



City of Pitt Meadows Development Application Form

(FORM 10)

(Please Print)

APPLICANT/AGENT INFORMATION:

Name: _____ Property Owner: Yes No

Address: _____

Postal Code: _____ Phone Number: _____

Email: _____

PROPERTY OWNER INFORMATION:

List legal name and address of all persons and or entities holding any sort of interest in the property which is the subject of the development application. Attach FORM 15 for additional property owner information.

Owner 1: Name: _____

Address: _____

Postal Code: _____ Phone Number: _____

Email: _____

Owner 2: Name: _____

Address: _____

Postal Code: _____ Phone Number: _____

Email: _____

SUBJECT PROPERTY(ies):

Provide the civic address and legal description of all property(ies) involved in the development application. Attach FORM 15 for additional properties.

Civic Address: _____

Legal Description: _____

APPLICATION TYPE: Please check all of those that apply.

Zoning/Rezoning from: _____ to: _____

O.C.P. Amendment from: _____ to: _____

Restrictive Covenant Amendment/Discharge Regional Plan Amendment Agricultural Land Commission

Land Use Contract Amendment/Discharge Development Permit Development Variance Permit

Temporary Use Permit Heritage Application Board of Variance Appeal

Subdivision (Preliminary Layout Approval) Number of Lots _____

Other - Please specify _____

PROJECT DESCRIPTION:

(If applying for a Development Variance Permit or Board of Variance Appeal, please list all variances requested)

CERTIFICATION: This application is hereby made with my full knowledge and consent and I/we declare that all statement and support information contained herein is correct in all aspects. Attach FORM 15 for additional signatures. I acknowledge and consent to the collection, use and disclosure of my personal information, as provided on this form, for the purposes of the consideration of my application which may involve the inclusion of this information in public reports submitted to City Council or a City Committee as part of their consideration of my application.

Registered Owner's Name(s):

Print Name

Signature

Print Name

Signature

AGENT AUTHORIZATION: As Owner(s) of the lands described in this Application, I/we hereby authorize _____ to act as my/our agent in regard to this application and to be the only contact with City Development Services staff. I/we further declare that my/our Agent is hereby authorized to make necessary changes to this application and associated documents and plans. Attach FORM 15 for additional signatures.

Owner 1: Signature: _____ Date: _____

Owner 2: Signature: _____ Date: _____

This collection of personal information is authorized under section 26(c) of the Freedom of Information and Protection of Privacy Act (FIPPA). This information will be used for processing your application. Questions regarding the collection, use and disclosure of this information can be directed to: Privacy Officer, 12007 Harris Road, Pitt Meadows, V3Y 2B5, 604.465.2462, or kbarchard@pittmeadows.ca.

Application File No. _____ Received by: _____ Date: Received: _____ Complete: _____
For Office Use Only

APPLICATION SUBMISSION REQUIREMENTS CHECKLIST: (TO BE COMPLETED BY APPLICANT)

Note: All items listed are required at time of application submission. Incomplete application will not be accepted or may be returned to the applicant subject to the retention of an administrative fee for initial processing.

Type of Application	Required Items												
	A	B	C	D	E	F	G	H	I	J	K	L	M
Agricultural Land Commission	A	B	C	D	E								K
Board of Variance	A	B	C	D	E								
Development Permit (Infill Housing DP Area)	A	B	C	D	E			H	I				M
(All other DP Areas)	A	B	C	D	E	F	G	H	I				
Development Variance Permit	A	B	C	D	E	F		H	I				
Heritage Revitalization Agreement	A	B	C	D		F			I*			L	
Heritage Alteration Permit	A	B	C	D		F			I*			L	
Land Use Contract Amendment or Discharge	A	B	C	D	E*	F		H	I*				
Liquor License or Gaming License	A	B	C										
Official Community Plan Amendment	A	B	C	D	*		G						
Regional Context Statement or Plan Amendment	A	B	C	D	*								
Restrictive Covenant Amendment or Discharge	A	B	C	D									
Subdivision (in Urban Area)	A	B	C	D		F		H		J			
(in ALR)	A	B	C	D		F		H		J	K		
Temporary Use Permit (in Urban Area)	A	B	C	D	E*	F							
(in ALR)	A	B	C	D	E*	F					K		
Zoning Bylaw Amendment (Rezoning)	A	B	C	D	E	F	G	H	I*				
(Text Amendment)	A	B	C	D		F							

Notes: * Please inquire with the City about the level of detail required for plans for this type of application.

	Check if Required	Check if Provided	
A			Application Form (Including Agent/Owner Authorization signatures, and Company Search, if necessary.)
B			Application Fee
C			Letter of Intent (Detailed description of proposal; Justification and trade-off for variance or ALR application; Assessment of compliance with OCP policies, character and design guidelines, and other applicable City policies.)
D			State of Title Certificate or Title Search (No older than five (5) business days. If property owned by a company, include a BC Company Search.)
E			Site Plan(s) (Location of existing and proposed buildings and structures, landscaping and parking)
F			Development Data Summary Form
G			Sustainability Checklist (Policy C047) <i>See policy for exceptions</i>
H			Site Disclosure Statement <i>Only required if property used as a specified industrial or commercial use in Schedule 2 of Contaminated Sites Regulation</i>
I			Design and Character Information and Rationale (Building Elevations, Signage, Colour renderings/model, sample materials and colours, etc.)
J			Preliminary Lot Layout
K			Agricultural Land Commission Approval Letter
L			Heritage Assessment
M			Infill Housing Checklist

City of Pitt Meadows
Owner Information & Agent Authorization Form
(FORM 15)

(Please Print)

AGENT AUTHORIZATION:

As the registered owner(s) of the hereinafter cited property, I/we hereby authorize the person(s) stated as follows to act as my/our agent in regard to this application and to be the only contact with City Development Services staff:

Name of Agent: _____

Company Name: _____

Address: _____

Postal Code: _____ Phone Number: _____ Fax Number: _____

Email: _____

INFORMATION ABOUT PROPERTY (ies):

Provide the civic address and legal description of all property(ies) involved in the development application. Attach additional sheets if necessary.

Property 1:

Civic Address: _____

Legal Description: _____

Property 2:

Civic Address: _____

Legal Description: _____

Property 3:

Civic Address: _____

Legal Description: _____

INFORMATION ABOUT OWNER(S):

Provide the name (s) as they appear on title of each property involved in the development application. Attach additional sheets if necessary.

Name: _____

Name: _____

Address: _____

Address: _____

Postal Code: _____

Postal Code: _____

Phone Number: _____

Phone Number: _____

Email: _____

Email: _____

Signature _____

Signature _____

Name: _____

Name: _____

Address: _____

Address: _____

Postal Code: _____

Postal Code: _____

Phone Number: _____

Phone Number: _____

Email: _____

Email: _____

Signature _____

Signature _____

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City of Pitt Meadows Development Application Change Form (FORM 20)

(Please Print)

APPLICATION NUMBER:

City Application No.: _____

APPLICANT/AGENT INFORMATION:

Check here if new owner

Name: _____ Property Owner: Yes No

Address: _____

Postal Code: _____ Phone Number: _____

Email: _____

PROPOSED CHANGE(S) TO APPLICATION:

CERTIFICATION: This application change is hereby made with the full knowledge of the property owner (s).

Agent's Name(s):

Print Name

Signature

Print Date

Check here if revoking and appointing new agent.

AGENT AUTHORIZATION: As Owner(s) of the lands described in this Application, I/we hereby revoke the appointment of any previous agents authorize to act on our behalf for this application and authorize _____ to act as my/our agent in regard to this application and to be the only contact with City Development Service staff. I/we further declare that my/our Agent is hereby authorized to make necessary changes to this application and associated documents and plans. Attach FORM 15 for additional signatures. I acknowledge and consent to the collection, use and disclosure of my personal information, as provided on this form, for the purposes of the consideration of my application which may involve the inclusion of this information in public reports submitted to City Council or a City Committee as part of their consideration of my application.

Owner 1: Signature: _____ Date: _____

Owner 2: Signature: _____ Date: _____

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City of Pitt Meadows Development Application Fee Calculation Form (FORM 30)

Check boxes that apply		State required application fee in Bylaw No. 2629
<input type="checkbox"/>	Official Community Plan Application	\$ _____
<input type="checkbox"/>	Rezoning Application	\$ _____
<input type="checkbox"/>	Additional Public Hearing	\$ _____
<input type="checkbox"/>	Land Use Contract Amendment/Discharge	\$ _____
<input type="checkbox"/>	Regional Plan Amendment Application	\$ _____
<input type="checkbox"/>	Heritage Bylaw Application	\$ _____
<input type="checkbox"/>	Development Variance Permit Application	\$ _____
<input type="checkbox"/>	Development Permit Application	\$ _____
<input type="checkbox"/>	Temporary Use Permit Application	\$ _____
<input type="checkbox"/>	Heritage Alteration Permit Application	\$ _____
<input type="checkbox"/>	Legal Document	\$ _____
<input type="checkbox"/>	Agricultural Land Commission Application (City Fee)	\$ _____
<input type="checkbox"/>	Subdivision (Preliminary Layout) Application	\$ _____
<input type="checkbox"/>	Final Plan Approval	\$ _____
<input type="checkbox"/>	Strata Forms	\$ _____
<input type="checkbox"/>	Change to Application	\$ _____
<input type="checkbox"/>	Board of Variance Appeal Application	\$ _____
<input type="checkbox"/>	Other _____	\$ _____
TOTAL		\$ _____

Please make cheques payable to "The City of Pitt Meadows"

Note: Application fees subject to change. Refer to Development Application Fee Bylaw 2629 (as amended) for current fees and refund policy. Certain fees are not refundable.