



The Corporation of the Township of Langley
Development Services Department
 20338 – 65 Avenue, Langley BC V2Y 3J1
 Tel: 604.533.6034 Email: cdinfo@tol.ca
 Web: tol.ca/development

OFFICE USE ONLY

Project #: _____ Folder #: _____
 Folder #: _____ Folder #: _____
 Folder #: _____ Folder #: _____

DEVELOPMENT APPLICATION FORM

Application Type (check all that apply):

- Development Variance Permit
- Heritage Alteration Permit
- Heritage Revitalization Agreement
- Liquor Licence or Cannabis Retail Endorsement
- Plan Amendment:
Official Community Plan, Community Plan Neighbourhood Plan or Sub Neighbourhood Plan
- Rezoning (Zoning Bylaw Amendment)
- Subdivision
- Temporary Use Permit
- Telecommunications Tower
- Other

Development Permit:

- Commercial, Industrial, Institutional, Multi-Family
- GHG
- Residential (single family)
- Streamside

Land Use Contract:

- Amendment (varying use or density)
- Amendment (not varying use or density)
- Discharge

SUBMISSION REQUIREMENTS

See “**DEVELOPMENT APPLICATION REQUIREMENTS**” list to determine which items must accompany your application

Please provide the following information: *(incomplete applications will not be accepted)*

Number of properties included in this application: _____ Gross Site Area (ha): _____

Community Plan: _____ Neighbourhood Plan (if applicable): _____

Land Use Designation: _____

Existing Zoning: _____ Proposed Zoning (if applicable): _____

Residential: Number of total lots / units being proposed for each type (if applicable):

_____ SFD / RH / SD _____ Townhouse _____ Apartment

Non-Residential: Gross Floor Area (m²) being proposed for each type (if applicable):

_____ Comm. _____ Office _____ Ind. _____ Inst. _____ Other

Are there any watercourses on the property or immediately adjacent? Yes No

Brief description of application and/or other relevant information:

**** Applicants must complete the **Property List** and **Authorization** sections found on reverse.**

All properties, to which this application applies, must be detailed.

If there is insufficient space provided for all subject properties and/or registered owners, please use the “**ADDITIONAL PROPERTIES**” form **

Property List:

Subject Property 1
Registered Owner(s) Information
Name: _____
Home Phone: _____
Mobile Phone: _____
Email Address: _____
Mailing Address: _____
City: _____
Postal Code: _____
Subject Property Information
Civic Address: _____
Folio: _____
Legal Description: _____

Subject Property 2
Registered Owner(s) Information
Name: _____
Home Phone: _____
Mobile Phone: _____
Email Address: _____
Mailing Address: _____
City: _____
Postal Code: _____
Subject Property Information
Civic Address: _____
Folio: _____
Legal Description: _____

Authorized Agent:

Agent Name: _____
Company Name: _____
Telephone: _____ Mobile Phone: _____
Email Address: _____
Mailing Address: _____
City: _____ Postal Code: _____

Authorization:

As **Registered Owner(s)** of the subject lands, I/we submit this application for the development of the subject properties and authorize the above noted Authorized Agent to act as my/our agent concerning this application. I/we have completed the above form and submitted all required documents as described in the Application Checklist.
If there are any changes in ownership, authorizing agent, primary consultant, legal description or development proposal while this application is pending, I/we will notify the Community Development Division in writing, immediately.

Authorized Signatory (Property 1): _____
Name Signature

Authorized Signatory (Property 2): _____
Name Signature

Authorized Agent: _____
Name Signature

For more information, please contact
Township of Langley
Development Services Department
20338 – 65 Avenue, Langley BC V2Y 3J1
Tel: 604.533.6034 Email: cdinfo@tol.ca

Any personal information that is collected on this form will be managed in accordance with the
Freedom of Information and Protection of Privacy Act.
If you have any questions or concerns regarding the collection, use, disclosure or safe-guarding of personal information associated with this form, please direct enquiries to the Freedom of Information and Protection of Privacy Coordinator, Legislative Services
20338 – 65 Avenue, Langley BC V2Y 3J1
or phone 604.533.6101

DEVELOPMENT APPLICATION REQUIREMENTS

Items listed are required at application submission. Missing items will result in refusal of the application. Additional information may be required after application submission, to facilitate further processing of the application.

ALL REPORTS AND DRAWINGS MUST BE LEGIBLE

	APPLICATION TYPE	REQUIRED ITEMS <i>(see reverse for details)</i>
1.	Agricultural Land Commission - see application requirements on ALC website (alc.gov.bc.ca)	
	<ul style="list-style-type: none"> Non-Farm Use, Subdivision 	C
2.	Development Permit	
	<ul style="list-style-type: none"> Residential (single family) 	A,B,C,J,Q,R
	<ul style="list-style-type: none"> Commercial, Industrial, Institutional, Multi-Family Residential 	A,B,C,D,E,F,G,H,I,J,Q,R
	<ul style="list-style-type: none"> GHG 	A,B,C,J,K
	<ul style="list-style-type: none"> Streamside 	A,B,C,G,J,N,Q
3.	Development Variance Permit	A,B,C,G,J
4.	Official Community Plan, Community Plan, or Neighbourhood Plan Amendment	A,B,C,J
5.	Zoning Bylaw Amendment	A,B,C,J
6.	Rezoning	
	<ul style="list-style-type: none"> Industrial, Commercial, Institutional, Multi-Family Residential 	A,B,C,D,E,F,G,J,Q,R
	<ul style="list-style-type: none"> Residential - Non-ALR 5 Lots or under 	A,B,C,D,F,G,J,Q,R,
	<ul style="list-style-type: none"> Residential - Non-ALR over 5 Lots 	A,B,C,D,E,F,G,J,Q,R,
	<ul style="list-style-type: none"> Within the Agricultural Land Reserve 	A,B,C,G,J,L,Q,R
7.	Subdivision	
	<ul style="list-style-type: none"> Within the Agricultural Land Reserve 	A,B,C,G,L,Q,R
	<ul style="list-style-type: none"> Non-ALR 5 Lots or under 	A,B,C,D,F,G,Q,R
	<ul style="list-style-type: none"> Non-ALR over 5 Lots 	A,B,C,D,E,F,G,Q,R
	<ul style="list-style-type: none"> Strata Conversion 	A,B,C,G,J,Q,R
8.	Temporary Use Permit	A,B,C,D,E,F,G,H,I,J,R,Q
9.	Telecommunications Tower	A,B,C,J,O,P
10.	Liquor Licence or Cannabis Retail Endorsement	A,B,C,G,J,M
11.	Heritage Revitalization Agreement or Heritage Alteration Permit	A,B,C,D,E,F,G,H,I,J,Q,R
12.	Land Use Contract Amendment/Discharge	A,B,C,J,Q

Applicant Name: _____

Applicant Signature: _____

Date: _____

TOL Use Only

Received by: _____

Date: _____



**Township of
Langley**
Est. 1873

REQUIRED ITEMS DETAILS

Important Note: Hard copies requested below are in addition to digital copies required to be submitted through the Development Application Submission Portal: tol.ca/developmentapplication

Unless otherwise noted, required documents must be **no older than 6 months**.

Please deliver physical submissions to the second level drop box at the Township Civic Facility (20338 65 Avenue).

A.	Fully completed Development Application Form <ul style="list-style-type: none"> Including signatures of authorization by all property owners.
B.	Title Search <ul style="list-style-type: none"> No older than 30 days. If property is owned by a company, include a BC Company Summary search (available from the Land Title Office); and a letter on company letterhead to confirm the applicant's authority to sign on the company's behalf.
C.	Application Fee
D.	Tree Survey <ul style="list-style-type: none"> Must be prepared and sealed by a registered BC Land Surveyor. 1:500 (or suitable) scale of the development application site, showing the surveyed locations of all significant trees on the development site. Significant trees must be labeled with their tag number, spot elevation at the base of the tree, and common and scientific names. Background information to be shown on the tree survey includes all existing lot lines, rights of way, easements, watercourses, top of bank, and covenant areas.
E.	Tree Evaluation Report <ul style="list-style-type: none"> Must be prepared by an arborist or landscape architect. Significant trees are to be identified by their tag number, described in detail, and assessed for overall health. Recommendations are made by the arborist as to the suitability of each tree for retention.
F.	Fully completed Tree Summary Schedule <ul style="list-style-type: none"> To be completed by an arborist or landscape architect.
G.	Site Plan <ul style="list-style-type: none"> One (1) copy drawn to scale in metric & one (1) copy 11x17.
H.	Building Elevation(s) <ul style="list-style-type: none"> One (1) copy drawn to scale in metric & one (1) copy 11x17. Minimum of representative elevation(s) and 3D rendering(s) required to outline for the public and Council the intended general appearance of structure(s) for a Development Permit
I..	Landscape Plans <ul style="list-style-type: none"> Conceptual landscape layout and materials Two (2) copies, drawn to scale in metric & one (1) copy 11x17.
J.	Letter of Intent detailing the proposal <ul style="list-style-type: none"> For commercial / industrial / institutional development permit applications indicate the name / type of business and number of employees. For liquor applications, include the existing (if applicable) and proposed hours of operation and occupant load(s).
K.	GHG Report prepared by qualified professional
L.	Agricultural Land Commission approval letter
M.	Provincial Liquor & Cannabis Regulation Branch application <ul style="list-style-type: none"> Including all supporting documentation required through LCRB, and a detailed floor plan.
N.	Report prepared by Qualified Environmental Professional <ul style="list-style-type: none"> Two (2) copies.
O.	Tower Design Plans
P.	Copies of returned co-location offer letters
Q.	Site Disclosure Statement (provincial requirement) - Forms and information can be found HERE .
R.	Familiarize yourself with the BC Archaeology Branch Property Owner Brochure found HERE .