

## 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 (including duplexes), development variance permit, or temporary use permit)

| Type of Application   |   |   |  |  |
|---|---|---|--|--|
| Subject Property (Civic Address OR if Unknown Legal Description)<br><i>(please print)</i>   |   | Date  |  |  |
| Master Project and File Number (Office use only)  |   |   |  |  |
| <b>Proposal</b><br>Please describe in detail, i.e.:<br><i>Application to rezone to RS3 for 25-lot subdivision which will require variances to side lot line and lot width.</i><br><i>(please print)</i>   |   |   |  |  |
| <input type="checkbox"/> Land Use   | <input type="checkbox"/> Rezoning                                   |   | <input type="checkbox"/> Official Community Plan Amendment |  |
| <input type="checkbox"/> Permit<br><i>(For duplex DPs, please also submit a completed Duplex DP Checklist)</i>  | <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"/> Statement of Conditions - Amendment        | <input type="checkbox"/> Phased Strata Consideration  |  |  |
|   | <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"/> Land Title Act (Non-Strata)           |
|   |   |   |  | <input type="checkbox"/> Strata                                |
| Contaminated Sites  |   | MUST BE COMPLETED FOR ALL APPLICATIONS  |  |  |
| Pursuant to the <a href="#">Environmental Management Act</a> , an applicant is required to submit a completed Schedule 1 – <a href="#">Site Disclosure Statement</a> on properties that are/were used for specified commercial or industrial purposes indicated on Schedule 2 of the <a href="#">Contaminated Sites Regulations</a> . |   |   |  |  |
| To determine if a Schedule 1 – Site Disclosure Statement is required, please indicate if:   |   |   |  |  |
| <input type="checkbox"/> Yes <input type="checkbox"/> No <b>The site is or has been used for commercial or industrial purposes.</b>   |   |   |  |  |
| If Yes, refer to schedule 2 to determine if a Schedule 1 – Site Disclosure Statement is required.<br>Exemptions – Refer to the Contaminated Sites Regulations, <a href="#">Division 3, Part 2</a> for a list of exemptions.   |   |   |  |  |
| <input type="checkbox"/> Yes <input type="checkbox"/> No <b>A Site Disclosure Statement is required.</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

## Development Proposal

|   |   |  |  |  |   |  |                |            |
|---|---|--|--|--|---|--|----------------|------------|
| <b>Proposed Use</b><br>(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><br>(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     | # provided |
|   |   |  |  |  |   |  |                |            |
| <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>                                      |   |  |  |  |   |  |                |            |

## Current Property Information

|   |   |  |   |   |
|---|---|--|---|---|
| <b>Zoning</b>   | Present   | Proposed                                       |   |   |
| <b>OCP</b>  | Present   | Proposed                                       |   |   |
| <b>Area</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><br>(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                           |

## Required Variance(s)

(For Development Variance Permit and Development Permit Applications)

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

## Required Submissions for Development Variance Permit Applications

Application Form

Title Search

Application Fee: \$1,459

Site plan (digital pdf or one paper copy 8.5" x 11" or 11" x 17")

Please submit documents electronically to [planning@langford.ca](mailto:planning@langford.ca). Please note City Hall has been closed to the public during COVID times, payment can be made by dropping a cheque in the mail slot at the front of the building or depositing the cheque and other documents in the blue bin at the bottom of the stairs (checked several times a day). Debit payments can be made by appointment, call (250) 478-7882 or email the department.

## Required Submissions for Subdivision Applications

Application Form

Title Search for each lot

Subdivision Fee (see current Fee Schedule)

Legal Encumbrances for each lot (Easements, Rights-of Ways, Covenants)

**Drawings** – Digital pdf or one paper copy (8.5"x11" or 11"x17") of each:

All road frontage with existing road names

Proposed subdivision

Size and dimensions of existing and proposed lots

Location of existing structures showing all setbacks

Existing water bodies and water courses

Location of protected areas

Topographic information at 0.5m contour lines

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

Please submit documents electronically to [landdev@langford.ca](mailto:landdev@langford.ca). Please note City Hall has been closed to the public during COVID times, payment can be made by dropping a cheque in the mail slot at the front of the building or depositing the cheque and other documents in the blue bin at the bottom of the stairs (checked several times a day). Debit payments can be made by appointment, call (250) 478-7882 or email the department.

## 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 drive in pdf format or one (1) set of 8.5" x 11" or 11" x 17" drawings. Drawings 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.

- Fees:** A staff member will be pleased to confirm the fee. Please note we accept **cash, cheque, or debit (by appointment only), 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
- BCLS site plan** showing all dimensions plus 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
- Plan** showing the existing and proposed site grades and the relation to the elevations of adjoining properties
- Schedule** detailing floor space by use, site coverage, and building heights
- Colour board** of exterior treatment for all elevations, identifying materials, colours, and colour chips—material samples will not be accepted unless specifically requested
- 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
- 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**
- Plan** showing specifications for the proposed siting, size, type, and appearance of all signs and lighting on the property
- Roof plan** showing treatment of all exposed surfaces, including vents, chimneys, and elevator housings
- Preliminary architectural plan** for any proposed buildings, including full elevations and details on exterior materials, finish, and colour
- Dimensional building section** illustrating average grade
- If required, a **plan with specifications for provision for sewerage, water, drainage facilities**, 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 (by appointment only)**. Processing of applications will not begin until fees have been paid and all submissions received.

**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, City of Langford Development Procedures Bylaw, 1997).**

### REQUIRED MEETINGS:

- 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
- 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. The average length of time to process a rezoning or OCP amendment is six (6) to eight (8) months, 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 will submit a letter to the appropriate department to that effect. Bonding may be submitted via surety [cash or cheque] or letter of credit. Upon approval of works, bonding will be returned in the same format it was 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 Legislative Services Department at (250) 478-7882.

Planning at [planning@langford.ca](mailto:planning@langford.ca) or Land Development at [landdev@langford.ca](mailto:landdev@langford.ca)