

Overview:

This guide is intended to clarify when a Land Use Inquiry application is the appropriate method to obtain information relating to land use/redevelopment inquiries. The following outline indicates the inquiries which may be addressed through a Land Use Inquiry application and those which may not.

Questions which may be addressed:

- 1) Whether a conceptual land use or development proposal would generally be consistent with the current Zoning and Official Community Plan.
- 2) Whether a panhandle lot would be considered under the Panhandle Lot Policy.
- 3) Interpretation of the Zoning Bylaw related to your proposed development or land use.
- 4) Watercourse setback requirements including identification of conservation areas by land dedication or covenant.
- 5) Preliminary comments on engineering servicing and possible road dedication.
- 6) Information regarding trail and other bike/pathway corridors.
- 7) Current zoning or zoning history of a site.
- 8) Other general development information on your preliminary proposal (including information from Engineering, Environment, and Parks Departments as may be available).

Questions which may not be addressed:

- 1) City Council's position on land use or other issues not contained within a Bylaw or City Policy.
- 2) Matters generally coming under the purview of the Subdivision Approving Officer.
- 3) Suitability of a subdivision layout or geometry.

Land Use Inquiry Application Form

SECTION A: (To be completed in full by the Applicant)

Applicant Information:

Owner Name: _____ Address & Postal Code: _____

Contact Phone: _____ Email: _____

The personal information collected on this form is collected in accordance with the *Freedom of Information and Protection of Privacy Act*. The City has authority to collect your information for the purposes of administering the Planning and Land Use Management processes in accordance with Part 14 of the *Local Government Act*. Applicants are advised that all Planning and Land Use Management processes are public and any materials submitted become part of the public record. All applicant information submitted may be used for reports to Council, available to the public upon request and distributed on the City's website, as well as displayed on signage. Should you have any questions or concerns about the collection and/or release of your personal information please contact the Planning Department.

Subject Property(ies) Address(es): _____

Legal Description(s): _____

Have you met or corresponded with Planning Staff about this inquiry? If so, please list whom and when: _____

INQUIRY DETAILS:

This application is made with my full knowledge and consent.

Applicant's Signature: _____ Date: _____

SECTION B: (To be completed by Planning Staff)

File No: _____	Previous File(s): _____
Present Zoning: _____	Present OCP Designation: _____
Proposed Zoning: _____	Proposed OCP Designation: _____
Application Fee: <u>Fees & Charges Bylaw</u> _____	Receipt No.: _____
Date: _____	Signature: _____