

**SCHEDULE 1:  
APPLICATION EXAMPLES**



VILLAGE OF  
**VALEMOUNT**

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**Village of Valemount  
Development Procedures Bylaw  
No. 789, 2018**

EXAMPLE



# VILLAGE OF VALEMOUNT

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## APPLICATION FOR A DEVELOPMENT PERMIT

I/We hereby make an application for a Development Permit.

1.	<b>Name of Applicant(s):</b>	
2.	<b>Physical and Mailing Address of Applicant:</b>	
3.	<b>Name of Owner(s):</b> (if different from applicant)	
4.	<b>Physical Address of Subject Property:</b> (if different from above)	
5.	<b>Contact Details:</b>	Phone: _____ Email: _____
6.	<b>Legal Description of Subject Property:</b>	
7.	<b>Existing Use of Subject Property:</b>	
8.	<b>OCP Map Designation &amp; Present Zoning:</b>	
9.	<b>Existing Uses &amp; Zones of Adjacent Properties:</b>	North: _____ East: _____ South: _____ West: _____
10.	<b>Detailed Description of Permit:</b> (Include as much detail as possible, all proposed uses and buildings, etc)	
11.	<b>Required Attachments:</b>	<input type="checkbox"/> <b>Site Plan</b> (setbacks, existing & proposed structures, parking, topographic features, relevant detail drawings, etc) <input type="checkbox"/> <b>State of Title Certificate</b> <input type="checkbox"/> <b>Application Fee</b> <input type="checkbox"/> <b>Letter of Consent from the Owner</b> (if applicable)

EXAMPLE

I/We hereby declare that the above statements and the information contained in the material submitted in support of this application are to the best of my/our belief true and correct in all respects.

Name of applicant

Signature

Date

Name of applicant

Signature

Date

**NOTE:**

1. The *Local Government Act* states that a development permit shall not vary:
  - a. Use or density of land from that specified in the Bylaw; or
  - b. Prior to the issuance of a development permit, the Village may require, as a condition of issuing the Permit, security to guarantee the performance of obligations under the Permit.

EXAMPLE



# VILLAGE OF VALEMOUNT

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## APPLICATION FOR A DEVELOPMENT VARIANCE PERMIT

I/We hereby make an application for a Development Variance Permit.

1.	<b>Name of Applicant(s):</b>	
2.	<b>Physical and Mailing Address of Applicant:</b>	
3.	<b>Name of Owner(s):</b> (If different from applicant)	
4.	<b>Physical Address of Subject Property:</b> (if different from above)	
5.	<b>Contact Details:</b>	Phone: _____ Email: _____
6.	<b>Legal Description of Subject Property:</b>	
7.	<b>Existing Use of Subject Property:</b>	
8.	<b>OCP Map Designation &amp; Present Zoning:</b>	
9.	<b>Existing Uses &amp; Zones of Adjacent Properties:</b>	North: _____ East: _____ South: _____ West: _____
10.	<b>Detailed Description of Variance:</b> (Include as much detail as possible, all proposed uses and buildings, etc)	
11.	<b>Requesting to Vary the Following Bylaws:</b>	Zoning: _____ (Applicable Sections: _____) Subd & Dev Servicing: _____ (Applicable Sections: _____)
12.	<b>Required Attachments:</b>	___ <b>Site Plan</b> (setbacks, existing & proposed structures, parking, topographic features, relevant detail drawings, etc) ___ <b>State of Title Certificate</b> ___ <b>Application Fee</b> ___ <b>Letter of Consent from the Owner</b> (if applicable)

EXAMPLE

I/We hereby declare that the above statements and the information contained in the material submitted in support of this application are to the best of my/our belief true and correct in all respects.

Name of applicant

Signature

Date

Name of applicant

Signature

Date

**NOTE:**

1. The *Local Government Act* states that a development variance permit shall not vary:
  - a. Use or density of land from that specified in the Bylaw; or
  - b. A flood plain specification.
2. Prior to the issuance of a development variance permit, the Village may require, as a condition of issuing the Permit, security to guarantee the performance of obligations under the Permit.

EXAMPLE



# VILLAGE OF VALEMOUNT

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## APPLICATION FOR A TEMPORARY USE PERMIT

I/We hereby make an application for a Temporary Use Permit.

1.	<b>Name of Applicant(s):</b>	
2.	<b>Physical and Mailing Address of Applicant:</b>	
3.	<b>Name of Owner(s):</b> (If different from applicant)	
4.	<b>Physical Address of Subject Property:</b> (if different from above)	
5.	<b>Contact Details:</b>	Phone: _____ Email: _____
6.	<b>Legal Description of Subject Property:</b>	
7.	<b>Existing Use of Subject Property:</b>	
8.	<b>OCP Map Designation &amp; Present Zoning:</b>	
9.	<b>Existing Uses &amp; Zones of Adjacent Properties:</b>	North: _____ East: _____ South: _____ West: _____
10.	<b>Detailed Description of Permit:</b> (Include as much detail as possible, all proposed uses and buildings, etc)	
11.	<b>Estimated date when Temporary Use will cease:</b>	
12.	<b>Impact on Village Services &amp; Utilities:</b>	Proposed Water Supply: _____ Proposed Sewage Disposal: _____ Proposed Solid Waste Disposal: _____ Proposed Access and Parking: _____

EXAMPLE

13. <b>Required Attachments:</b>	<input type="checkbox"/> <b>Site Plan</b> (setbacks, existing & proposed structures, parking, topographic features, relevant detail drawings, etc) <input type="checkbox"/> <b>State of Title Certificate</b> <input type="checkbox"/> <b>Application Fee</b> <input type="checkbox"/> <b>Letter of Consent from the Owner</b> (if applicable)
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I/We hereby declare that the above statements and the information contained in the material submitted in support of this application are to the best of my/our belief true and correct in all respects.

Name of applicant	Signature	Date
Name of applicant	Signature	Date

**NOTE:**

1. Prior to the issuance of a temporary use permit, the Village may require, as a condition of issuing the Permit, security to guarantee the performance of obligations under the Permit.



**APPLICATION FOR AN OCP AND/OR ZONING BYLAW AMENDMENT**

I/We hereby make an application to:     amend the Official Community Plan Bylaw;  
      amend the Zoning Bylaw; or  
      amend both the OCP and Zoning Bylaws.

1. <b>Name of Applicant(s):</b>	
2. <b>Physical and Mailing Address of Applicant:</b>	
3. <b>Name of Owner(s):</b> (If different from applicant)	
4. <b>Physical Address of Subject Property:</b> (if different from above)	
5. <b>Contact Details:</b>	Phone: _____ Email: _____
6. <b>Legal Description of Subject Property:</b>	
7. <b>Existing Use of Subject Property:</b>	
8. <b>OCP Map Designation &amp; Present Zoning:</b>	
9. <b>Existing Uses &amp; Zones of Adjacent Properties:</b>	North: _____ East: _____ South: _____ West: _____
10. <b>Amendment Proposed:</b> (Include as much detail as possible, purpose of application, all intended uses and buildings, etc)	<input type="checkbox"/> Official Community Plan    from _____ to _____ <input type="checkbox"/> Zoning                                    from _____ to _____ Other Details: _____ _____ _____
13. <b>Required Attachments:</b>	_____ <b>Site Plan</b> (setbacks, existing & proposed structures, parking, topographic features, relevant detail drawings, etc) _____ <b>State of Title Certificate</b>



EXAMPLE

	<u>    </u> <b>Application Fee</b> <u>    </u> <b>Letter of Consent from the Owner</b> (if applicable)
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I/We hereby declare that the above statements and the information contained in the material submitted in support of this application are to the best of my/our belief true and correct in all respects.

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Name of applicant	Signature	Date
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Name of applicant	Signature	Date