



## BUILDING DECLARATION AND SITING APPROVAL PERMIT

### PROPERTY OWNER INFORMATION

Property Owner(s): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Are you the owner?  Yes  No Name (if No): \_\_\_\_\_

### PROPERTY INFORMATION

**PID** \_\_\_\_\_ **Folio** \_\_\_\_\_

The Property Identifier (PID) is required to process your application. You can find your PID on the Tax Assessment Notice issued by BC Assessment or by looking up the property on the RDKS Web Map, <https://rdks.geomapguide.ca/map/>.

Legal Description: \_\_\_\_\_

Civic Address: \_\_\_\_\_ Do you require an address?  Yes  No

### WHAT ARE YOU BUILDING?

Principal Structure  Ancillary Building  Addition to Existing Structure

Describe the Use/Purpose: \_\_\_\_\_

Is this structure being used for human habitation?  Yes  No

Do you plan on building this yourself?  Yes  No

**If Yes**, BC Housing Homeowner Builder Number (Not required for Ancillary Structures): \_\_\_\_\_

**If No**, Contractor: \_\_\_\_\_ License No. \_\_\_\_\_

Contractor Phone No. \_\_\_\_\_

Copy of title, dating within the last 30 days, must be submitted with the application for it to be considered. This is for ALL projects. See a notary.



**SITE SKETCH**

Height \_\_\_\_\_ m Gross Floor Area (walls) \_\_\_\_\_ m<sup>2</sup> Gross Floor Area (eaves) \_\_\_\_\_ m<sup>2</sup>

Setback "A": \_\_\_\_\_ m Setback "B": \_\_\_\_\_ m Setback "C": \_\_\_\_\_ m Setback "D": \_\_\_\_\_ m

Please ensure the driveway is included in the sketch.

A

The sketch area is a large grid with a border. The top border is labeled 'A', the bottom border is labeled 'C', the left border is labeled 'D', and the right border is labeled 'B'.

C

To the best of my knowledge this information is current and accurate.

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_



**PROPERTY INFORMATION**

(OFFICE USE)

Zone \_\_\_\_\_ Bylaw \_\_\_\_\_ Electoral Area \_\_\_\_\_

Required Setbacks: Front: \_\_\_\_\_ m Rear: \_\_\_\_\_ m Side: \_\_\_\_\_ m Side: \_\_\_\_\_ m

Maximum Height: \_\_\_\_\_ m Maximum Gross Floor Area: \_\_\_\_\_ m<sup>2</sup> Site Coverage \_\_\_\_\_ %

The property is subject to:  Heritage Registrations  ALR  Farm Classification

**DOCUMENTS REQUIRED FOR FINAL APPROVAL**

(OFFICE USE)

Floor Plan (required for all projects with human habitation)

Temporary Dwelling Application  Surveyor's Location Certificate

Flood Plain Bylaw Requirements: Height: \_\_\_\_\_ m & Setback: \_\_\_\_\_ m

Other (Specify): \_\_\_\_\_

**OTHER AGENCIES YOU MAY REQUIRE APPROVAL FROM**

(OFFICE USE)

Technical Safety BC (Electrical Permit)  Northern Health (Septic and Water)

Ministry of Transportation and Infrastructure (Access Permit)

Other (Specify): \_\_\_\_\_

**APPROVALS**

(OFFICE USE)

Received: \_\_\_\_\_ Date: \_\_\_\_\_

Preliminary Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Site Inspection Required?  Yes  No

Final Approval: \_\_\_\_\_ Date: \_\_\_\_\_

**Note:** The applicant should be aware that there may be other agencies or jurisdictions that also have development regulations that require approval before developing a property. It is the applicant's responsibility to be aware of those regulations and ensure that they are adhered to.

**Notice of Collection of Personal Information:**

The information collected on this form will be used to process the application and for the purposes of administration and enforcement. The personal information is collected under the authority of the Local Government Act and the bylaws of the Regional District of Kitimat-Stikine. Information submitted may be made available for public inspection pursuant to the Freedom of Information and Protection of Privacy Act. Contact the Regional District of Kitimat-Stikine's Freedom of Information Officer if you have any questions regarding the use of this information.