park	<input type="checkbox"/> Residential	<input type="checkbox"/> Vacant

## Required Submissions for Land Development Applications

- Subdivision Application FEE: \$ \_\_\_\_\_
- Copies of Title Searches and Legal encumbrances for each lot:
  - o Easements, Rights-of Ways, Covenants
  - o List of registered numbers
    - \_\_\_\_\_
    - \_\_\_\_\_
    - \_\_\_\_\_
    - \_\_\_\_\_

**Drawings** – Two paper copies (8.5"x11" or 11"x17") and a digital pdf of each listed below:

- Proposed subdivision
- Location of existing structures showing all setbacks
- Location of protected areas
- All road frontage with existing road names
- Size and dimensions of existing and proposed lots
- Existing water bodies and water courses
- Topographic information at 0.5m contour lines

Please do not hesitate to contact Land Development at 250-478-7882 or [landdev@cityoflangford.ca](mailto:landdev@cityoflangford.ca) if you require further clarification.

## Required Variance(s)

(For Development Variance Permit and Development Permit Applications Only)

Bylaw Requiring Variances (please indicate all that apply)

Building Bylaw No. 1160

Sign Bylaw No. 1250

Subdivision Bylaw No. 1000

Zoning Bylaw No. 300

Other (please specify) \_\_\_\_\_

# of Variances	Regulation	Required	Proposed
	Front lot line setback		
	Rear lot line setback		
	Interior side lot line setback		
	Exterior side lot line setback		
	Height of building(s)		
	No. of storeys		
	Lot frontage		
	Lot width		
	Lot depth		
	Natural boundary of a watercourse		
	Floor area of accessory building		
	Cul-de-sac length		
	No. of parking stalls		
	Size of parking stalls		
	No. of off-street loading spaces		
	Water flow		
	Fire flow		
	Fire protection		
	Overhead services		
	Other		
	Height of freestanding sign		
	No. of freestanding signs		
	Area of façade sign		
	No. of façade signs		

## Required Submissions for Development Variance Permit Application

- Payment: A staff member will be pleased to advise you of the application fee. Please note the City of Langford accepts **cash, cheque, or debit, but not credit cards.**
- Site plan – preferably emailed to [planning@cityoflangford.ca](mailto:planning@cityoflangford.ca) but may also be submitted in either 8.5" x 11" or 11" x 17" format

## Required Submissions for Rezoning and Development Permit Applications

The application form will be supported by the following documents. Plans will be submitted via email or USB port in pdf format. You may include one (1) set of either 8.5" x 11" or 11" x 17" and it will show all dimensions, preferably in metric; for legibility of larger developments, the maximum plan size will be 2' x 3'—anything larger will not be accepted.

If you require assistance, a staff member will be pleased to go through the list of submissions with you. Please check ✓ the items submitted. You may also email plans directly to the department. Please note the checklist is a guide and Planning staff may request additional information once a complete review of the application has been undertaken.

In the case of re-submissions, applications should identify all changes to the plans with a yellow highlighter and a letter describing changes and rationale.

- Payment:** A staff member will be pleased to advise you of the application fee. Please note the City of Langford accepts **cash, cheque, or debit, but not credit cards.**
- Data sheet** on the site plan should include: address of the subject property, architect/designer contact information, site area, site coverage (%), total floor area, floor space ratio, height of building from average grade, setbacks/yard dimensions, parking numbers, access, layout, dimensions, and signage
- Written description** of the present and intended use of the site and reasons for the proposal
- One (1) copy of a fully-dimensioned BCLS site plan** (including a digital plan in pdf format) showing the location of all existing and proposed buildings and structures to be developed and any watercourses on or within 30 m of the subject property and one (1) set of reduced plans
- One (1) copy of a plan** showing the existing and proposed site grades and the relation to the elevations of adjoining properties
- One (1) copy of a schedule** detailing floor space by use, site coverage, and building heights
- One (1) colour copy** of exterior treatment, on all elevations, identifying materials, colours, and colour chips—material samples will not be accepted unless specifically requested
- One (1) colour landscape plan** showing the location and treatment of open spaces, landscaping, fences, and walls prepared by a registered Landscape Architect—should also include species, size, number, spacing, vents, refuse and recycling containers, and irrigation systems, paving materials, lighting concept and cross sections
- One (1) landscape cost estimate** (can be submitted at building permit stage) totalling 125% of the cost. Sureties may be in form of cash or letter of credit from an accredited financial institution. **Please refer to "surety and bonding returns" below for more information**
- One (1) plan** showing specifications for the proposed siting, size, type, and appearance of all signs and lighting on the property
- One (1) roof plan** showing treatment of all exposed surfaces, including vents, chimneys, and elevator housings
- One (1) preliminary architectural plan** for any proposed buildings, including full elevations and details on exterior materials, finish, and colour
- One (1) dimensional building section** illustrating average grade
- If required, **one (1) plan and specifications for the provision of all sewerage, water, and drainage facilities** and the construction of street lighting, underground wiring, and sidewalks

### Important

FEES: Must be paid at time of application—the **City of Langford accepts only cash, cheque, or debit, but not credit cards.** Processing of applications will not begin until fees have been paid and all attachments and plans submitted.

**Except as provided for in subsections 4.1 and 4.3, no part of any application fee for an Official Community Plan Amendment, Zoning Bylaw Amendment, Development Permit, or Development Variance Permit shall be refunded once 10 business days have passed from the day of the payment of fees in part or in full (see s.4.7, District of Langford Development Procedures Bylaw, 1997).**

REQUIRED MEETINGS: This relates to rezonings, OCP amendments, and DVPs only. The number of meetings may vary depending on the application:

- A. Rezoning/OCP Amendment - (1) Development Review; (2) Planning, Zoning, and Affordable Housing Committee; (3) Council for first review; (4) Council for first reading; (5) public hearing; and (6) Council for bylaw adoption
- B. Development Variance Permit/Temporary Use Permit - (1) Development Review; (2) Planning, Zoning, and Affordable Housing Committee; (3) Council for first review; and (4) Council for issuance

PROCESSING TIME: Processing of an application does not begin until all documentation has been submitted. Once everything has been submitted, the average length of time to process a rezoning or OCP amendment is six (6) to eight (8) months, the average length of time to process a development variance permit or temporary use permit is approximately four (4) months. Please note this is only an estimate and that workloads and meeting schedules should be taken into consideration.

SURETY AND BONDING RETURNS: Please ensure your quotes are directed to the appropriate department. Once the works have been completed, the landscape architect or contractor must submit, in writing, to the appropriate department a letter to that effect. Bonding may be submitted in two forms: (1) surety (cash or cheque); or (2) letter of credit. Bonding will be returned in the same format that it was originally submitted.

The information in this form is collected under the authority of the *Local Government Act*. The information provided will be used to process your application. If you have any questions about the collection and use of this information, please contact the City of Langford at the numbers listed below:

Building	phone: 250-474-6692	<a href="mailto:building@cityoflangford.ca">building@cityoflangford.ca</a>
Land Development	phone: 250-478-7882	<a href="mailto:landdev@cityoflangford.ca">landdev@cityoflangford.ca</a>
Engineering	phone: 250-478-7882	<a href="mailto:engineering@cityoflangford.ca">engineering@cityoflangford.ca</a>
Planning	phone: 250-478-7882	<a href="mailto:planning@cityoflangford.ca">planning@cityoflangford.ca</a>