



**Zoning and Official Community Plan  
Amendment Application Form**  
Village of Burns Lake Zoning Bylaw No. 880, 2008  
Village of Burns Lake Official Community Plan Bylaw No. 970, 2017

**THE VILLAGE OF BURNS LAKE**  
PO Box 570 15 3<sup>rd</sup> Avenue  
Burns Lake, BC V0J 1E0, (250) 692-7587  
Fax: 250-692-3059, [village@burnslake.ca](mailto:village@burnslake.ca)

**OFFICE USE ONLY – Attach Tax Certificate**  
Fee Paid: \_\_\_\_\_ Receipt No: \_\_\_\_\_ Development permit area: \_\_\_\_\_ Date: \_\_\_\_\_

**NOTE TO APPLICANT:** The processing of your application will be delayed if it is incomplete. Applicants are encouraged to speak with Village staff prior to application submission.

Please mail or deliver the completed application form, fees, plans and supporting material to the Village of Burns Lake office. The fee is payable to the Village of Burns Lake.

**SECTION 1: DESCRIPTION OF PROPERTY**

Lot/Parcel \_\_\_\_\_ Plan \_\_\_\_\_ District Lot \_\_\_\_\_ Range \_\_\_\_\_

Civic Address of Property \_\_\_\_\_

Other description \_\_\_\_\_

Current Land Use/Zoning \_\_\_\_\_

Folio Number \_\_\_\_\_ (From Property Assessment/Tax Notice)

Parcel Identifier (PID) \_\_\_\_ - \_\_\_\_ - \_\_\_\_

**SECTION 2: OWNER INFORMATION (Add additional page if more than one owner)**

_____	_____
Name	Street Address
_____	_____
Mailing Address	Postal Code
_____	_____
Telephone	Fax
_____	_____
_____	Email

**SECTION 3: APPLICANT INFORMATION (if different than owner)**

_____	_____
Name	Street Address
_____	_____
Mailing Address	Postal Code
_____	_____
Telephone	Fax
_____	_____
_____	Email

**SECTION 4: ZONING AND/OR OFFICIAL COMMUNITY PLAN AMENDMENT REQUESTED:**

Please describe the current use and zoning of the land and buildings on the property as well as the proposed use, and zoning, clearly indicating why the current zoning and/or OCP designation does not meet your needs.

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**If the space provided above is insufficient, please attach additional information.**

**SECTION 5: SITE PLANS (if applicable):**

Please attach a detailed Site Plan that shows all natural and developed features of the property, and the distance between these features and the lot lines. Show the location of any proposed, building, structures and land clearing showing accurate dimensions of their size and the distances between the proposed development and existing features, including lot lines. You may be required to submit an elevation and side view of the proposed development.

**SECTION 6: APPLICANT COMPLETION CHECKLIST**

- I have completed all sections of this application form
- I have included detailed site plans and drawings as required in Section 5 of this application form
- All owners listed on the title have signed the application
- I have included the correct fee (\$1,000 for a Zoning or OCP Amendment Application, \$1,500 for a combined Zoning and OCP Amendment Application)

**IMPORTANT: Your application will not be considered complete unless it contains all of the information above**

**SECTION 7: OWNER’S CONSENT AND AUTHORIZATION**

(The signature of all registered owners if required)

In order to assist the Village of Burns Lake in the review and evaluation of my application, by signing below, I authorize the staff assigned to this application to enter onto the land at reasonable times, after making reasonable efforts to schedule a convenient time for such a visit, to inspect the land. I acknowledge, a right, if a convenient time can be scheduled, to accompany the Village staff member on the site visit.

By signing below, I authorize the Applicant named in Section 3 of this application to represent this application:

**First Consent and Authorization**

**Second Consent and Authorization**

\_\_\_\_\_

Consent and Authorization Signature

\_\_\_\_\_

Print Name

\_\_\_\_\_

Date

\_\_\_\_\_

Consent and Authorization Signature

\_\_\_\_\_

Print Name

\_\_\_\_\_

Date