KITIMAT
A Marvel of Nature and Industry

Zoning and OCP Amendment Checklist

Community Planning and Development
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The following checklist outlines the requirements for an application to be considered a complete submission. Please ensure you have included all required documents to avoid delays. Please note that further submission materials may be required depending on the type and scale of your proposal.

REQUIRED DOCUMENTS

☐ **Complete Application Form**
The "Development Application" must be completed and signed by the property owner.

☐ **Title Search**
A current Title Search dated within the last 30 days.

☐ **Letter of Rationale**
Statement of intent outlining the rationale behind the application and how the District may benefit or be impacted from the amendment.

☐ **Site Plan**
The plan should include:

- Location and dimensions of all lot or property lines.
- Location of all existing and proposed buildings and structures.
- Location and setback distances of proposed or existing buildings to all lot or property lines, and if applicable, right-of-ways, easements and covenants.
- Location of all watercourses including creeks, streams, rivers and ditches.

☐ **Zoning Analysis Table**
Please complete the applicable sections of the Zoning Analysis Table below using Part 9 of the Kitimat Municipal Code.

ADDITIONAL DOCUMENTS THAT MAY BE REQUIRED*

☐ **Traffic Impact Assessment**
If the proposed development or change in land use could have an impact on the existing transportation network a report or study by a qualified professional may be required.

☐ **Geotechnical Report Prepared by a Qualified Professional**
In areas where instability or environmental hazards may be a concern a report by a qualified professional that describes soil stability, potential mitigative strategies, and confirms that the lands can be used safely for the intended use and may be required.

Every project is different, please contact us if you have questions.

☐ **Environmental Report Prepared by a Qualified Professional**
If the property is near environmentally sensitive habitat, streams or lands a report by a qualified professional that:

- identifies the impacts from the development on any environmentally sensitive areas and if so,
- prescribe any protection and restoration measures required in order for the development to proceed in a manner that does not adversely affect the natural environment identify.

☐ **Servicing Capacity Study**
Depending on the scale and scope of the proposal, details on the current and expected capacity for water, sanitary sewer, and stormwater drainage infrastructure may be required.

☐ **Stormwater Management Report**
Depending on the scale and scope of the proposal, details on how rainwater runoff and drainage will be managed may be required.

☐ **BC Company Search**
If the subject parcel is owned by a company and not an individual owner, a BC company search will be required.

*This is not an exhaustive list, and other documents may be required.

ZONING ANALYSIS TABLE (please fill out the applicable information based on your proposal)

Please refer to Part 9 of the Kitimat Municipal Code when completing this section.

Zoning Regulations	Current Zoning Requirement	Proposed Zoning Requirement
Lot Area (minimum)	m^2	m^2
Lot Frontage	m	m
Site or Lot Coverage	%	%
Front Yard Setback	m	m
Rear Yard Setback	m	m
Side Yard Setback	m	m
Building Height	m	m
Site or Lot Coverage	%	%
Access Width (maximum)	m	m
Off-Street Parking	#	#