



City of Revelstoke SUBMITTAL CHECKLIST

REQUIRED DOCUMENTS	REQUIREMENTS FOR SPECIFIC DOCUMENTS	DEVELOPMENT PERMIT	DEVELOPMENT VARIANCE PERMIT	OCP AMENDMENT	ZONING AMENDMENT	PRELIMINARY SUBDIVISION	FINAL SUBDIVISION
Application Form		✓	✓	✓	✓	✓	
	Written Description of the Application	✓	✓	✓	✓	✓	✓
	Signature of Registered Owner or Authorized Agent	✓	✓	✓	✓	✓	✓
Owner/Agent Agreement		If the owner is not the applicant	If the owner is not the applicant	If the owner is not the applicant	If the owner is not the applicant	If the owner is not the applicant	If the owner is not the applicant
	Written authorization signed by the Registered Owner.	✓	✓	✓	✓	✓	✓
Application Fee+		\$300*, except façade renovations are \$50*	\$350*	\$750**	\$750**	\$150 plus \$25 for each lot	\$50 signing fee
Elevation Drawings		✓	✓				
	Colour Rendering	✓					
Additional Information		If needed or requested	If needed or requested	If needed or requested	If needed or requested	If needed or requested	If needed or requested
Cross-sections		If needed or requested	If needed or requested				
Detail Drawings		If needed or requested	If needed or requested				
Site Plan		✓	✓	✓	✓	✓	✓
	See Site Plan Checklist	✓	✓	✓	✓	✓	✓
Photos		Optional	Optional	Optional	Optional	Optional	Optional
Public Information Meeting Results	Completed Questionnaires			If a Meeting is held	If a meeting is held		
Highway Use Agreement		If encroaching on sidewalk / public street.					
	Scaled drawing of encroachment (s)	✓					
	Proof of insurance	✓					

* Plus \$300 for advertising, if required

** \$900 total if concurrent OCP/Zoning Amendment Applications

+ Payable at City Hall (Visa, MasterCard, Interac, Cash, or Cheque)

(See Back for Additional Information)



City of Revelstoke

ADDITIONAL INFORMATION

General

- ✓ Each lot is unique and may require more information in order to process the application. You will be advised if additional information is required. Submit all requested information as soon as possible to avoid delays.
- ✓ Supplemental information such as photos of the property, detail drawings, cross-sections, detailed descriptions of your proposal and the reasoning behind your proposal can be very helpful to Staff when processing your application. As a rule, think of what information hasn't been included and use the best way to show that information. For signs, for example, you need to show the dimensions and height of the sign and the structure that holds it with a detail drawing.
- ✓ Avoid delays by telling Staff of all relevant information with your application. This may include: steep slopes, floodplains, streams, poor drainage, site contamination, issues with access, restrictive covenants, no services available, location of utilities, other permits granted, etc. The more relevant information included, the easier it is to process.

Final Subdivision

- ✓ Taxes and levied charges need to be paid in full
- ✓ All connection fees and payments to be paid in full
- ✓ Parkland dedicated or cash in lieu of parkland (if required)
- ✓ Certification of Works. This will be provided when the Approving Officer is satisfied with the works constructed as per the submitted engineering drawings and all inspections of works have been made. (Before you begin construction, you must submit evidence of acceptable liability insurance). Or, if not beginning construction immediately, the applicant needs to post a bond/irrevocable letter of credit for 125% of the certified estimated cost of construction (estimate by a certified engineer) and an agreement to construct by a specified date.
- ✓ If buildings are to remain on the lot, a certificate of non-encroachment.
- ✓ Maintenance bond for 5% of the total cost of construction (works & services)
- ✓ Any other information that has been requested by the City (These may include documents like geo-technical reports for your property)

After Final Approval of Subdivision

- ✓ Register the approved and signed plans with the Nelson Land Title Office.
- ✓ Provide the Approving Officer with the subdivision plans and any right-of-way or easement plans that affect the property, text documents and the State of Title Certificate, within 14 days of being registered.