



APPLICATION FOR DP/DVP/TUP

Development Services Department		Department Use Only		Date Received	
Phone: (250) 378-8615					
Email: planning@merritt.ca					
		Application/File No.			
General information					
Name of applicant/agent		Email		Phone	
Address		City		Prov.	Postal code
Name of registered owner(s) of lands		Email		Phone	
Address		City		Prov.	Postal code
Name of person or agent authorized to act on owner(s) behalf		Email		Phone	
Address		City		Prov.	Postal code
Civic address of subject property					
Legal description of land that is subject to this application					
Lot number(s)	Block	District Lot	Plan #	PID:	
Signature of owner/agent				Date	
Project information					
Proposed Use		Current Zoning		OCP Designation	
Proposed Variance (if applicable)			Temporary Use Explanation (if applicable)		
DP Area (if applicable)			Riparian Area	Yes <input type="checkbox"/>	No <input type="checkbox"/>
			Flood Plain	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Information Attached to Application	Owner Authorization <input type="checkbox"/>		Certificate of Title <input type="checkbox"/>		
	Site Disclosure Statement <input type="checkbox"/>		Site Plan (electronic) <input type="checkbox"/>		
	Elevation Drawings (electronic) <input type="checkbox"/>				



**SCHEDULE F TO BYLAW 2358
PLANNING AND DEVELOPMENT FEES AND CHARGES**

	2024	2025	2026
OCP Amendments			
OCP Amendments	\$1,671.60	\$1,755.18	\$1,842.94
OCP Amendments in conjunction with a Rezoning application	\$1,114.05	\$1,169.75	\$1,228.24
Rezoning			
Rezoning Applications	\$1,671.60	\$1,755.18	\$1,842.94
Zoning Bylaw Text Amendments	\$1,393.35	\$1,463.02	\$1,536.17
Comprehensive Development Zone	\$2,785.65	\$2,924.93	\$3,071.18
Public Notice Signs (OCP Amendments/ Rezoning)			
Sign Removal Deposit	\$500.00	\$500.00	\$500.00
Sign Installation	Actual Cost		
Sign Replacement or Repair	Actual Cost		
Development Permit Application			
Minor DP (patio, façade improvement)	\$333.90	\$350.60	\$368.12
Major DP	\$1,671.60	\$1,755.18	\$1,842.94
Amendments to a DP	\$166.95	\$175.30	\$184.06
Appeal to Council of a Staff Decision on a DP	\$557.55	\$585.43	\$614.70
Riparian/ Environmental DP	\$333.90	\$350.60	\$368.12
Geotechnical DP	\$333.90	\$350.60	\$368.12
Wildfire DP	\$333.90	\$350.60	\$368.12
Development Variance Permit or Board of Variance Application			
Minor Variance (up to 2 Variances)	\$780.15	\$819.16	\$860.12
Minor Variance in conjunction with a DP	\$557.55	\$585.43	\$614.70
Major Variance (3+ Variances)	\$1,114.05	\$1,169.75	\$1,228.24
Major Variance in conjunction with a DP	\$891.45	\$936.02	\$982.82
Board of Variance	\$557.55	\$585.43	\$614.70
Temporary Use Permit			
Temporary Use Permit	\$891.45	\$936.02	\$982.82
Temporary Use Permit Renewal	\$445.20	\$467.46	\$490.83

Bylaw 2358, 2024

	2024	2025	2026
Discretionary Use Permit			
Minor Discretionary Use Permit	\$55.65	\$58.43	\$61.35
Major Discretionary Use Permit	\$557.55	\$585.43	\$614.70
Special Discretionary Use Permit	\$1,114.05	\$1,169.75	\$1,228.24
Subdivision			
<i>Preliminary Layout Review (Fees based on total number of lots being registered at Land Titles)</i>			
Up to 2 Lots	\$947.10	\$994.46	\$1,044.18
3 – 10 Lots	\$1,114.05 + \$111.30 per lot	\$1,169.75+ \$116.87 per lot	\$1,228.24+ \$122.71 per lot
11 – 20 Lots	\$2,785.65+ \$111.30 per lot	\$2,924.93+ \$116.87 per lot	\$3,071.18+ \$122.71 per lot
21 – 30 Lots	\$4,457.25+ \$111.30 per lot	\$4,680.11+ \$116.87 per lot	\$4,914.12+ \$122.71 per lot
31 – 40 Lots	\$5,571.30+ \$111.30 per lot	\$5,849.87+ \$116.87 per lot	\$6,142.36+ \$122.71 per lot
41 or More Lots	\$6,685.35+ \$111.30 per lot	\$7,019.62+ \$116.87 per lot	\$7,370.60+ \$122.71 per lot
Phased Strata (each phase)	\$947.10	\$994.46	\$1,044.18
Preliminary Layout Review (PLR) Amendment or Extension	\$222.60	\$233.73	\$245.42
Strata Conversion			
Strata Conversion	\$557.55+ \$111.30 per lot	\$585.43+ \$116.87 per lot	\$614.70+ \$122.71 per lot
Third Party Review of Reports Submitted	Actual Cost		
Agricultural Land Reserve Application			
ALR Exclusion/Inclusion/Subdivision/Non-Farm	As prescribed by the ALC		

Bylaw 2358, 2024

	2024	2025	2026
Other Administrative Fees			
Ministry of Environment Site Profile Referral	\$111.30	\$116.87	\$122.71
Land Titles Document Retrieval (per document)	\$22.05	\$23.15	\$24.31
Earthworks Permit			
Earthworks Permit Application Fee	\$109.20	\$114.66	\$120.39
Security Fee in the form of cash or an Irrevocable Standby Letter of Credit: (Security fee is refundable if works are completed in compliance with Earthworks Permit)			
Residential Landscaping	The greater of \$500 or 10% of the value of the works	The greater of \$500 or 10% of the value of the works	The greater of \$500 or 10% of the value of the works
Single Detached	\$5,000	\$5,000	\$5,000
Semi-detached Residential	\$5,000	\$5,000	\$5,000
Multi-Unit Residential (three or more units)	\$5,000	\$5,000	\$5,000
Commercial or Industrial	\$5,000	\$5,000	\$5,000



SCHEDULE 1 SITE DISCLOSURE STATEMENT

I. CONTACT INFORMATION

A: SITE OWNER(s) or OPERATOR(s)

LAST NAME		FIRST NAME(s)	
COMPANY (if applicable)			
ADDRESS - STREET		CITY	
PROVINCE/STATE	COUNTRY		POSTAL CODE
PHONE		E-MAIL	

B: PERSON COMPLETING SITE DISCLOSURE STATEMENT (Leave blank if same as above)

<input type="checkbox"/> Agent authorized to complete form on behalf of the owner or operator			
LAST NAME		FIRST NAME(s)	
COMPANY (if applicable)			

C: PERSON TO CONTACT REGARDING THE SITE DISCLOSURE STATEMENT

LAST NAME		FIRST NAME(s)	
COMPANY (if applicable)			
ADDRESS - STREET		CITY	
PROVINCE/STATE	COUNTRY		POSTAL CODE
PHONE		E-MAIL	

II. SITE INFORMATION

Coordinates (using the North American Datum 1983 convention) for the centre of the site:

Latitude			Longitude		
DEGREES	MINUTES	SECONDS	DEGREES	MINUTES	SECONDS

Attach a map of appropriate scale showing the location and boundaries of the site.

For Legally Titled, Registered Property

SITE ADDRESS (or nearest street name/intersection if no address assigned)	
CITY	POSTAL CODE

PID	Land Description	Add	Delete
		+	-
		+	-

For Untitled Crown Land

PIN numbers and associated Land Description (if applicable)

PIN	Land Description	Add	Delete
		+	-
		+	-

And if available

Crown Land File Numbers	Add	Delete
	+	-
	+	-

III. INDUSTRIAL OR COMMERCIAL PURPOSES OR ACTIVITIES

Has the site been used for any industrial or commercial purposes or activities described in [SCHEDULE 2](#) of the Contaminated Sites Regulation?

Yes
 No

If you answered YES to the question above, please indicate below, in the format of the example provided, which of the industrial or commercial purposes or activities have occurred or are occurring on this site.

EXAMPLE

Schedule 2 Reference	Description
E1	appliance, equipment or engine maintenance, repair, reconditioning, cleaning or salvage
F10	solvent manufacturing, bulk storage, shipping or handling

Schedule 2 Reference	Description	Add	Delete
		+	-
		+	-

IV. ADDITIONAL INFORMATION

1. Provide a brief summary of the planned activity and proposed land use at the site.

2. Indicate the information used to complete this site disclosure statement including a list of record searches completed.

3. List any past or present government orders, permits, approvals, certificates or notifications pertaining to the environmental condition of the site. *(Attach extra pages, if necessary):*

V. DECLARATIONS

1. Exemptions (See the Contaminated Sites Regulation, Division 3 of Part2):

Does the application qualify for an exemption from submitting a site disclosure statement?

Yes No

If yes, indicate which exemption applies _____

2. Where a municipal approval is not required, please indicate the reason for submission directly to the registrar:

Under Order Foreclosure CCAA Proceedings BIAProceedings
 Decommissioning Ceasing Operations

By signing below, I confirm that the information in this form is complete and accurate to the best of my knowledge:

SIGNATURE

DATE SIGNED (YYYY-MM-DD)

APPROVING AUTHORITY CONTACT INFORMATION

NAME	AGENCY
ADDRESS	
PHONE	E-MAIL

Reason for submission (Please check one or more of the following):

Building Permit Subdivision zoning Development Permit

DATE RECEIVED (YYYY-MM-DD)

DATE SUBMITTED TO REGISTRAR (YYYY-MM-DD)