

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: _____
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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:

Complete sections
1, 2, 3, 4, 5, 6

☐ Form and Character

☐ Environmental

☐ Hazardous

☐ 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:

Complete sections
1, 2, 3, 4, 5, 8

☐ Statement of Conditions (SOC)

☐ Statement of Conditions - Amendment

☐ Statement of Conditions – Extension (Time)

☐ Strata-Title Conversion

☐ Boundary Adjustment

☐ Lot Consolidation

☐ Phased Strata Consideration

☐ Final Approval of Subdivision

☐ Air Space Parcel

No. of Lots and Phases in Phased Strata Plan

Lots

Phases

☐ 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

# 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				Parking stalls		
	Exterior side lot line setback				Size of parking stalls		
	Height of building(s)				Off-street loading spaces		
	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		
	Freestanding signs				Façade signs		

7. REQUIRED SUBMISSIONS FOR DEVELOPMENT VARIANCE PERMIT APPLICATIONS

☒ Application Form

☒ Application Fee (see current [fee schedule](#))

☒ Title Search

☒ Site Plan (pdf format)

Please submit documents electronically to planning@langford.ca. Fees are due at time of application. Payment may be made via cash, cheque, debit, or by drop off in the after-hours mail slot. Please do not hesitate to contact the Planning Department at 250.478.7882 or email if you require further clarification.

8. REQUIRED SUBMISSIONS FOR SUBDIVISION APPLICATIONS

☒ Application Form

☒ Subdivision Fee (see current [fee schedule](#))

☒ Title Search for each lot

☒ Legal Encumbrances for each lot (Easements, Rights-of Ways, Covenants)

Drawings – In pdf format

☒ Proposed subdivision

☒ Location of existing structures showing all setbacks

☒ Location of protected areas

☒ All road frontage with existing road names

☒ Size and dimensions of existing and proposed lots

☒ Existing water bodies and water courses

☒ Topographic information at 0.5m contour lines

Please submit documents electronically to landdev@langford.ca. Fees are due at time of application. Payment may be made via cash, cheque, debit, or by drop off in the after-hours mail slot. Please do not hesitate to contact Land Development at 250.478.7882 or email if you require further clarification.

9. REQUIRED SUBMISSIONS FOR REZONING AND DEVELOPMENT PERMIT APPLICATIONS

The application form will be supported by the documents listed below. Please submit documents electronically to planning@langford.ca or drop off a USB thumb drive in pdf format. Drawings will show all dimensions, preferably in metric. Please note the checklist is a guide and Planning staff may request additional information once a complete review of the application has been undertaken. Please do not hesitate to contact Land Development at 250.478.7882 or email if you require further clarification. 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. Fees are due at time of application. Payment may be made via cash, cheque, debit, or by drop off in the after-hours mail slot. [Planning Fee Schedule](#), [Land Development Fee Schedule](#)
- ☒ **Title search and legal encumbrances** for each lot
- ☒ **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
- ☒ **Storm Water Management Technical Memo**
- ☒ 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. Processing of applications will not begin until fees have been paid and all submissions received. Payment may be made via cheque, cash, debit, or by drop off into the after-hours mail slot.

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, Development Variance Permit, or Temporary Use 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) Sustainable Development Advisory Committee; (3) Council for first review; (4) Council for first, second, and third readings [public hearings not permitted for residential rezonings]; and (5) Council for bylaw adoption once all conditions met.

Development Variance Permit/Temporary Use Permit - (1) Development Review; (2) Sustainable Development Advisory 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: Please ensure your quotes are directed to the appropriate department. Bonding may be submitted via surety [cash or cheque] or letter of credit. Once the works have been completed, the landscape architect or contractor will submit a letter to the appropriate department to that effect. 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 applications within the City of Langford. Please contact the Director of Planning at 250.478.7882 or planning@langford.ca if you have any questions about the collection, use, or disclosure of this information.