

City of Trail
Information for Applications
For Amendments of the City Official Community Plan or
Zoning Bylaw or a Land Use Permit

1. APPLICATION MUST INCLUDE THE FOLLOWING:

(Incomplete applications will not be accepted)

- Complete all sections of the application form that are relevant
- Application signed by the owner or an **authorized** agent
- Detailed site plan of all proposed development and existing buildings if applicable
- Traffic assessment for proposed development if applicable
- Payment in full of all applicable fees

2. FEES

Application fees are as follows:

O.C.P. Amendment	\$750
Zoning Amendment	\$750
Land Use Permit	\$150

Payment of the required fees shall be subject to the following:

- (1) The fee payable for an application for a permit shall be paid in full at the time the application is submitted to the City.
- (2) All fees paid are not refundable.
- (3) Where two or more applications are required (eg: an application for an amendment to the Official Community Plan and the Zoning Bylaw), all application fees apply.
- (4) Council may waive any or all of the application fees at their discretion.

3. PROCESS

- A Public Hearing is a requirement of the O.C.P. and Zoning Bylaw amendments.
- Owners/occupiers of property within 50 m of the property subject to the application for a bylaw amendment or a permit will be notified of the application and may provide their comments to Council.
- Depending on the location of the property, the approval of the Ministry of Transportation may be required.

The applicant shall be responsible for the costs of preparing all drawings, plans, reports and any other information in support of their application or as required by the City of Trail, which shall not be reimbursed by the City.

For further information on the application process and the requirements to develop property in the City of Trail can be made by contacting the Planning Department at (250) 364-0800 or by Fax at (250) 364-0830.



File No. _____

City of Trail

Application for Amendment of Land Use Bylaws or Issuance of a Permit

The undersigned hereby apply for an amendment to a City land use bylaw or the issuance of a permit pursuant to the Local Government Act:

Applicant

Name of property applicant: _____

Address: _____

City: _____ Postal Code: _____

Telephone: _____ Fax: _____

Email: _____

Owner's Signature

Date

Applicant's Signature (if not the owner)

Date

Where the applicant is not the property owner, the application must be signed by the owner authorizing the application to be submitted on his/her behalf.

Please check appropriate application:

___ Amendment of the Official Community Plan Bylaw

___ Amendment of the Zoning Bylaw

___ Amendment or cancellation of a Land Use Contract

___ Issuance of:

___ A development variance permit

___ A temporary commercial or industrial use permit

___ A development permit

PLEASE PROVIDE SUFFICIENT INFORMATION FOR YOUR APPLICATION TO BE PROPERLY CONSIDERED BY COUNCIL. APPLICATIONS WITHOUT THIS INFORMATION MAY BE DELAYED AS A RESULT. ONLY COMPLETE THE SECTIONS THAT APPLY TO YOU.

1. **Description of property**

(1) Legal Description: Lot _____ Block _____ DL _____ Plan _____

(2) Address: _____

Please provide a map showing the location of the property if necessary.

2. **Land Use Information**

(1) Present zoning or land use designation: _____

(2) Proposed zoning or land use designation: _____

(3) Description of existing use of the property:

(4) Description of proposed use of the property including any details of the development proposed (use separate sheet if necessary).

(5) Describe the variance of the City's bylaws being requested.

Attach any plans that have been prepared for development of the property.

3. **Reasons in Support of the Application**

Please provide your reasons for requesting the amendment to the City's land use regulations:

