



APPLICATION FOR DISCRETIONARY USE PERMIT

Development Services Department

Phone: (250) 378-8615

Email: planning@merritt.ca

Department Use Only

Date Received

Application/File No.

General information

Name of applicant		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 discretionary use		Type of application ☐ Minor ☐ Major ☐ Special			
Existing OCP designation		Name of applicable development area regulation		Existing zoning	
Existing use(s) of the subject property	Residential ☐ Institutional ☐	Commercial ☐ Utility ☐	Industrial ☐ Other: _____		
Application Fee ☐ Minor ☐ Major ☐ Special					



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



merritt.ca



250-378-4224



Describe the Proposed Use of Building and Property and the Rationale of the Proposed Use

Describe the existing land use and building on all lots adjacent to and surrounding the subject property

Existing Property #1: _____
North (if applicable) _____

Existing Property #2: _____
NE (if applicable) _____

Existing Property #3: _____
East (if applicable) _____

Existing Property #4: _____
SE (if applicable) _____

Existing Property #5: _____
South (if applicable) _____

Existing Property #6: _____
SW (if applicable) _____

Existing Property #7: _____
West (if applicable) _____

Existing Property #8: _____
NW (if applicable) _____



Discretionary Use Fee Schedule



Minor	Major	Special
SEE LATEST CITY OF MERRITT FEES AND CHARGES BYLAW		
Short-Term Rental	Winery	Adult Entertainment Club
Funeral Services	Drive-through Business	Gaming Facility
Second-Hand Store	Garden Centre, Outdoor	
Food Primary Establishment	Parking Lot, Commercial	
Brewing & Distilling	Vehicle Services	
Liquor Primary Establishment	Building Supply Centre	
Retail Store, General	Campground	
Assembly Place	Filling Station	
Community Care Facility, Minor	Garden Centre, Indoor	
Place of Worship	Vehicle Sales & Rentals	
Public Use	Bus Depot	
School, Public	Community Care Facility, Major	
Veterinary Services	Community Care Facility, Specialized	
Water Refill Station	Daycare Centre, Major	
Modular Home	Educational Institution	
	Motel	
	Animal Boarding	
	Bulk Petroleum & Electricity Sales	
	Film Studio	
	Truck Travel Centre	



	2025	2026	2027
Discretionary Use Permit			
Minor Discretionary Use Permit	\$58.43	\$61.35	\$64.42
Major Discretionary Use Permit	\$585.43	\$614.70	\$645.44
Special Discretionary Use Permit	\$1,169.75	\$1,228.24	\$1,289.65
Subdivision			
<i>Preliminary Layout Review (Fees based on total number of lots being registered at Land Titles)</i>			
Up to 2 Lots	\$994.46	\$1,044.18	\$1,096.39
3 – 10 Lots	\$1,169.75 + \$116.87 per lot	\$1,228.24 + \$122.71 per lot	\$1,289.65 + \$128.85 per lot
11 – 20 Lots	\$2,924.93 + \$116.87 per lot	\$3,071.18 + \$122.71 per lot	\$3,224.74 + \$128.85 per lot
21 – 30 Lots	\$4,680.11 + \$116.87 per lot	\$4,914.12 + \$122.71 per lot	\$5,159.83 + \$128.85 per lot
31 – 40 Lots	\$5,849.87 + \$116.87 per lot	\$6,142.36 + \$122.71 per lot	\$6,449.48 + \$128.85 per lot
41 or More Lots	\$7,019.62 + \$116.87 per lot	\$7,370.60 + \$122.71 per lot	\$7,739.13 + \$128.85 per lot
Phased Strata (each phase)	\$994.46	\$1,044.1	\$1,096.39
Preliminary Layout Review (PLR) Amendment or Extension	\$233.73	\$245.42	\$257.69
Strata Conversion			
Strata Conversion	\$585.43 + \$116.87 per lot	\$614.70 + \$122.71 per lot	\$645.44 + \$128.85 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		



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.

