



Planning & Development
 201-515 Hwy 97 South
 Kelowna, BC V1Z 3J2
 p 250 769 4999
 f 250 769 2441

Pre-Application Form

A pre-application is an informal review of a development concept plan submitted by the applicant. This review provides a coordinated response from appropriate Westbank First Nation departments of any major issues that can be determined from the concept plans and proposed development description. For comprehensive developments, a pre-application checklist must be submitted with this form in order to be accepted.

Comprehensive Developments include, but are not limited to, the following:

- *Medium or High Density Residential Land Use*
- *Mixed-use developments*
- *Phased developments*
- *Any development that is identified as a significant departure from the Westbank First Nation Comprehensive Community Plan*

APPLICANT INFORMATION

Development Primary Contact:

First Name:	
Last Name:	
Company Name (if applicable):	
Mailing Address:	
City:	Postal Code:
Primary Contact No.:	Secondary Contact No.:
Email / Fax:	

Registered Lessee or CP Holder of the Property:

First Name:	
Last Name:	
Company Name (if applicable):	
Mailing Address:	
City:	Postal Code:
Primary Contact No.:	Secondary Contact No.:
Email / Fax:	

Note: *If the applicant is not the registered Lessee / CP Holder, the registered Lessee / CP Holder must complete the right column and sign the application; a supplemental Letter of Authorization is strongly recommended.*

SITE DESCRIPTION

Lot No.:	Plan No.:	Reserve No.	
Civic Address:			
Current Zoning:	Proposed Zoning:	Current Land Use:	Proposed Land Use:
Parcel Size (m ²)	Lot Frontage (m)	Lot Depth (m)	

DEVELOPMENT PROPOSAL

Please describe the rationale for your development proposal. It is recommended that an additional letter of rationale be attached to and submitted along with the application.

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If a zoning or land use amendment will be required to support proposal, please provide rationale.		
Type (e.g. single family, duplex):	Number of Units:	Building Area (m ²):
Height (m):	Number of Storeys:	Parcel Size (m ²):
Variances, if any proposed:		

COORDINATING PROFESSIONALS

List any consultants known to date (e.g. engineers, architects, biologists etc.)

Name:	
Title:	
Company Name:	
Company Address:	
Phone:	Cell:
Email / Fax:	

Name:	
Title:	
Company Name:	
Company Address:	
Phone:	Cell:
Email / Fax:	

APPLICATION REQUIREMENTS

Office Use Only	Applicant	Criteria
<input type="checkbox"/>	<input type="checkbox"/>	Completed Pre-Application
	<input type="checkbox"/>	Completed Agent Authorization Form (if applicable)
		Subject Property – Site Plan:
<input type="checkbox"/>	<input type="checkbox"/>	• Legal Description(s)
<input type="checkbox"/>	<input type="checkbox"/>	• Civic Address
<input type="checkbox"/>	<input type="checkbox"/>	• Parcel Area
<input type="checkbox"/>	<input type="checkbox"/>	• Property Lines, setbacks, site access and egress, existing waterways
<input type="checkbox"/>	<input type="checkbox"/>	• Current and proposed buildings
<input type="checkbox"/>	<input type="checkbox"/>	• Easements, Rights of Way, Covenant Area
<input type="checkbox"/>	<input type="checkbox"/>	Provide evaluation of how proposal fits in with the current or proposed zone
<input type="checkbox"/>	<input type="checkbox"/>	Specific questions sent prior to be addressed at the pre-application meeting
<input type="checkbox"/>	<input type="checkbox"/>	Any additional drawings / renderings available
<input type="checkbox"/>	<input type="checkbox"/>	Any other items requested by WFN for the pre-application

APPLICANT ACKNOWLEDGEMENT

By signing this application form, the Applicant attests that the information provided on this and all supplemental application forms is true and correct to the best of their knowledge. Any material falsehood or any omission of a material fact made by the Applicant with respect to this application may result in an issued permit becoming null and void.

I, the Applicant, certify that this application is being made with the full knowledge and consent of all interest holders of the property in question.

Applicant (Print Name)

Applicant Signature

Date

Owner (Print Name)

Owner Signature

Date

Note: *If the applicant is not the registered Owner (Lessee or CP Holder) of the subject property, a signature from the registered Owner is required on this application. Acceptance of fees does not imply or guarantee application approval. Application fees are non-refundable.*