

# 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: \_\_\_\_\_

## 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.)

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## 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	Form and Character	Environmental	Hazardous	
<i>Complete sections</i>	Attached duplex (Full)	Attached duplex (Partial)	Detached duplex (Full)	Detached duplex (Partial)
1, 2, 3, 4, 5, 6				

Subdivision	Statement of Conditions (SOC)	Strata-Title Conversion	Phased Strata Consideration
Complete sections 1, 2, 3, 4, 5, 8	Statement of Conditions - Amendment Statement of Conditions – Extension (Time)	Boundary Adjustment Lot Consolidation	Final Approval of Subdivision Air Space Parcel
	No. of Lots and Phases in Phased Strata Plan Land Title Act (Non-Strata)      Strata	Lots	Phases

## 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: \_\_\_\_\_ m<sup>2</sup>: \_\_\_\_\_ acres: \_\_\_\_\_ ft<sup>2</sup>: \_\_\_\_\_

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
- ☒ Title Search
- ☒ Application Fee (see current [fee schedule](#))
- ☒ Site Plan (pdf format)

Please submit documents electronically to [planning@langford.ca](mailto:planning@langford.ca). 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 Development Services and Subdivision Department at 250.478.7882 or email if you require further clarification.

## 8. REQUIRED SUBMISSIONS FOR SUBDIVISION APPLICATIONS

- ☒ Application Form
- ☒ Title Search for each lot
- ☒ Subdivision Fee (see current [fee schedule](#))
- ☒ Legal Encumbrances for each lot (Easements, Rights-of Ways, Covenants)
- Drawings – In pdf format**
- ☒ All road frontage with existing road names
- ☒ Proposed subdivision
- ☒ Size and dimensions of existing and proposed lots
- ☒ Location of existing structures showing all setbacks
- ☒ Existing water bodies and water courses
- ☒ Location of protected areas
- ☒ Topographic information at 0.5m contour lines

Please submit documents electronically to [landdev@langford.ca](mailto:landdev@langford.ca). 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 Development Services and Subdivision Department 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](mailto: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 Development Services 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. 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](#)
- ☒ **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 reading; (5) public hearing (if applicable); and (6) Council for bylaw adoption  
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](mailto:planning@langford.ca) if you have any questions about the collection, use, or disclosure of this information.