



WESTBANK FIRST NATION

Zoning Amendment & Development Permit Application Form

APPLICATION FOR:			<i>OFFICE USE ONLY</i>
<input type="checkbox"/> ZONING AMENDMENT	<input type="checkbox"/> DEVELOPMENT PERMIT	<input type="checkbox"/> LAND USE AMENDMENT	<input type="checkbox"/> NEIGHBOURHOOD PLAN
FILE#	FEES \$	DATE RECEIVED	RECEIPT #

Contact Information

DEVELOPER (AGENT):	OWNER (CP HOLDER):
MAILING ADDRESS:	MAILING ADDRESS:
PHONE (HOME):	PHONE (HOME):
PHONE (OTHER):	PHONE (OTHER):
FAX:	FAX:
EMAIL:	EMAIL:

Legal Description of the Property

LOT	PLAN	TSINSTIKEPTUM I.R. <input type="checkbox"/> NO. 9 <input type="checkbox"/> NO. 10
STREET ADDRESS:		
EXISTING LAND USE UNDER THE WFN LAND USE LAW – ZONING REGULATION		
PROPOSED LAND USE (IF DIFFERENT):		
LEASE REGISTRATION #	SUBLEASE REGISTRATION #	
*AS CONTAINED IN WESTBANK LANDS REGISTRY		

Complete for Zoning Amendment

REASON FOR AMENDMENT AND PROPOSED LAND USE <i>(attach additional pages if necessary)</i>

Complete for Application for Development

TYPE	NUMBER OF UNITS	BUILDING AREA (SQ.FT)
HEIGHT	NUMBER OF STOREYS	PARCEL(S) SIZE
GENERAL NATURE OF DEVELOPMENT <i>(attach additional pages if necessary)</i>		

NOTE: If the applicant is not the registered owner of the property concerned, then the land owner/interest holder's signature is required on this application

I accept responsibility for delays in processing caused by incorrect or insufficient submissions. Contact the WFN Planning Department, if you have any further questions.

Signature of Applicant / Agent

Date

Signature of Land Owner / Interest Holder

Date

<i>OFFICE USE ONLY:</i>	
<p>Initial Consideration. (1 to 2 weeks) Staff will present the Concept Plan along with initial comments to Council for review and Initial Consideration, where they may:</p> <ul style="list-style-type: none"> 1) Deny the application; 2) Hold the application pending submission of additional information; or 3) Give Initial Consideration and authorize proceeding to the next steps. 	
APPLICATION IS:	<input type="checkbox"/> COMPLETE <input type="checkbox"/> INCOMPLETE (PROVIDE COMMENTS BELOW)
CHECKED FOR COMPLETION BY:	
_____	_____
WFN Approving Authority	Date

CONCEPTUAL DEVELOPMENT PLANS

(Requirements from WFN Development Servicing Standards)

1.0 GENERAL REQUIREMENTS

Prior to the preparation of detailed designs for proposed subdivisions and developments, the Developer should first obtain Preliminary (e.g. Stage 1) approval from WFN. This will require the submission of a Conceptual Development Plan for review and approval by the WFN Approving Authority. The Conceptual Development Plan shall be prepared in a manner consistent with the requirements of this section.

1.1 Objective

The objective of the Conceptual Development Plan is to show the characteristics of the proposed subdivision or development by designating land use, transportation network, community facilities, municipal services and other issues specific to the development area.

1.2 Legal Information to be Provided

The Conceptual Development Plan shall include the following legal information:

1. The legal description and civic address of the parcel(s) on which the development is proposed.
2. A description of the developer's lawful interest in the parcel(s).
3. A plan showing the location of the parcel(s) within the Westbank Lands.
4. The developer's name, address, telephone number, facsimile number and email address. If the developer is a corporation, the names of the shareholders (unless it is a corporation whose shares are traded publicly) and any parent corporations.
5. The name, address, telephone number, facsimile number and email address of the architectural or engineering consultant who prepared the Conceptual Development Plan.
6. A description of all existing legal interests or encumbrances in the parcel(s) including a statement whether all or any interests or encumbrances will be extinguished. Where the proposed development will require the extinguishment of existing easements, rights-of-way or encumbrances, copies of agreements with holders of those rights that will be extinguished, or a statement regarding the status of such negotiations.
7. If the Conceptual Development Plan is being submitted by an agent on behalf of the land owner or interest holder, a written statement of authorization from the land owner or interest holder is required.

1.3 Technical Information to be Provided

1. A map showing the existing and proposed land uses.
2. A map showing existing and proposed topography and natural features such as water courses, water bodies and treed areas.
3. A map showing existing property lines, easements, rights-of-way, services (including water, sanitary sewer, drainage, electrical, telephone and gas) and roads, including a statement whether any will be removed as a result of the development.
4. A map showing the approximate location, dimensions and area of all existing buildings and structures within the proposed development area, including a statement whether any will be removed, altered or added to. If a building will be altered or added to, a description of the proposed alteration or addition is required.
5. A map showing the approximate location configurations and dimensions of all proposed parcels within the development. Each proposed parcel shall be identified with a parcel number.
6. A map showing the approximate location, maximum dimensions and maximum area of all proposed residential buildings and non-residential buildings with an above grade floor area of less than 280m². Conceptual plans shall be provided for non-residential buildings with an above grade floor area equal to or greater than 280m².
7. If the development is to be constructed in phases, a map identifying the phases.
8. All maps shall be in metric and include the scale and an arrow showing the north direction.
9. Where applicable, copies of reports related to soil inspection, percolation tests and any other background studies.
10. A preliminary design report (“design brief”) for the proposed municipal services which outlines the rationale, design criteria and calculations related to the design of the services. The preliminary design report should describe infrastructure requirements including, but not limited to; water pressure / flow requirements; sanitary sewer flows; drainage impacts; and transportation impacts (level of detail dependent on location and size of development.) Base engineering information, including water and sewer modeling, may be available from Westbank First Nation.
11. A description of the building scheme which will apply to the proposed development and buildings.
12. An Environmental Assessment and an Archaeological Overview Assessment including consideration of physical, social or economic impacts of the development and a statement of mitigating measures.
13. A traffic impact study for a proposed development generating more than 100 trips per day.

Attachment F

Schedule of Development Cost Charges and Fees

Stage 1 Fees and Charges:

Fee	Cost
Zoning Amendment	
One or two adjacent parcels	\$ 800.00
Three or more adjacent parcels	\$ 1200.00
Zoning amendment for secondary suite	\$ 300.00
Planned Unit Development	\$ 1200.00
Land Use Amendment	\$ 1200.00
Development Permit	
Development Permit for Primary Residence	\$ 150.00
Temporary Commercial and Industrial Use Permits	\$ 650.00
Development Permit for Other	\$ 800.00
Neighbourhood Plan	
	\$4,000.00
Variance Application	
	\$ 200.00
Deposit for Engineering, Administration, and Construction Compliance Fee	\$5,000.00

Stage 2 Fees and Charges:

Developments on Tsinstikeptum I.R. #9 and I.R. #10	
Fee for Residential Developments	Cost
Development Cost Charges	See following pages
Latecomer's Charges	Variable
Engineering, Administration, and Construction Compliance Fee	3% of Estimated Construction Cost
Processing Fee	\$ 50.00/unit
Bonding	120% of Estimated Construction Cost
Fees for Commercial Developments	Cost
Development Cost Charges	See following pages
Latecomer's Charges	Variable
Engineering, Administration, and Construction Compliance Fee	3% of Estimated Construction Cost
Processing Fees – Commercial	\$ 40.00/1,000 sq.m. of site
Processing Fees – Agricultural, Industrial, Other	\$ 20.00/1,000 sq.m. of site
Bonding	120% of Estimated Construction Cost

Utility Connection Fees, Building Permit Fees and Other Charges:

Fee	Cost
Water Service Connection Fee	\$ 100.00/unit for residential Varies for commercial & other
Sewer Service Connection Fee	\$ 110.00/unit for residential Varies for commercial & other
Building Permit Fee	Permit Fee - \$ 100.00 + 1.2% of Construction Value exceeding \$1,000 e.g. Project Cost - \$120,000 Basic Fee = \$100.00 Balance of Project - \$119,000.00 x .012 = \$1,428.00 + \$100.00 (Permit Fee) = \$1,528.00 Total Cost \$ 400 per modular unit Varies for other inspections \$ 10.00/plumbing fixture
Other fees as applicable (i.e. MOT, shallow utilities, etc.)	Varies

Enquiries regarding the policies & procedures for development can be made to the following:

**Westbank First Nation
Planning and Development**
Telephone: (250) 769-4999
Toll Free: 1-877-388-4999

Maps and Application Forms can also be obtained at Westbank's Website www.wfn.ca.

Tsinstikeptum Indian Reserve No. 10

NOTES
Updated February 2009

WFN PLANNING DEPARTMENT ♦ Suite 202 – 515 Hwy 97 South, Kelowna, B.C. V1Z 3J2 ♦ Ph: (250)769-4999 ♦ Fax: (250) 769-2441