



APPLICATION FOR AN OCP AND/OR ZONING BYLAW AMENDMENT

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

1. Name of Applicant(s):	
2. Property Owner Name & Contact Information: (If different from applicant)	
3. Mailing Address of Applicant:	
4. Physical Address of Subject Property:	
5. Contact Details:	Phone: Email:
10. Amendment Proposed: (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. Required Attachments:	___ Site Plan (setbacks, existing & proposed structures, parking, topographic features, relevant detail drawings, etc) ___ State of Title Certificate (Retrieved within the last 30 days) ___ Application Fee (Zoning - \$450; OCP - \$650; Zoning & OCP - \$1000) ___ Letter of Authorization from the Owner (if applicable)

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

FOR OFFICE USE ONLY

Generate File Number:	
Legal Description of Subject Property:	
Existing Use of Subject Property:	
OCP Map Designation & Present Zoning:	
Existing Uses & Zones of Adjacent Properties:	North: _____ East: _____ South: _____ West: _____
Applicable Fees	Application Fee: \$ _____ Title Search Fee: \$ _____ Other: \$ _____ TOTAL: \$ _____
Staff Signature	Print Name: _____ Signature: _____ Date: _____

General Application Information:

1. A complete application must be submitted, with all required components, before staff review will occur.
2. State of Title Certificates/Title Searches for subject properties must be retrieved within 30 days of the application date.
 - a. The Village of Valemount can produce a State of Title Certificate/Title Search document for \$15.00, payable at the time the application is submitted.
3. Copies of any covenants, easements and rights-of-way registered on title must be provided.
4. The property owner's name and contact information is required. If someone is applying on behalf of the property owner, a Letter of Authorization must be signed by *all* property owners and submitted with the application. You must also indicate to whom all correspondence shall be sent.
5. If the property owner is a company or society, a BC Company Summary, together with a letter on company letterhead to confirm the signatory's authority to sign on the company's behalf
6. If the Detailed Description field is too small, and/or if the project is complex, a letter of intent outlining all aspects of the proposal will be required.