

**VILLAGE OF PEMBERTON  
DEVELOPMENT APPLICATION REQUIREMENTS AND FORMS**

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### APPLICATION REQUIREMENTS FOR TEMPORARY USE PERMIT

#### 1. Pre-Application Meeting

It is strongly recommended that prior to submitting an application to amend the Official Community Plan and/or the Zoning Bylaw, an applicant should meet with Village of Pemberton Development Services Department to review the application requirements. The intent of the pre-application will be to confirm specific submission requirements for each proposal.

It is important to have the Village identify the information required for the application since any applications deemed incomplete by the Development Services Department will not be accepted and subsequently returned to the applicant.

#### 2. Submission Checklist

- Complete Application Form (Form TUP13)
- Application Fee (In accordance with Development Procedures Bylaw 725, 2013)
- Certificate of State of Title or of Indefeasible Title (dated no more than thirty (30) days prior to submission of the application must accompany the application as a proof of ownership)
- Copy of Charges on Title (i.e. covenants, rights of way, statutory building schemes, etc)
- Owners Agent Authorization (if applicable)
- Site Profile (as per [http://www.env.gov.bc.ca/epd/remediation/site\\_profiles/index.htm](http://www.env.gov.bc.ca/epd/remediation/site_profiles/index.htm))

#### 3. Property Information

Legal Description:

Proposed Lot B of Subdivision Plan of  
DL2003 Lillooet # district shawon plan A20 except plans KAPL3162, KAP 64875  
KAP77917, KAP78331 and EPP1760 (2) lot 3 DL2003 Lillooet District Plan  
 PID#: KAP77917

Civic Address: Lot B - Portage Rd. Pemberton, B.C.

Property Size\*: \_\_\_\_\_

Current OCP Land Use Designation (Schedules A and B of the OCP Bylaw):  
\_\_\_\_\_

Proposed OCP Land Use Designation (Schedules A and B of the OCP Bylaw):  
\_\_\_\_\_  
\_\_\_\_\_

Existing Use/Development on the Property: \_\_\_\_\_

Proposed Temporary Use/Development of the Property: \_\_\_\_\_  
\_\_\_\_\_

Length (number of months) for Temporary Use Requested: \_\_\_\_\_

**4. Project Summary Information Checklist (provide in written format)**

- Description of Proposed Temporary Use
- Purpose and Rationale in Support of the Temporary Use

**5. Supporting Plans and Illustrations Checklist**

*(hard copies include full size plans and reductions\* as well as a digital copy)*

- Location Context Plan
- Conceptual Site Plan *(indicating development footprints, approximate density, parks/playgrounds, preservation areas, access roads, trails, parking, transit stops, watercourses, agricultural lands, etc.)*
- Site Development Statistics *(approximate area, unit count, building coverage, area, height, parking, loading, bike racks, etc.)*
- Viewscape Analysis
- Lot Grading Plan
- Stormwater Management Plan
- Traffic Impact Study
- Photographs of the property
- Existing Subdivision (Legal) Plan
- Proposed Subdivision Plan
- Aerial Photo Map
- Additional Information \_\_\_\_\_

**6. Servicing Information (if applicable)**

*(written text and hard copies of plans to include full size plans and reductions\* as well as a digital copy)*

- Location Plan for Road Access Points
- Description of Existing or Proposed Storm Drainage flows
- Description of Existing or Proposed Water Service Connections
- Description of Existing or Proposed Available Sewer Service Connections
- Description of Existing or Proposed Road Access
- Location Plan of Existing and Proposed Water and Sewer connections

**APPLICATION FORM FOR A TEMPORARY USE PERMIT (TUP13)**

I/We hereby make application under the provisions of Part 26 of the *Local Government Act* and the Village's Development Procedure Bylaw No. 725, 2012 for a Development Variance Permit for lands legally described as:

Lot: \_\_\_\_\_, Plan: \_\_\_\_\_, District Lot: \_\_\_\_\_, LLD.

**THIS APPLICATION IS MADE WITH MY FULL KNOWLEDGE AND CONSENT**



Registered owner's signature

\_\_\_\_\_

Date

Where the applicant is NOT the REGISTERED OWNER, the application must be signed by the REGISTERED OWNERS designated AGENT and proof thereof must be registered in the office of the Village of Pemberton.

**FOR OFFICE USE ONLY:**

Application/File No.: \_\_\_\_\_

Application Fee received \$ \_\_\_\_\_

Receipt No.: \_\_\_\_\_

Date received: \_\_\_\_\_

\_\_\_\_\_

Signature of Official



Box 100 | 7400 Prospect Street  
Pemberton BC V0N 2L0  
P: 604.894.6135 | F: 604.894.6136  
Email: admin@pemberton.ca  
Website: www.pemberton.ca

**OWNER'S AUTHORIZATION OF AGENT – FORM C**

Building Permit No.: \_\_\_\_\_

**SITE**

The undersigned registered owner of land in the Village of Pemberton legally described as:

Civic Address:

Legal Description:

Proposed lot B, Portage Rd.  
Pemberton, BC.

PID: \_\_\_\_\_

Lot: \_\_\_\_\_

District Lot (DL): \_\_\_\_\_

Plan: \_\_\_\_\_

**OWNER(S)**

Owner Name(s):

Pemberton Portage Ltd

Home: \_\_\_\_\_

Maui Schroeder

Work: \_\_\_\_\_

Mailing Address:

[Redacted]

Cell: \_\_\_\_\_

[Redacted]

Email: \_\_\_\_\_

[Redacted]

**ACKNOWLEDGMENT**

Hereby authorizes: Andrew Ferrett  
Name of Agent\*

1. To apply for and obtain as my agent a building permit in respect of the land from the Village of Pemberton under the provisions of Building Bylaw No. 694, 2012;
2. To provide to the Village of Pemberton, as my agent, all information and documents required by the bylaw for such an application; and,
3. To execute and deliver to the Village of Pemberton, as my agent, the document entitled 'Acknowledgement of Owner or Owner's Agent'.

Michael DeKerell  
Owners Name (PRINT)

X

[Redacted Signature]

Owner Signature

3/28/19  
Date

**\*NOTE:** An agent may not apply for or obtain a building permit on behalf of an owner without having provided a written authorization by the owner, in the form provided by the Village of Pemberton.

X

Building Inspector Signature

Date

If more than one owner OR if owner is a company, please complete page over –  
Acknowledgement of Owner or Owner's Agent.



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Email: admin@pemberton.ca  
Website: [www.pemberton.ca](http://www.pemberton.ca)

**OWNER'S AUTHORIZATION OF AGENT – Con't**

If property has more than one owner, please list all owners below:

**X**  
\_\_\_\_\_  
First Owner Signature Date

**X**  
\_\_\_\_\_  
2<sup>nd</sup> Owner Signature Date

**X**  
\_\_\_\_\_  
3<sup>rd</sup> Owner Signature Date

**X**  
\_\_\_\_\_  
4<sup>th</sup> Owner Signature Date

**X**  
\_\_\_\_\_  
5<sup>th</sup> Owner Signature Date

**\*NOTE:** An agent may not apply for or obtain a building permit on behalf of an owner without having provided a written authorization by the owner, in the form provided by the Village of Pemberton.

If the owner is a company, please complete the following:

Company Name: Pemberton Portage Uel Limited No.: \_\_\_\_\_

Michael Dejeselle **X** [Redacted] Mar 28/19  
Name of signing Officer (PRINT) Signature of Officer Date

Mark Schroeder **X** [Redacted] Mar 28/19  
Name of signing Officer (PRINT) Signature of Officer Date

\_\_\_\_\_  
Name of signing Officer (PRINT) Signature of Officer Date

\_\_\_\_\_  
Name of signing Officer (PRINT) Signature of Officer Date