



THE CORPORATION OF THE VILLAGE OF TELKWA  
BYLAW NO. 699, 2019  
Development Procedures Bylaw

---

**WHEREAS** Village of Telkwa Council has adopted an Official Community Plan and a Zoning Bylaw;

**AND WHEREAS** the Council of the Corporation of the Village of Telkwa, in accordance with the *Local Government Act*, may establish procedures to amend a plan or bylaw, or issue a Permit;

**NOW THEREFORE** the Council of the Corporation of the Village of Telkwa in open meeting assembled enacts as follows:

**1. CITATION**

- 1.1 This bylaw may be cited for all purposes as the "Development Procedures Bylaw No. 699, 2019".
- 1.2 If any portion of this bylaw is found invalid by a court of competent jurisdiction, it shall be severed and the severance shall not affect the validity of the remainder of this bylaw.

**2. SCOPE**

- 2.1 This bylaw shall apply to applications for amendments to the Official Community Plan, Zoning Bylaw, or the issuance of a Permit under Part 14 of the *Local Government Act*, including Development Permits, Temporary Use Permits and Development Variance Permits.

**3. DEFINITIONS**

- 3.1 In this Bylaw, unless the context otherwise requires:

**"Applicant"** means the owner(s) of land whose name appears on the registered title certificate or a person, authorized in writing by all such owners, to make an application on behalf of all owners of the land.

**"Application"** means an application to amend the Official Community Plan or Zoning Bylaw, or for the issuance of a Permit.

**"Approved"** means approved by an Approving Officer of the Village of Telkwa.

**"Approving Officer"** means a person authorized by the Village of Telkwa Council to act as Approving Officer pursuant to the provisions of the *Land Title Act*.

**"Building Permit"** means a Permit issued by the Village of Telkwa Council authorizing construction of, additions to, or renovations of a residential, multi-residential, or commercial building.

**"Council"** means the Council of the Village of Telkwa.

**THE CORPORATION OF THE VILLAGE OF TELKWA**  
**BYLAW NO. 699, 2019**  
**Development Procedures Bylaw**

---

**“Development Permit”** means a Development Permit issued under Part 14 Division 7 (section 488) of the *Local Government Act*.

**“Development Variance Permit”** means a Development Variance Permit issued under Part 14 Division 9 (section 498) of the *Local Government Act*.

**“Fees and Charges Bylaw”** means the Village of Telkwa Fees and Charges Bylaw No. 692, 2019, as amended or superseded.

**“Garden Suite”** means an accessory detached dwelling unit in addition to the principal Single Family Residential Use Unit/Guest House.

**“Integrated Community Sustainability Plan (ICSP)”** means the Village of Telkwa Official Community Plan and Integrated Community Sustainability Plan Bylaw No. 613, 2011, as amended or superseded.

**“Official Community Plan (OCP)”** means the Village of Telkwa Official Community Plan and Integrated Community Sustainability Plan Bylaw No. 613, 2011, as amended or superseded.

**“Permit”** means a Development Permit or Development Variance Permit under Part 14 of the *Local Government Act*, including Temporary Use Permits.

**“Sustainability Checklist”** means a tool prescribed in the Village of Telkwa Official Community Plan and Integrated Community Sustainability Plan Bylaw No. 613, 2011 used as part of OCP and Zoning Amendment applications and Permit applications to gather information regarding environmental, economic, social and cultural sustainability of a development proposal (attached as Schedule “G” below).

**“Temporary Use Permit”** means a Temporary Use Permit issued under Part 14 Division 8 (section 493) of the *Local Government Act*.

**“Village”** means the Corporation of the Village of Telkwa.

**“Zoning Bylaw”** means the Village of Telkwa Zoning Bylaw No. 633, 2013, as amended or superseded.

#### **4. SCHEDULES**

- 4.1 Schedule “A”: OCP Amendment Application Procedure
- 4.2 Schedule “B”: Rezoning Application Procedure
- 4.3 Schedule “C”: Development Permit Application Procedure
- 4.4 Schedule “D”: Temporary Use Permit Application Procedure
- 4.5 Schedule “E”: Development Variance Permit Application Procedure
- 4.6 Schedule “F”: Development Proposal Application Form
- 4.7 Schedule “G” Sustainability Checklist

**THE CORPORATION OF THE VILLAGE OF TELKWA**  
**BYLAW NO. 699, 2019**  
**Development Procedures Bylaw**

---

**5. GENERAL CONDITIONS**

- 5.1 Applications initiated by the Village of Telkwa are not subject to the requirements of this bylaw.
- 5.2 Failure to comply with the requirements of this bylaw does not constitute grounds for the setting aside, at the instigation of a party other than the Village of Telkwa, a bylaw amendment or permit.

**6. APPLICATIONS**

- 6.1 Prior to the submission of an application for an Amendment to the Official Community Plan or Zoning Bylaw, or an application for a Permit, the Applicant is strongly encouraged to meet with the Approving Officer to discuss the proposal and address any concerns with the proposed development.
- 6.2 An applicant shall submit applications to the Municipal Office.
- 6.3 Applications shall be made on the form provided by the Village of Telkwa, attached and forming part of this bylaw as Schedule F.
- 6.4 Applications shall be signed by all owners of land whose names appear on the Title Certificate or by a person authorized in writing by all such owners to make an application on behalf of the owners of the land.
- 6.5 Applications shall be completed in full, including:
  - a) Name, address and signature of the Applicant;
  - b) Name, address and signature of the registered property owners;
  - c) Legal description and civic address of the property;
  - d) Site profile as per the Contaminated Sites Regulations;
  - e) Present and proposed Official Community Plan designation and Zoning designation;
  - f) Description of the existing and proposed use(s)
  - g) Site plan drawn to scale showing the following:
    - i. Boundaries and dimensions of the property(ies) involved;
    - ii. Size and location of all existing and proposed buildings, structures, and uses on the site including measurements from all proposed and existing structures to the nearest property line;
    - iii. Location and name of road(s) adjacent to the property;
    - iv. Existing and proposed parking and driveways;
    - v. Topographic features, water bodies and waterways including measurements from all proposed and existing structures to the natural boundary, stream centre line or top of bank, whichever is applicable;
    - vi. Proposed subdivision layout, showing the number and approximate location of lots and/or consolidation of the property(ies); and
    - vii. North arrow and scale.
  - h) Completed Sustainability Checklist;

**THE CORPORATION OF THE VILLAGE OF TELKWA**  
**BYLAW NO. 699, 2019**  
**Development Procedures Bylaw**

---

- i) Any additional requirements as specified for Development Permit Areas in the Official Community Plan; and
  - j) Any additional reasons, comments or plans in support of the Application.
- 6.6 Applications shall include all supporting documentation and any additional attachments specified by the Approving Officer.

**7. FEES**

- 7.1 All applications shall include payment in full of the applicable application fees prescribed in the Village of Telkwa Fees and Charges Bylaw.

**8. DELEGATION OF APPROVAL**

- 8.1 Where an application for a Development Permit is in relation to a garden suite, the Approving Officer may, upon receipt of the fees and application, exercise the authority of Council to issue a Development Permit.

**9. APPLICATION REVIEW PROCEDURE**

- 9.1 Where no delegation of approval is provided, the application shall be processed by Village staff.

9.2 Village staff will:

- a) Review the application for compliance with relevant bylaws and policies and may conduct a site visit or meet with the applicant for clarification;
- b) Refer the application to any applicable referral agencies such as Village committees or departments, Senior Governments and external agencies or organizations;
- c) Provide an opportunity for the public and the applicant to make written submissions to Council. The deadline for the submissions shall be specified in the notification letters subject to section 10.1 of this bylaw; and
- d) Prepare a file containing the details of the application, drafts of the Permit or Amendment and any comments or information received from referral agencies, organizations and the public to be made available for public inspection.

- 9.3 Village staff will put together an application package which shall be referred to a meeting of Council and shall contain:

- a) The details of the application;
- b) A copy of the Permit or Amendment under consideration for approval;
- c) A report from Village staff;
- d) Any comments received from referral agencies; and
- e) Any comments received from the public.

**10. NOTICE**

- 10.1 Notice of a Public Hearing on the adoption of an Official Community Plan or Zoning Bylaw Amendment, or notice that the Council proposes to pass a resolution to issue

**THE CORPORATION OF THE VILLAGE OF TELKWA**  
**BYLAW NO. 699, 2019**  
**Development Procedures Bylaw**

---

a Development Variance Permit or a Temporary Use Permit, shall be mailed or otherwise delivered to owners and tenants in occupation of all property(ies):

- a) Within the area that is subject to the Bylaw or Permit; and
- b) Within a radius of 60 metres, measured from the legal boundary of the subject property.

10.2 Where an application is for Official Community Plan and/or Zoning Bylaw Amendments, the Applicant shall prepare and post notification signs on the lands involved. The notification signs shall be installed a minimum of fourteen (14) calendar days prior to a Public Hearing, and shall:

- a) Be centred on every frontage street of the land(s) involved so that signs are clearly visible from adjoining streets;
- b) Be prepared and posted by the Applicant and the sign must be:
  - i. Constructed of plywood, corrugated plastic or other such durable material;
  - ii. A minimum of 1.2 metres by 1.2 metres in dimension;
  - iii. Printed on a white background with dark blue or black block capital lettering; and
  - iv. Letters must be a minimum of 6 centimetres in height.
- c) Signs must include the following information:
  - i. The wording:  
*"This site is the subject of an application that may impact the use or development of land."*
  - ii. The time, date and place of the Hearing;
  - iii. In general terms, the purpose of the bylaw;
  - iv. The land or lands that are the subject of the bylaw; and
  - v. The dates, times and place where copies of the application file may be inspected.
- d) If a Public Hearing is waived by Council, the applicant may omit the date required section 10.2.c(ii) and replace it with the deadline for public comment and submissions subject to section 9.2.c.
- e) The Applicant must notify Village staff once the signs have been erected;
- f) Signs must be maintained in good and legible condition by the Applicant and any damaged signs must be replaced by the Applicant at the Applicant's expense; and
- g) Signs must be removed by the Applicant within seven (7) days of the application being refused, approved or withdrawn.
- h) Failure to post and maintain the signs in accordance with this bylaw may result in the postponement of the Public Hearing.

10.3 Where a Public Hearing is required by legislation or by Council, notification must be posted in the local newspaper in accordance with the *Local Government Act* section 466(3).

**THE CORPORATION OF THE VILLAGE OF TELKWA**  
**BYLAW NO. 699, 2019**  
**Development Procedures Bylaw**

---

10.4 Where a Public Hearing in regards to a Zoning Bylaw Amendment is waived by Council, notification must be posted in accordance with the *Local Government Act* section 467.

**11. COUNCIL APPROVAL PROCEDURE**

11.1 In the case of an application for an OCP Amendment or an application for Rezoning, Council shall:

- a) Receive the application package and by resolution accept or reject the application.
- b) If accepted, Council may give the bylaw First and Second Reading.
- c) A Public Hearing may be called any time after the First Reading and prior to the Third Reading of the bylaw amendment.
- d) Where a Zoning Bylaw Amendment is consistent with the Official Community Plan, Council may waive the requirement of a Public Hearing by resolution.
- e) Once the Public Hearing is completed, Council may give the bylaw Third Reading and Adoption.

11.2 In the case of an application for a Development Permit, Council shall, by resolution:

- a) Authorize the issuance of the Permit; or,
- b) Authorize the issuance of the Permit as amended by Council in its resolution; or,
- c) Refuse to authorize the issuance of the Permit.

11.3 In the case of an application for a Development Variance Permit or Temporary Use Permit, upon receipt of the application package and after the statutory notice period, Council shall:

- a) By resolution, authorize the issuance of the Permit; or,
- b) Authorize the issuance of the Permit as amended by Council; or,
- c) Refuse to authorize the issuance of the Permit.

11.4 Where required, adoption of a bylaw amendment or an approval of a permit does not exempt the Applicant of the duty to obtain a Building Permit prior to the commencement of the construction on a building project.

**12. REFUSAL**

12.1 Where an applicant for a Bylaw Amendment or Permit has been refused by Council, Village staff shall notify the Applicant in writing.

**13. RE-APPLICATION**

13.1 Subject to the requirements of the *Local Government Act*, re-application for a Bylaw Amendment or Permit that has been refused by Council shall not be considered within a six (6) month period immediately following the date of refusal. This does not apply to Development Permits.

**THE CORPORATION OF THE VILLAGE OF TELKWA**  
**BYLAW NO. 699, 2019**  
**Development Procedures Bylaw**

---


13.2 The time limit specified in section 13.1 may be varied in relation to a specific re-application provided Council approves by resolution.


READ A FIRST TIME this 8<sup>th</sup> day of October, 2019.

READ A SECOND TIME this 8<sup>th</sup> day of October, 2019.

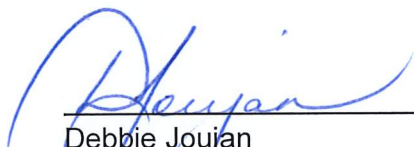
READ A THIRD TIME this 28<sup>th</sup> day of October, 2019.


ADOPTED this 12<sup>th</sup> day of November, 2019.

  
\_\_\_\_\_  
Brad Layton  
Mayor

  
\_\_\_\_\_  
Debbie Joujan  
Chief Administrative Officer

Certified to be a true and correct copy of Bylaw No. 699, 2019 as adopted.

  
\_\_\_\_\_  
Debbie Joujan  
Corporate Officer

Certified a true copy of the Village of Telkwa
Bylaw No. <u>699, 2019</u>
Dated this <u>12<sup>th</sup></u> day of <u>November, 2019</u>
 _____ Corporate Officer Village of Telkwa

**THE CORPORATION OF THE VILLAGE OF TELKWA**  
**BYLAW NO. 699, 2019**  
**Development Procedures Bylaw**

---

**Schedule "A"**  
**Official Community Plan (OCP) Amendment Procedure**

Official Community Plan (OCP) Amendments are for site-specific rezoning proposals that are inconsistent with the OCP or for changes to the OCP to keep the Plan up to date and to meet the needs of a changing community.

The following steps will help you through the OCP Amendment process:

1. Pre-Application Meeting:
  - a. Review of application requirements and processes with Village of Telkwa staff.
2. Application Submission:
  - a. All applications to amend the OCP must be submitted to the Municipal Office to initiate the process.
  - b. Applications must be complete as outlined in the Village of Telkwa Development Procedures Bylaw section 6 and accompanied by all applicable fees as specified in the Village of Telkwa Fees and Charges Bylaw.
3. Review Period:
  - a. Village staff will review the application and prepare the file and application package as specified in the Village of Telkwa Development Procedures Bylaw section 9.
4. OCP Amendment Bylaw:
  - a. Staff submits the application package to Council for consideration.
  - b. Council may accept or reject the application as specified in section 11.1 of the Village of Telkwa Development Procedures Bylaw.
  - c. If the application is accepted, Council may give First, or First and Second readings to the OCP Amendment Bylaw at this time.
  - d. A Public Hearing must take place between the First and Third Reading of the OCP Amendment Bylaw.
5. Notice:
  - a. On-site signage is required fourteen (14) days before the Public Hearing. Erecting the sign is the responsibility of the Applicant and must be done in compliance with the specifications of the Village of Telkwa Development Procedures Bylaw No. 699, 2019 Section 10.2.
  - b. Village staff will prepare notification letters and newspaper advertisements in compliance with the Village of Telkwa Development Procedures Bylaw No. 699, 2019 Sections 10.1 and 10.3.



**THE CORPORATION OF THE VILLAGE OF TELKWA**  
**BYLAW NO. 699, 2019**  
**Development Procedures Bylaw**

---

6. Public Hearing:
  - a. The Applicant and members of the public may make presentations to Council at the Hearing. Presenting is not a requirement; however, it is prudent for the Applicant to be available to answer any questions from Council.
  - b. Note that once the Public Hearing is completed, Council is not permitted to receive any additional information regarding the application.
7. Adoption of the Bylaw:
  - a. Council makes its final decision regarding the proposed OCP Amendment. If successful, Council will give the OCP Amendment Bylaw Third Reading and Adoption as specified in section 11.1 of the Village of Telkwa Development Procedures Bylaw.

**THE CORPORATION OF THE VILLAGE OF TELKWA**  
**BYLAW NO. 699, 2019**  
**Development Procedures Bylaw**

---

**Schedule "B"**  
**Rezoning Application Procedure**

Zoning Amendments are used to implement the land use policies updated and contained in the Official Community Plan (OCP) and may be submitted after an amendment to the OCP or to provide for changes to the current zone.

The following steps will help you through the Zoning Amendment Process:

1. Pre-Application Meeting:
  - a. Review of application requirements and processes with Village of Telkwa staff.
2. Application Submission:
  - a. All applications for rezoning must be submitted to the Municipal Office to initiate the process.
  - b. Applications must be complete as outlined in the Village of Telkwa Development Procedures Bylaw section 6 and accompanied by all applicable fees as specified in the Village of Telkwa Fees and Charges Bylaw.
3. Review Period:
  - a. Village staff will review the application and prepare the file and application package as specified in the Village of Telkwa Development Procedures Bylaw section 9.
4. Zoning Amendment Bylaw:
  - a. Staff submits the application package to Council for consideration.
  - b. Council may accept or reject the application as specified in section 11.1 of the Village of Telkwa Development Procedures Bylaw.
  - c. If the application is accepted, Council may give First, or First and Second Readings to the Zoning Amendment Bylaw at this time.
  - d. Council may waive the holding of a Public Hearing on a proposed Zoning Bylaw Amendment if the Zoning Bylaw remains consistent with the Official Community Plan, pursuant to Part 14 Division 3, section 464(2)(b) of the *Local Government Act*.
  - e. If a Public Hearing is held, it must take place sometime between First and Third Reading of the Zoning Amendment Bylaw.
5. Notice:
  - a. On-site signage is required fourteen (14) days before the Public Hearing or fourteen days before the deadline to receive submissions or public comment. Erecting the sign is the responsibility of the Applicant and must be done in

**THE CORPORATION OF THE VILLAGE OF TELKWA**  
**BYLAW NO. 699, 2019**  
**Development Procedures Bylaw**

---

compliance with the specifications of the Village of Telkwa Development Procedures Bylaw No. 699, 2019 Section 10.2.

- b. Village staff will prepare notification letters and newspaper advertisements in compliance with the Village of Telkwa Development Procedures Bylaw No. 699, 2019 Sections 10.1 and 10.3.
- c. If a Public Hearing is waived by Council Village staff will post notification in accordance with the *Local Government Act* section 467 and notification will be delivered as specified in the Village of Telkwa Development Procedures Bylaw section 10.1.

6. Public Hearing:

- a. The Applicant and members of the public may make presentations to Council at the Hearing. Presenting is not a requirement; however, it is prudent for the Applicant to be available to answer any questions from Council.
- b. Note that once the Public Hearing is completed, Council is not permitted to receive any additional information regarding the application.

7. Adoption of the Bylaw:

- a. Council makes its final decision regarding the proposed Zoning Amendment, if successful; Council will give the Zoning Amendment Bylaw Third Reading and Adoption.

**THE CORPORATION OF THE VILLAGE OF TELKWA**  
**BYLAW NO. 699, 2019**  
**Development Procedures Bylaw**

---

**Schedule "C"**  
**Development Permit Application Procedure**

All proposed developments, redevelopments and subdivisions within a Development Permit Area are subject to a Development Permit, unless specifically exempted under section 9.2.3 of Village of Telkwa Official Community Plan and Integrated Community Sustainability Plan (OCP-ICSP) Bylaw No. 633, 2011.

The following steps will help you through the Development Permit Application process:

1. Application Submission:
  - a. All applications for Development Permits must be submitted to the Municipal Office to initiate the process.
  - b. Applications must be complete as outlined in section 6 of the Village of Telkwa Development Procedures Bylaw and accompanied by all applicable fees as specified in the Village of Telkwa Fees and Charges Bylaw.
2. Review:
  - a. Village staff will review the application and prepare the file and application package as specified in the Village of Telkwa Development Procedures Bylaw section 9.
3. Notice
  - a. Notification letters are sent by mail or otherwise delivered to adjacent property owners in accordance with the Village of Telkwa Development Procedures Bylaw No. 699, 2019 section 10.1.
4. Council:
  - a. Village staff submits the application package to Council.
  - b. The Applicant is encouraged to attend the meeting.
  - c. Council will consider the Permit in accordance with section 11.2 of the Village of Telkwa Development Procedures Bylaw.
5. Approval:
  - a. If approved, the Permit is issued and the Notice is registered with the Land Title Office.
  - b. At this time the Applicant may proceed with the project, ensuring compliance with any additional steps or applications (i.e. building permits as necessary).

**THE CORPORATION OF THE VILLAGE OF TELKWA**  
**BYLAW NO. 699, 2019**  
**Development Procedures Bylaw**

---

**Schedule "D"**  
**Temporary Use Permit Application Procedure**

A Temporary Use Permit (TUP) is an approval from Council for a temporary land use that does not conform to the Zoning Bylaw. A TUP may be issued for up to three (3) years and can be renewed once by Council for an additional three (3) years.

The following steps will help you through the Temporary Use Permit Application process:

1. Application Submission:
  - a. All applications for Temporary Use Permits must be submitted to the Municipal Office to initiate the process.
  - b. Applications must be as outlined in section 6 of the Village of Telkwa Development Procedures Bylaw and accompanied by all applicable fees as specified in the Village of Telkwa Fees and Charges Bylaw.
2. Review:
  - a. Village staff will review the application and prepare the file and application package as specified in the Village of Telkwa Development Procedures Bylaw section 9.
3. Public Notice and Notification Letters:
  - a. Notification letters are sent by mail or otherwise delivered to the adjacent property owners in accordance with the Village of Telkwa Development Procedures Bylaw No. 699, 2019 section 10.1.
  - b. Advertisements must be placed in the local newspaper in accordance with section 466(3) of the *Local Government Act*.
4. Council:
  - a. Village staff submits the application package to Council.
  - b. The Applicant is encouraged to attend the meeting.
  - c. Council will consider the Permit in accordance with section 11.3 of the Village of Telkwa Development Procedures Bylaw.
  - d. Conditions of approval may require the owner of the land to demolish or remove a building or structure or restore land described in the Permit to a specified condition.
5. Issuance of Permit:
  - a. Once a Permit is issued, it is sent to the Land Title Office for registration on the Title.
  - b. At this time the Applicant may proceed with the project, ensuring compliance with any additional steps or applications (i.e. building permits as necessary).

**THE CORPORATION OF THE VILLAGE OF TELKWA**  
**BYLAW NO. 699, 2019**  
**Development Procedures Bylaw**

---

**Schedule "E"**  
**Development Variance Permit Application Procedure**

A Development Variance Permit is an approval from Council to vary the bylaw regulation(s) of zoning, subdivision servicing, or signage for non-conforming development projects. If your project does not conform to a bylaw regulation, a variance is required.

The following steps will help you through the Development Variance Permit Application process:

1. Application Submission:
  - a. All applications for Development Permits must be submitted to the Municipal Office to initiate the process.
  - b. Applications must be complete as outlined in section 6 of the Village of Telkwa Development Procedures Bylaw and accompanied by all applicable fees as specified in the Village of Telkwa Fees and Charges Bylaw.
2. Review:
  - a. Village staff will review the application and prepare the file and application package as specified in the Village of Telkwa Development Procedures Bylaw section 9.
3. Public Notice and Notification Letters:
  - a. Notification letters are mailed or otherwise delivered to adjacent property owners in accordance the Village of Telkwa Development Procedures Bylaw No. 699, 2019 section 10.1.
4. Council:
  - a. Village staff submits the application package to Council.
  - b. The Applicant is encouraged to attend the meeting.
  - c. Council will consider the Permit in accordance with section 11.3 of the Village of Telkwa Development Procedures Bylaw.
5. Issuance of Permit:
  - a. Once the permit is approved, it is sent to the Land Title Office for registration on the Title.
  - b. At this time the Applicant may proceed with the project, ensuring compliance with any additional steps or applications (i.e. building permits as necessary).

**THE CORPORATION OF THE VILLAGE OF TELKWA  
BYLAW NO. 699, 2019  
Development Procedures Bylaw**

**Schedule "F"  
Development Proposal Application Form**

*For Office Use Only*

Date Application received: \_\_\_\_\_ Application Fee Paid: \_\_\_\_\_

**APPLICATION TYPE:**

- |  |   |
|--|---|
| <input type="checkbox"/> Joint Official Community Plan and<br>Zoning Amendment | <input type="checkbox"/> Development Variance |
| <input type="checkbox"/> Official Community Plan Amendment                     | <input type="checkbox"/> Temporary Use Permit |
| <input type="checkbox"/> Zoning Amendment                                      | <input type="checkbox"/> Development Permit   |

**Part 1: Description of Property**

(As indicated on attached State of Title Certificate)

Lot/Parcel \_\_\_\_\_ Plan \_\_\_\_\_ Block \_\_\_\_\_ District Lot/Sec \_\_\_\_\_

Range \_\_\_\_\_ Other Description \_\_\_\_\_

Street Address or General Location \_\_\_\_\_

Jurisdiction and Folio Number (from Property Assessment/Tax Notice) \_\_\_\_\_

Parcel Identifier (PID)(from State of Title Certificate) \_\_\_\_\_

Describe current uses of land and buildings \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Existing OCP designation \_\_\_\_\_ Existing zoning designation \_\_\_\_\_

Proposed OCP designation \_\_\_\_\_ Proposed zoning designation \_\_\_\_\_

**Part 2: Owner Information**

(Include all names listed on State of Title Certificate)

\_\_\_\_\_  
Name

\_\_\_\_\_  
Name

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City and Province

\_\_\_\_\_  
City and Province

\_\_\_\_\_  
Postal Code

\_\_\_\_\_  
Postal Code

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Fax

\_\_\_\_\_  
Fax

\_\_\_\_\_  
Email

\_\_\_\_\_  
Email

**THE CORPORATION OF THE VILLAGE OF TELKWA**  
**BYLAW NO. 699, 2019**  
**Development Procedures Bylaw**

**Part 3: Applicant Information**

(If different from Owners)

Name \_\_\_\_\_

Street Address \_\_\_\_\_

City and Province \_\_\_\_\_

Postal Code \_\_\_\_\_

Telephone \_\_\_\_\_

Fax \_\_\_\_\_

Email \_\_\_\_\_

**Part 4: Proposal Description**

(supplemental letter of intent/rationale is encouraged)

If the space provided is insufficient please attach additional information on a separate page.

Describe proposed uses of land and buildings (your Site Plan should indicate the locations of proposed buildings and structures): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe proposed changes to existing bylaw requirements (your site plan should show existing bylaw requirement and proposed changes with accurate dimensions): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe why the existing bylaw requirements cannot be met in the proposed development: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe how surrounding properties may be affected by the proposed changes (your Site Plan should show any effects the proposed changes will have on neighbouring properties) and how you plan to minimize these effects: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**THE CORPORATION OF THE VILLAGE OF TELKWA**  
**BYLAW NO. 699, 2019**  
**Development Procedures Bylaw**

**Part 5: Site Plan**

- ☐ Attach one full-scale and three reduced copies of a detailed site plan and other drawings and documents requested on your pre-application form.

**Part 6: Application Checklist**

- ☐ I have completed all parts of the application form.
- ☐ All owners listed on the title have signed this application.
- ☐ I have attached all required documentation and any additional documentation requested by the Approving Officer to this application.

**Part 7: Owners Consent and Authorization**

I hereby authorize the Building Inspector for the Village of Telkwa to enter the land described in this application to complete his/her inspection.

If this application has been completed by an agent or representative not named on the State of Title Certificate, I authorize that person, named in Part 3 to represent this application.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print name of Property Owner

\_\_\_\_\_  
Print name of Property Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**Freedom of Information and Protection of Privacy**

Personal information contained on this form if collected under the *Local Government Act* for the purpose of responding to this application, or for the purposes directly connected with this application. Information on your application may be available to the public upon request under freedom of information legislation. Please contact the Village of Telkwa if you have any further questions.

**THE CORPORATION OF THE VILLAGE OF TELKWA**  
**BYLAW NO. 699, 2019**  
**Development Procedures Bylaw**

---

**Schedule "G"**  
**Sustainability Checklist**

The Sustainability Checklist is intended to provide Village staff with an opportunity to assess a project's contribution to the sustainability of Telkwa based on the four pillars of sustainability as described in the Official Community Plan and Integrated Community Sustainability Plan Bylaw No. 613, 2011.

The checklist will be used for information regarding the following types of development applications:

- Amendments to the OCP
- Amendments to the Zoning Bylaw
- Development Permits
- Development Variance Permits
- Subdivision

All of these applications will require a completed Sustainability Checklist to be included with their application package submission.

ENVIRONMENTAL INDICATORS					
Please describe if the proposed development/project protects, restores or enhances the surrounding natural environment through the following:		YES	NO	N/A	Answer Details
A	Positively affecting or impacting ALR lands				
B	Protects the Riparian Areas or other environmentally sensitive areas				
C	Protects hazardous slope areas				
D	Restores or rehabilitates a contaminated site				
E	Adds no additional or minimal extensions to municipal infrastructure				
F	Infill development				
G	Uses environmentally sensitive or recycled materials				
H	Uses onsite renewable energy systems				
I	Includes onsite storm water management systems				
J	Aims for LEED certification or another accepted Green Building				

**THE CORPORATION OF THE VILLAGE OF TELKWA**  
**BYLAW NO. 699, 2019**  
**Development Procedures Bylaw**

	best practice				
K	Incorporates indigenous or low water requiring landscaping				
L	Promotes and supports natural forest settings				
M	Promotes and encourages good air quality				
N	Promotes and encourages the natural health of the river				
<b>ECONOMIC INDICATORS</b>					
	Does the proposed development/project support and/or contribute to the positive economic system of Telkwa in terms of the following:	YES	NO	N/A	Answer Details
A	Supports local business				
B	Promotes or creates local employment opportunities				
C	Provides a positive impact on tax base				
D	Promotes existing infrastructure efficiency for water, sewer, and roads				
F	Promotes or encourages economic diversification including value added opportunities				
G	Encourages the migration of new residents to Telkwa				
H	Promotes and supports health of river and its ecosystem				
<b>SOCIAL INDICATORS</b>					
	Does the proposed development/project contribute to the health and well-being of the community in terms of the following:	YES	NO	N/A	Answer Details
A	Encroaches community engagement in project consultation and where appropriate the incorporation of changes and suggestions				
C	Is consistent with the OCP				
D	Offers a mix of compatible land uses				
E	Supports affordable, seniors or other special needs housing				
F	Promotes and supports a safe pedestrian-friendly community				
G	Supports and promotes access to				

**THE CORPORATION OF THE VILLAGE OF TELKWA**  
**BYLAW NO. 699, 2019**  
**Development Procedures Bylaw**

	parks, recreation and trails				
H	Promotes and support community spaces for social interaction				
I	Promotes and supports a variety of community services and programs (e.g. daycare, senior's hall, community gardens, etc.)				
J	Promotes local food production and distribution				
K	Promotes and encourages easy access to stores, schools, employment and social services centres				
L	Promotes and supports a variety of transportation options including public transit				
M	Promotes and supports recycling activities				
N	Promotes and supports safe communities programs and services				
<b>CULTURAL INDICATORS</b>					
Does the proposed development/project support and contribute to the cultural system of the community in terms of the following:		YES	NO	N/A	Answer Details
A	Encourages and supports education and training opportunities				
B	Supports and encourages obvious displays of community pride through aesthetically pleasing designs and construction including public art				
C	Preserves or restores community heritage buildings and features				
D	Preserves or includes green spaces or open spaces				
E	Keeps the small town feel				
F	Encourages and supports community social, cultural and recreation events and activities				
G	Supports and benefits recreation facilities for all age groups				
H	Promotes and maintains public access to the river				