

Land Use Application Form

(Use this form to apply to rezone, amend the OCP, for a statement of conditions, to subdivide, to consolidate, to adjust a boundary, for a development permit (including duplexes), development variance permit, or temporary use permit)

Project Address: _____ Date: _____

Office Use Only Master Project Number: _____ File Number: _____

1. TYPE OF APPLICATION

Proposal
*(please describe in detail: i.e.:
 Application to rezone to RS3 for
 25-lot subdivision which will
 require variances to side lot line
 and lot width.)*

Rezoning
Complete sections 1, 2, 3, 4, 5, 9

Official Community Plan Amendment
Complete sections 1, 2, 3, 4, 5

Development Variance Permit
Complete sections 1, 2, 3, 5, 6, 7

Temporary Use Permit
Complete sections 1, 2, 3, 4, 5

Development Permit: Form and Character Environmental Hazardous
Complete sections 1, 2, 3, 4, 5, 6 Attached duplex (Full) Attached duplex (Partial) Detached duplex (Full) Detached duplex (Partial)
 (For duplex DPs, please also submit a completed Duplex DP Checklist)

Land Development: Statement of Conditions (SOC) Strata-Title Conversion Phased Strata Consideration
Complete sections 1, 2, 3, 4, 5, 8 Statement of Conditions - Amendment Boundary Adjustment Final Approval of Subdivision
 Statement of Conditions – Extension (Time) Lot Consolidation Air Space

No. of Lots OR Phases in Phased Strata Plan: _____
 Land Title Act (Non-Strata) Strata

2. CONTAMINATED SITES **MUST BE COMPLETED FOR ALL APPLICATIONS**

Pursuant to the [Environmental Management Act](#), an applicant is required to submit a completed Schedule 1 – [Site Disclosure Statement](#) on properties that are/were used for specified commercial or industrial purposes indicated on Schedule 2 of the [Contaminated Sites Regulations](#).

To determine if a Schedule 1 – Site Disclosure Statement is required, please indicate if:

Yes No **The site is or has been used for commercial or industrial purposes.**

If Yes, refer to schedule 2 to determine if a Schedule 1 – Site Disclosure Statement is required.
 Exemptions – Refer to the Contaminated Sites Regulations, [Division 3, Part 2](#) for a list of exemptions.

Yes No **A Site Disclosure Statement is required.**

3. CONTACT INFORMATION

Registered Property Owner(s): _____

Contact Person: _____ Email: _____

Phone: _____ Cell: _____

Mailing address: _____

Signature: _____

All contact will be with the primary applicant only, including phone calls, email, correspondence, and adopting the bylaw, issuing the permit, or approving the subdivision.

Primary Applicant or Authorized Agent (complete if not Property Owner): _____

Company: _____ Email: _____

Phone: _____ Cell: _____

Mailing address: _____

Signature: _____

4. DEVELOPMENT PROPOSAL

Proposed Use: Business Park Commercial Comprehensive Development Mixed Use Residential Commercial
 (Select all that apply) Multi-Family Park Residential Vacant (Rezoning only, build later)

Proposal: No. of Storeys: _____ No. of Units: _____ No. of Lots: _____

Parking: Residential # Required: _____ # Provided: _____

(Select all that apply) Commercial # Required: _____ # Provided: _____

Disabled # Required: _____ # Provided: _____

Loading # Required: _____ # Provided: _____

Signage: Directional Directory Facade Freestanding Projecting/Suspended Variable Electronic

Additional Info: _____

5. CURRENT PROPERTY INFORMATION

Zoning: Present: _____ Proposed: _____

OCP: Present: _____ Proposed: _____

Area: ha: _____ m²: _____ acres: _____ ft²: _____

DP Areas: Floodplain Steep Slopes Drainage Concerns Riparian
 Sensitive Ecosystem Older Forest Wetland Woodland
 Terrestrial Herbaceous Interface Fire Hazard Potential Habitat & Biodiversity

ALR: Yes No

Existing Use: Business Park Commercial Comprehensive Development Mixed Use Residential Commercial
 (Select all that apply) Multi-Family Park Residential Vacant (Rezoning only, build later)

6. REQUIRED VARIANCE(S) (For Development Variance Permit and Development Permit Applications)

Bylaw Requiring Variances: Building Bylaw No. 1160 Sign Bylaw No. 1250 Subdivision Bylaw No. 1000
 Zoning Bylaw No. 300 Other (please specify): _____

# of Variances	Regulation	Required	Proposed	# of Variances	Regulation	Required	Proposed
	Front lot line setback				Floor area of accessory building		
	Rear lot line setback				Cul-de-sac length		
	Interior side lot line setback				No. of parking stalls		
	Exterior side lot line setback				Size of parking stalls		
	Height of building(s)				No. of off-street loading spaces		
	No. of storeys				Water flow		
	Lot frontage				Fire flow		
	Lot width				Fire protection		
	Lot depth				Overhead services		
	Natural boundary of a watercourse				Other		
	Height of freestanding sign				Area of façade sign		
	No. of freestanding signs				No. of façade signs		

7. REQUIRED SUBMISSIONS FOR DEVELOPMENT VARIANCE PERMIT APPLICATIONS

Application Form Title Search
 Application Fee (see current fee schedule) Site Plan (digital pdf or one paper copy 8.5" x 11" or 11" x 17")

Please submit documents electronically to planning@langford.ca. Please note City Hall has been closed to the public due to COVID; payment can be made by dropping a cheque in the mail slot at the front of the building or depositing the cheque and other documents in the blue bin at the bottom of the stairs (checked several times a day). Debit payments can be made by appointment, call (250) 478-7882 or email the department.

8. REQUIRED SUBMISSIONS FOR SUBDIVISION APPLICATIONS

Application Form Title Search for each lot
 Subdivision Fee (see current fee schedule) Legal Encumbrances for each lot (Easements, Rights-of Ways, Covenants)

Drawings - Digital pdf or one paper copy (8.5"x11" or 11"x17") All road frontage with existing road names
 Proposed subdivision Size and dimensions of existing and proposed lots
 Location of existing structures showing all setbacks Existing water bodies and water courses
 Location of protected areas Topographic information at 0.5m contour lines

Please do not hesitate to contact Land Development at (250) 478-7882 or landdev@langford.ca if you require further clarification.

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9. REQUIRED SUBMISSIONS FOR REZONING AND DEVELOPMENT PERMIT APPLICATIONS

The application form will be supported by the following documents. Plans will be submitted via email or USB drive in pdf format or one (1) set of 8.5" x 11" or 11" x 17" drawings. Drawings will show all dimensions, preferably in metric; for legibility of larger developments, the maximum plan size will be 2' x 3'— anything larger will not be accepted.

If you require assistance, a staff member will be pleased to go through the list of submissions with you. Please check ✓ the items submitted. You may also email plans directly to the department. Please note the checklist is a guide and Planning staff may request additional information once a complete review of the application has been undertaken.

In the case of re-submissions, applications should identify all changes to the plans with a yellow highlighter and a letter describing changes and rationale.

- Fees:** A staff member will be pleased to confirm the fee. Please note we accept cash, cheque, or debit (by appointment only), but not credit cards
- Data sheet** on the site plan should include address of the subject property, architect/designer contact information, site area, site coverage (%), total floor area, floor space ratio, height of building from average grade, setbacks/yard dimensions, parking numbers, access, layout, dimensions, and signage
- Written description** of the present and intended use of the site and reasons for the proposal
- BCLS site plan** showing all dimensions plus the location of all existing and proposed buildings and structures to be developed and any watercourses on or within 30 m of the subject property
- Plan** showing the existing and proposed site grades and the relation to the elevations of adjoining properties
- Schedule** detailing floor space by use, site coverage, and building heights
- Colour board** of exterior treatment for all elevations, identifying materials, colours, and colour chips—material samples will not be accepted unless specifically requested
- Landscape plan** showing the location and treatment of open spaces, landscaping, fences, and walls prepared by a registered Landscape Architect—should also include species, size, number, spacing, vents, refuse and recycling containers, and irrigation systems, paving materials, lighting concept and cross sections
- Landscape cost estimate** (can be submitted at building permit stage) totalling 125% of the cost. Sureties may be in form of cash or letter of credit from an accredited financial institution. Please refer to “surety and bonding returns” below for more information
- Plan** showing specifications for the proposed siting, size, type, and appearance of all signs and lighting on the property
- Roof plan** showing treatment of all exposed surfaces, including vents, chimneys, and elevator housings
- Preliminary architectural plan** for any proposed buildings, including full elevations and details on exterior materials, finish, and colour
- Dimensional building section** illustrating average grade
- If required, a **plan** with specifications for provision for sewerage, water, drainage facilities, street lighting, underground wiring, and sidewalks

10. IMPORTANT

FEES: Must be paid at time of application— **the City of Langford accepts only cash, cheque, or debit (by appointment only)**. Processing of applications will not begin until fees have been paid and all submissions received.

Except as provided for in subsections 4.1 and 4.3, no part of any application fee for an Official Community Plan Amendment, Zoning Bylaw Amendment, Development Permit, or Development Variance Permit shall be refunded once 10 business days have passed from the day of the payment of fees in part or in full (see s.4.7, City of Langford Development Procedures Bylaw, 1997).

REQUIRED MEETINGS:

Rezoning/OCP Amendment - (1) Development Review; (2) Planning, Zoning, and Affordable Housing Committee; (3) Council for first review; (4) Council for first reading; (5) public hearing; and (6) Council for bylaw adoption

Development Variance Permit/Temporary Use Permit - (1) Development Review; (2) Planning, Zoning, and Affordable Housing Committee; (3) Council for first review; and (4) Council for issuance

PROCESSING TIME: Processing of an application does not begin until all documentation has been submitted. The average length of time to process a rezoning or OCP amendment is six (6) to eight (8) months, a development variance permit or temporary use permit is approximately four (4) months. Please note this is only an estimate and that workloads and meeting schedules should be taken into consideration.

SURETY AND BONDING RETURNS: Please ensure your quotes are directed to the appropriate department. Once the works have been completed, the landscape architect or contractor will submit a letter to the appropriate department to that effect. Bonding may be submitted via surety [cash or cheque] or letter of credit. Upon approval of works, bonding will be returned in the same format it was submitted.

The personal information requested in this form is collected under section 26 (c) of the Freedom of Information and Protection of Privacy Act and will be used to administer Sign Permit applications within the City of Langford. Please contact the Manager of Planning at 250-478-7882 or planning@langford.ca if you have any questions about the collection, use, or disclosure of this information.