



Planning and Development Department
4949 Canada Way, Burnaby, BC V5G 1M2
Phone: 604-294-7400 E: planning@burnaby.ca

DEVELOPMENT APPLICATION FORM FOR PLANNING DIVISION

Section 1: Application Information

Please choose the applicable application type below (check all that apply):

If the property is Strata Titled, the Strata Council represents the Owner and Strata Council meeting minutes are required to show owners of the strata lots on the property have supported the Application.

Rezoning / Plan Amendment

- ☐ Standard Rezoning
- ☐ CD Rezoning
- ☐ Master Plan Rezoning
- ☐ OCP/CP Amendment

Subdivision

- ☐ Standard Subdivision
- ☐ Air Space Parcel
- ☐ Phased Strata
- ☐ Servicing Requirements
- ☐ Road Closure

Liquor Licence

- ☐ Food Primary
- ☐ Liquor Primary

Cannabis Store

- ☐ New Licence
- ☐ Licence Amendment

Land Use Permit

- ☐ Temporary Use Permit
- ☐ Development Variance Permit

Strata Title

- ☐ R1 (SSMUH) Residential
- ☐ Two-Family Residential
- ☐ Commercial / Industrial

Others

- ☐ Heritage
- ☐ Preliminary Plan Approval

Section 2: Property Information (include postal code)

SITE ADDRESS:		PID:	
SITE ADDRESS:		PID:	
SITE ADDRESS:		PID:	
SITE ADDRESS:		PID:	
SITE ADDRESS:		PID:	
SITE ADDRESS:		PID:	
PROPERTY INFO:	ZONE(S):	OCP/CP DESIGNATION:	
	SITE AREA:	NO. OF LOTS:	
STRUCTURES TO BE:	<input type="checkbox"/> RETAINED	<input type="checkbox"/> EXPANDED	<input type="checkbox"/> DEMOLISHED/REPLACED
			<input type="checkbox"/> N/A
PPA ONLY:	ESTIMATED CONSTRUCTION VALUE:		

DESCRIPTION OF THE PROPOSAL:

PROPOSED DEVELOPMENT:	ZONE(S):	OCP/CP DESIGNATION:
(Rezoning only)	FAR:	NO. OF LOTS:
	LAND USE(S):	

Section 3: Registered Owner(s) Information (all listed Land Title Owners must complete)

Owner / Company & Representative Name:		
ADDRESS:	CITY:	POSTAL CODE:
PHONE NUMBER:	CELL PHONE:	
E-MAIL:	OWNER TO BE NOTIFIED AT MILESTONES: <input type="checkbox"/> Yes <input type="checkbox"/> No	
SIGNATURE:	DATE:	

Owner / Company & Representative Name:		
ADDRESS:	CITY:	POSTAL CODE:
PHONE NUMBER:	CELL PHONE:	
E-MAIL:	OWNER TO BE NOTIFIED AT MILESTONES: <input type="checkbox"/> Yes <input type="checkbox"/> No	
SIGNATURE:	DATE:	

Owner / Company & Representative Name:		
ADDRESS:	CITY:	POSTAL CODE:
PHONE NUMBER:	CELL PHONE:	
E-MAIL:	OWNER TO BE NOTIFIED AT MILESTONES: <input type="checkbox"/> Yes <input type="checkbox"/> No	
SIGNATURE:	DATE:	

Owner / Company & Representative Name:		
ADDRESS:	CITY:	POSTAL CODE:
PHONE NUMBER:	CELL PHONE:	
E-MAIL:	OWNER TO BE NOTIFIED AT MILESTONES: <input type="checkbox"/> Yes <input type="checkbox"/> No	
SIGNATURE:	DATE:	

Section 4: Payer Information

Owner / Company & Representative Name:		
ADDRESS:	CITY:	POSTAL CODE:
PHONE NUMBER:	CELL PHONE:	
EMAIL:		

Section 5: Agent Contact

(Agent Authorization Form:)

☐ Received☐ Applicant is the owner)

NAME: (Print):

COMPANY NAME:

(If applicable)

ADDRESS:

CITY:

POSTAL CODE:

PHONE NUMBER:

CELL PHONE:

E-MAIL:

OWNER TO BE NOTIFIED AT MILESTONES: ☐ Yes ☐ No

AGENT SIGNATURE:

Date
(YY/MMM/DD)For **CANNABIS RETAIL STORE APPLICATIONS**: Agent/Owner to initial beside below statements:

_____ I understand that if I cancel my Cannabis Retail Store application, the City's application fee refund may be requested only during the 60 day application intake period. Once the intake period concludes, the City's application fee will not be refunded.

_____ I have read the City's Liquor and Cannabis Licensing Policy and accompanying Council report and understand that only one new retail cannabis store per City quadrant (a total of four new stores in the City) will be recommended for licensing to the LCRB

Section 6: Site Disclosure Statement (Rezoning or Subdivision only)

A Site Disclosure Statement with an attached map has been completed and included in this submission package.

☐ YES☐ NOSite Disclosure Statement can be found at [Site remediation forms – Province of British Columbia \(gov.bc.ca\)](http://gov.bc.ca/siteid)For any questions related to the Site Disclosure Statement, please contact siteid@gov.bc.ca.**Section 7: Owner / Agent Acknowledgement**

It is understood that, until the City is advised, in writing, that the Agent no longer acts on the Owner's behalf in respect of the Property, the City shall deal exclusively with the Agent regarding the Application. The Owner acknowledges that the City is under no obligation to communicate with the Owner or any other person other than the Agent, with regard to the Application. This authorization supersedes all previous appointments.

It is understood that we must immediately notify the Planning and Development Department regarding a change of registered owner(s), authorized agent, legal description, or development proposal, while the application is under review. This application is subject to further review and approval, and acceptance of the application by the Planning and Development Department should not be considered as final approval. We attest that all of the information provided as part of this application is true and correct to the best of our knowledge.

Section 8: FOI information

I hereby declare that the Provincial licence and/or certification is in effect and valid and that all other information contained in this application is accurate. I acknowledge that the City is relying on this declaration for issuance of permit. I further confirm that all work performed under this permit shall be done in accordance with all applicable City of Burnaby Bylaws and Provincial Regulations.

Personal information collected on this form is in accordance with s. 26(c) of the Freedom of Information and Protection of Privacy Act (RSBC 1996) for permitting purposes. Please be advised that permits are considered public records that are available in various City publications or disclosed through information requests. For questions regarding the collection, use and disclosure of personal information please contact the FOI Administrator at FOI@burnaby.ca or by calling 604-294-7944 or in person at City Hall at 4949 Canada Way, Burnaby.

OFFICE USE ONLY		
Case #:	X-Ref:	Map #:
Fees:	Invoice #:	Date: