



Regional District of Okanagan-Similkameen

101 Martin Street, Penticton, B.C., V2A 5J9
 Telephone: 250-492-0237 Fax: 250-492-0063
 Email: info@rdos.bc.ca Website: www.rdos.bc.ca

Office use only	
File No.:	
Received:	
Fee: \$150 + \$30/space	
Title Search / Documents Fee:	
Receipt No:	

Manufactured Home Park Permit Application

It is recommended that applicants consult Development Services staff prior to submitting an application.
 This application will not be accepted unless it is complete and the required fee and plans are attached.

APPLICANT:		OWNER(S):	
Name:		Name:	
Address:		Address:	
City/Town:		City/Town:	
Province:	Postal Code:	Province:	Postal Code:
Day Phone:	Fax:	Day Phone:	Fax:
Cell Phone:		Cell Phone:	
Email:		Email:	

AGENT AUTHORIZATION:	
If the registered owner(s) of the subject property elects to have someone act on their behalf in submission of this application this section must be completed:	
As owner(s) of the land described in this application, I/we hereby authorize _____ to act as applicant in regard to this land development application.	
Signature of Owner:	Date:
Signature of Owner:	Date:

NOTICE OF COLLECTION OF PERSONAL INFORMATION:
Personal information on this form is collected for the purpose of processing this application and for administration and enforcement. The personal information is collected under the authority of the Local Government Act and the bylaws of the Regional District Okanagan-Similkameen. Documentation / information submitted in support of this application can be made available for public inspection pursuant to the Freedom of Information and Protection of Privacy Act. Contact the Freedom of Information Officer at the Regional District Okanagan-Similkameen for



REQUIRED DOCUMENTATION:

All plans and drawings referred to in this section should be submitted with one full scale and one reduced (11 x 17) copy suitable for black and white reproduction. When possible, Adobe PDF versions should also be included.

Certificate of Title – to provide proof of ownership, copies of titles should be dated no more than 30 days prior to the date of application. Copies of titles are available from the Land Titles Office, or through a Government Agent’s Office, a notary, lawyer or search company.

Location Map – showing the area in which the subject property is situated.

Site Plan – drawn to scale and showing dimensions, shall include the following (as applicable):

- North arrow and scale;
- Dimensions and boundaries of property lines, rights-of-way, and easements;
- Location and dimensions of existing structures and setbacks (including projections and overhangs) to parcel lines, rights-of-ways, easements;
- Location of existing access roads, driveways, vehicle parking spaces, pathways, screening and fencing;
- Natural & finished grades of site, at buildings & retaining walls (indicate source of grade data)
- Location of any physical or topographical constraints (such as watercourses, shorelines, ravines, wetlands, steep slopes, bedrock outcrops, etc...);
- Location of all existing water lines, wells, septic fields, sanitary sewer & storm drain facilities, including sizes; and
- Existing covenant areas (if applicable).

Development Plan - shall be drawn to scale and indicate the following:

- detailed drawings of the proposed development, including building sections, elevations, finishes, floor plans, landscaping, access roads, driveways, vehicle parking spaces, pathways, and screening and fencing proposed for the site;
- a project summary sheet outlining density and number of dwelling units, site coverage, heights, setbacks, and other relevant data; and
- location and width of proposed access(es) to the property, driveways, manoeuvring aisles and parking layout.

Site Survey - If the proposed development involves a variance to the siting or building envelope of a structure a current BC Land Surveyor’s survey certificate (in metric) shall be required. This may be combined with the requirements for a **Site Plan**, where appropriate.

Landscape Plan – where applicable, the Landscape Plan shall be drawn to scale and shall show existing and proposed landscaping and to include an estimate of the cost of landscaping, provided by a Landscape Architect or qualified professional. This estimate will be used to determine the amount of any security required.

Additional material or more detailed information may be requested by the Regional District upon reviewing the application.

DECLARATION:

I, the undersigned, hereby certify that the information provided with respect to this application is full and complete and is, to the best of my knowledge, a true statement of the facts related to this application.

Signature of Owner or Authorized Agent

Date

Print name of Owner or Authorized Agent