

DEVELOPMENT APPLICATION CHECKLIST DEVELOPMENT PERMIT

You will need a Development Permit if your property is within a Development Permit Area (DPA) in the City of Merritt.

Review the [Official Community Plan No. 2336, 2022](#) to review the Development Permit Area (DPA) Guidelines and [Zoning Bylaw No. 2284, 2020](#) to review the Zoning Guidelines.

Visit <https://app.munisight.com/CityofMerritt> to review the DPA and Zoning Maps.

The following checklist will help to determine what to include in your Development Permit application. If you have questions or require any additional information, please contact Development Services by email at planning@merritt.ca.

REQUIRED ITEMS FOR ALL DEVELOPMENT PERMIT APPLICATIONS:

The following are required items for all DP applications. Additional items are required depending on the applicable DPA. Please provide a digital copy of each document.

- ☐ **Development Permit Application Form**
All sections of this form must be duly completed and signed.
- ☐ **Letter of Authorization (if applicable)**
Complete this form if the Authorized Agent/ Applicant is different from the Owner of the property.
- ☐ **Site Disclosure Statement**
Complete this form as required by Ministry of Environment and Climate Change Strategy.
- ☐ **Certificate of Title**
Provide a current Title not older than 30 days and include all notations – not limited to easements, rights of way, covenants etc.
- ☐ **Application Fee**
- ☐ **All Relevant Drawings**
See Information Sheet below.

MAY REQUIRE:

Engage a Planner to review the items that may be required. In some cases, additional information may be required as the application is being processed.

- ☐ **Site Survey**
Provide a survey of the property prepared by a BC Land Surveyor.
- ☐ **Storm Water Management Plan**
Provide a plan prepared by a certified professional to confirm pre and post development flow conditions.

INFORMATION SHEET (RELEVANT DRAWINGS)

This information sheet helps provide details of what should be included in the drawings for the Development Application. Metric dimensions are preferred.

SITE PLAN:

- ☐ **Site Address (Legal Address, PID and Civic Address)**
- ☐ **Project Title**
- ☐ **North Arrow, Scale, Date of Plan**
- ☐ **Dimensions of Property and Buildings**
Based on the Survey Plan, show all property lines, easements, right of way, and covenants. Show proposed buildings and any existing buildings.
- ☐ **Details showing compliance with the Zoning Bylaw No. 2284, 2020**
Show compliance with the Zoning Bylaw regulations for the property – Permitted and Provided. (Building setbacks, height, parcel coverage, number of units, parcel and building area etc.)
- ☐ **Location and Details of Parking with Calculations**
Include parking for Vehicles, Accessible Vehicles, Loading Area, Bicycle, Motorbikes etc.

LANDSCAPE PLAN:

- ☐ **Building Footprint with area**
- ☐ **All Permeable and Non-Permeable Surfaces on Plan**
- ☐ **Trees/ Plants and Species**
See FireSmart Guide and OCP recommendations for permitted tree/ plant species.
- ☐ **Outdoor Structures**
Including recycling/ garbage enclosure, fencing, bike racks, benches, signage etc.
- ☐ **Grading Plan and Location of Retaining Walls**
With height, material and irrigation details, elevations of existing and proposed infrastructure (including city sidewalks and curbs).
- ☐ **Landscape Cost Estimate**
Prepared by a Landscape Architect. Security will be required prior to issuance of Building Permit.
- ☐ **Landscape Security Deposit**
A landscape security deposit in the amount 120% of the landscape cost estimate must be submitted with the landscape plan. When all works are completed, the City will refund 90% of the security deposit. The remaining 10% will be retained for one additional year to ensure the plants are established. In addition to the security deposit, a non-refundable fee in the amount of 2% of the landscape cost estimate will be required for the landscape inspections.

INFORMATION SHEET (RELEVANT DRAWINGS - Continued)

This information sheet helps provide details of what should be included in the drawings for the Development Application. Metric dimensions are preferred.

ELEVATIONS:

- ☐ **Building Design with Elevations**
Provide elevations for all four building faces. Include details of siding materials, windows, and doors.
- ☐ **Building Height**
Provide vertical distance from grade to the highest point of the surface of a flat roof/ to the mean height level between the eaves and ridge of a gable, hip or gambrel roof, a reference elevation point (back of curb, road shoulder etc)
- ☐ **Average, Existing, and Finished Grades**

DPA SPECIFIC REQUIREMENTS:

Please engage a Planner or e-mail if assistance is required to identify the DPA and all the relevant requirements as per specific Development Permit Areas.





APPLICATION FOR DP/DVP/TUP

Development Services Department

Phone: (250) 378-8615

Email: planning@merritt.ca

Department Use Only

Date Received

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 #
Signature of owner/agent			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 ☐ No ☐	Flood Plain Yes ☐ No ☐
Information Attached to Application	Owner Authorization ☐	Certificate of Title ☐
	Site Disclosure Statement ☐	Site Plan (electronic) ☐
	Elevation Drawings (electronic) ☐	



City Hall
2185 Voght St. Box 189
Merritt, BC, V1K1B8



merritt.ca



250-378-4224

SCHEDULE F TO BYLAW 2386
PLANNING AND DEVELOPMENT FEES AND CHARGES

	2025	2026	2027
OCP Amendments			
OCP Amendments	\$2,000.00	\$2100.00	\$2,205.00
OCP Amendments in conjunction with a Rezoning application	\$1,500.00	\$1,575.00	\$1,653.75
Rezoning			
Rezoning Applications	\$1,755.18	\$1,842.94	\$1,935.09
Zoning Bylaw Text Amendments	\$1,463.02	\$1,536.17	\$1,612.98
Comprehensive Development Zone	\$2,924.93	\$3,071.18	\$3,224.74
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)	\$350.60	\$368.12	\$386.53
Major DP	\$1,755.18	\$1,842.94	\$1,935.09
Amendments to a DP	\$175.30	\$184.06	\$193.26
Appeal to Council of a Staff Decision on a DP	\$585.43	\$614.70	\$645.44
Riparian/ Environmental DP	\$350.60	\$368.12	\$386.53
Geotechnical DP	\$350.60	\$368.12	\$386.53
Wildfire DP	\$350.60	\$368.12	\$386.53
Development Variance Permit or Board of Variance Application			
Minor Variance (up to 2 Variances)	\$819.16	\$860.12	\$903.13
Minor Variance in conjunction with a DP	\$585.43	\$614.70	\$645.44
Major Variance (3+ Variances)	\$1,169.75	\$1,228.24	\$1,289.65
Major Variance in conjunction with a DP	\$936.02	\$982.82	\$1,031.9
Board of Variance	\$585.43	\$614.70	\$645.44
Temporary Use Permit			
Temporary Use Permit	\$936.02	\$982.82	\$1,031.9
Temporary Use Permit Renewal	\$467.46	\$490.83	\$515.37



LETTER OF AUTHORIZATION

Registered Authority

Please be advised that I/we, _____
(Print names of ALL Registered Owners or Corporate Director)

Representing, _____
(Corporate name - if applicable)

am/are the registered owner(s);

Site Civic Address:

Lot# _____ Block _____ Plan _____ PID# _____

Appointed Authorized Agent

Name of Authorized Agent _____

Company Name _____

Mailing Address _____

City: _____ Postal Code: _____

Email: _____

Phone: _____ F a x : _____

Signature of Authorized Agent

X

Permission to act:

As my/our Authorized Agent in the matter of the following:

☐
☐
☐
☐

to view and obtain copies of all plans and permits.

to apply for and obtain building permits for proposed construction to the above reference Civic Address

to apply for and obtain plumbing permit / sprinkler permits.

to apply for Planning File: Development Permit ☐ Development Variance Permit ☐ Subdivision ☐

Zoning Amendment ☐ Official Community Plan Amendment ☐

Sign Permit ☐ Temporary Use Permit ☐ Discretionary Use Permit ☐

☐ other: _____

Authorized Signature (Registered Owner or Corporate Director)

This document shall serve to notify the City of Merritt that I am/we are the legal owner(s) of the property described above and do authorize the person indicated above ("Authorized Agent") to act on my/our behalf on all matters indicated above ("Permission to act") for the above referenced property. In addition, I/we have read and understand the above application and authorize the Authorized Agent to sign the above on my/our behalf.

X

Sign

Print

Date: _____

X

Sign

Print

Date: _____

The personal information on this form is being collected in accordance with Section 27 of the *Freedom of Information and Protection of Privacy Act, RSBC 1996 Ch. 165* and the *Local Government Act, RSBC 2015 Ch. 1*. It will only be collected, used and disclosed for the purpose of administering matters with respect to **planning**, **land use management** and related **services** delivered, or proposed to be delivered, by the City of Merritt. Questions about the use of personal information and the protection of privacy may be directed to Corporate Services.





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)

☐ 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 ACTIVITIESHas 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 Part 2):

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 ☐ BIA Proceedings
☐ 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)