

## FYI for File Manager!

### Table of Changes

FYI File Manager, during the process of adding this new child folder, the following items may have changed. Please be aware of them when reviewing the 'referral' document(s), as they may affect the Data Sheet etc:

Area of possible change	Notes from Clerk
Description in PRJ Folder	The additional child folder was noted at the bottom of the PRJ Folder description. If you decide to change the entire section, please do so in the PRJ folder. Whatever is put there will be copied into all of the child folders when the 'External Referrals' process is closed.
Summary of Charges on Title	
Reference Applications & their Statuses	
Applicant Information	
Info Fields	changed the NEDP+SS info field in DAF to YES
Address List	
Properties Involved	
Maps	
MOE Sign-Off	
Other	

### File Manager to Complete:

(once you're okay with everything)

Print a new Data Sheet for:

- your file
- (or N/A) any Works and Service File (if included); and
- (or N/A) any Environmental File (if included)
- Return any Works & Services and Environmental Files to their assigned staff**
- Close the 'External Referral' process**  
 (after marking that you're okay with the **Data Sheet** in the '0003 External Referral' Document)  
 Please don't skip this step!  
 No Referrals needed? Just open the doc, click the 'none needed' option, save, then end your process ☺

If File is going to **DART**:

- (or N/A) **Complete Document '0008 Internal DART Referral'**
- (or N/A) **Close the '913 Identify Internal/DART Reviewers' Process**

# SUBSEQUENT CHILD SETUP (DAP-027) Setup Clerk *ES* PRJ 18-014

## "SUBSEQUENT CHILD FOLDER FILE SETUP" (Clerk)

- Note: this is a WIP and is currently designed to be entirely manually adjusted by the clerk setting up the file. Please note:
- If you run into problems or something doesn't make sense, let's change this to make it work!
  - There is a HUGE potential for this to be completely changed over & done by AMANDA – don't let it fall through the cracks! When you're starting one of these, check with Sonja Boersma and see if now is a good time to try & change the process??
  - Anything highlighted in light blue is a 'future suggestion and maybe change into AMANDA' but can be ignored. I just wanted to make sure they were documented, but they may not even be possible.

- Go through 'File In-Take' checklist to make sure everything was completed
    - (or N/A ) If anything wasn't correctly completed, email details to Admin Manager
  - Pull all related physical folder(s) for this application (Planning, WAS and Environmental, as applicable)
  - (or N/A ) If PRJ416 file. Update 2016 Electronic Log Book (Application type, # of App Types, & comment (date added), etc)
  - (or N/A ) If REZ/SBD because of an ALC Approval, re-open the PRJ & add another 'Close PRJ as completed' process with no to-start date
  - Ensure all Contacts (Primary & Secondary) have been added to the PRJ folder, that they're Dev Pin-Active & Correct
    - (or N/A ) If Property Owner's Address changed from what what's in AMANDA/on Title, add correct (per application form) Dev Pin-Active record, make it 'Mailing Address' type, note that it's 'for Property Owner' & then put note on the 'Property Owner' record(s) 'Do Not Use this Mailing Address'.
- Create a new subfolder within each of the following original subfolders, called 'Added <>(date)':
- Legal/LTO Docs Submitted (or 'Legal Documents Submitted at Time of Application')
  - Submissions (or 'Documents and Plans Revisions')
  - Update Application Setup Log (Log currently saved in: L:\VPDS CEDAR structure - revision\3100 Land Administration - Development Applications\01 General\APPLICATION LOGS\Application Setup Log)  
Note: No WebMap Update for this UNLESS new property added to application
  - (or N/A ) If new applicant or property owner with different address than what's on Title, Confirm a 'Dev Pin-Active' 'Applicant' (and 'Primary Contact' if Company) record(s) exists; create if/then if not if property owner put a different address on form, you will have to add that as a person record (Search and see if a 'Dev Pin-Active' record already exist before creating one. Note: Must have a 'Dev Pin-Active' person record for any Applicants, Primary Contacts & Additional Contacts. If it's an individual who owns the property, you'll just need each 'Applicant' to have a 'Dev Pin-Active' people record, as you can copy that record as the 'Primary Contact' for this file)

Update Project Folder in AMANDA:

- FOLDER TAB:**  Update the concise & brief 'Description' to include this new application  
Variances should all be clearly listed.
- PROPERTY TAB:**  (or N/A ) If new property(ies), update 'Civic Address' field (follow 'Rules'; see SharePoint)  
 (or N/A ) Add any new property(ies) associated with application to PRJ Folder  
 (or N/A ) Remove any property(ies) no longer associated with application from PRJ folder  
Note: if a property has been REMOVED from the application, remove it from the PRJ folder, but leave it in the original other child folders unless they've applied to amend their original application as well.
- PEOPLE TAB:**  (or N/A ) If new applicant or change of owner, update  
 (or N/A ) If new property(ies), manually add new property owner(s)  
 (or N/A ) If any property(ies) removed & their property owner(s) no longer applicable, change their status to 'Former Property Owner'
- INFO TAB:**  Fill in any fee-related info field associated with this application (note any changes on Table)
- ATTACHMENT TAB:** Attach Documents (Note: ensure all date stamped before scanning) (DO BEFORE CREATING CHILD)  
 (or N/A ) Save all electronic documents into appropriate PRJ sub-folders on L drive  
(Note: if not provided, you may need to scan; if ALC file, may be able to download docs from ALC Portal)  
 (or N/A ) Retrieve any LTO Docs not submitted and save onto L drive  
 (or N/A ) Upload new electronic documents to PRJ Attachment Tab  
(Note: no need to update documents registered on title that are already in the PRJ folder's attachments)
- (or N/A ) If there has been a new Property added to the application:
- Email GIS the following (fill in all applicable <>)  
Subject: Dev Planning Map Request: Update to PRJ<>  
Dear Geomatics,  
  
There has been an additional property(ies) added to the application; can you please:  
1) Recreate the standard maps for project number PRJ<> as pdfs and reply to this email when the maps are completed.  
2) Revised the Development Application GIS layer as project number PRJ<> now applies to the following properties: <>

Here is the applicable information you need to know:  
Civic Addresses:

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# FILE SETUP CHECKLIST

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PIDs of properties:  
Applicant Organization Name (if applicable): <>  
Primary Contact: <>  
File #: PRJ<>

- (or N/A ) If there has been a Property removed from the application:

- Email GIS the following (fill in all applicable <>)

Subject: Dev Planning Map Request: Update to PRJ<>

Dear Geomatics,

1) Please recreate the standard maps for project number PRJ<> as pdfs and reply to this email when the maps are completed.

2) Please note: do NOT revise the Development Application GIS layer, as we want the layer to show the original properties.

Civic Address: <>

Application Organization: <>

Primary Contact: <>

File #: PRJ<>

PIDS: <>

- (or N/A ) If Site Profile has changed from 'N/A' or 'No Concerns' to either 'Concerned Use Only' or 'Contaminated':

- Update 'MOE Sign-Off Required' info field

- Add the applicable Process in AMANDA:

o 909 - Process **Concerned Use** Site Profile Form; OR

o 904 - Process **Contaminated** Site Profile Form

- Continue to follow DAP-021's Checklist

Note, this will automatically add the \$100 fee to the PRJ folder; generate invoice etc under 'Process Payment' part of setup

Update DART Related Information by doing one of the four processes below (Tip: Only Form P/Phased Strata/Liquor Licences/2nd Dwellings automatically don't go to DART; confirm with File Manager for all others):

1.  (or N/A ) If **new Child doesn't need to go to DART**, no processes required;

2.  (or N/A ) If **original file just hasn't gone to DART yet (but IS a DART file & will go)**, no processes required;

3.  (or N/A ) If original **didn't go to DART & now it will**:

Change PRJ Info Field 'DART File' to 'Yes'.

Manually add Process '913 - Identify Internal/DART Reviewers' to PRJ folder & assign to File Manager and

(or N/A ) Manually add a new '914 - 0008 Internal DART Referral' Document to PRJ folder if there isn't a non-generated version there; OR

- (or N/A ) If new Child is going to DART & Original did as well:

Manually add Process '913 - Identify Internal/DART...' to PRJ folder, assign to FM & put "to start" date, and

Manually add a new '914 - 0008 Internal DART Referral' Document to PRJ folder

- Manually add Process '911 - Identify External Reviewers' to PRJ folder, assign to File Manager & put "to start" date (note: if the original process for this is still open, no need to add a new one)

- Manually add a new Document '916 - 0003 External Referral' to Document tab

- (or N/A ) If adding an REZ, SBD, DPT or DVP application, pull up Property on WebMap, turn on the Natural Environment and Steep Slope DP Layers. Select which applies:

1.  They are in **either area** and **applied for them** - continue as normal;

2.  They **aren't in either area**, and they **didn't apply** for either - continue as normal; OR

3.  **What they applied for doesn't line up** with what's in WebMap, check for DP Exemption:

DP Exemption Applies - continued as Normal

No DP Exemption - Get sign-off before entering the file (if Planner doesn't approve what they've applied for, you will need to contact Applicant & possible update their file per Planner's direction. Place File on Hold until an agreement is made, in-date will be updated to reflect new in-date).

Outcome: \_\_\_\_\_

As per (Print Planner Name): \_\_\_\_\_

Update Existing Child Folders in AMANDA:

**FOLDER TAB:** This will be updated by DART clerk when the 'External Referrals' process is closed.

**PROPERTY TAB:**  (or N/A ) Add any **new property(ies)** associated with application to child folder(s)

Note: if a property has been REMOVED from the application, remove it from the PRJ folder, but leave it in the original other child folders.

**PEOPLE TAB:**  (or N/A ) If new applicant or change of owner, update

(or N/A ) If new property(ies), manually add **new property owner(s)**

(or N/A ) If any property(ies) removed & their property owner(s) no longer applicable,

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# FILE SETUP CHECK' IST

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change their status to 'Former Property Owner'

## INFO TAB:

- (or N/A ) If child folder is an 'old child type' (2 digit), update any info fields that changed  
*Note: new child types (3 digit) should be linked & auto update, if wouldn't hurt to quickly confirm though*

Go through and check the following items to see if any have changed.

The File Manager needs to be aware of any changes! There is 'list of changes' table at the end of this document; go through and write in anything that you changed or put 'N/A' if there were no changes (don't just leave blank if you didn't change anything, so they know for sure!).

Possible updates:

- **Summary of Charges on Title** (if more have been added, update PRJ folder with new ones. If any removed, you need to mark them as 'historical').
- **Reference Applications & their Statuses** (see if anything came in after the original PRJ folder or if any active files have changed their status)
- **Applicant Information**
- **Major Info Fields** (Clerk to list which changed in comment, ie. OCP Designation, etc)
- **Description in PRJ Folder** (this will ALWAYS change, as you're adding the line re: what was added & when)
- **Address List**
- **Properties Involved**
- **Maps**
- **MOE Sign-Off**

- (or N/A ) Create/Setup Child Folder(s) "before processing \$  
*NOTE: if applying for BOTH a DPT and a DVP, enter as just a DVP in AMANDA & select appropriate DP sub-type*

Update all applicable Info Fields in Child Folder (per DAP-037)

After the Automatic Phase is done, go back & update the 'Date Received' of the new child folder(s)

(or N/A ) If child is a REZ or a SBD, create a WAS for each. (*Note: Not required if for a Secondary Suite*)

Process Payment "easier if new Child folders already created, as fees are generated automatically for most file types"

Always process these application fees from Parent folder unless a "Form P Approval" (those are done from the FRP folder)

(or N/A ) If Payee is not already on the PRJ People Tab, add Payee as a 'Return Deposit to' people type.

(or N/A ) Most new 'child folder type' fee(s) should already be in parent fee tab; confirm & update if applicable!

*(Note: Legal Doc Appeals requiring Council Approval needs to be updated to \$800)*

(or N/A ) Move PHA & FRP fees to the PRJ tab (add in PRJ, delete from child)

(or N/A ) Manually add any Strata Conversion (SC) fee(s) to parent fee tab & delete from Child Folder

(or N/A ) Manually add any additional fees (ie. LTSA or Corporate Search fees)

Create Bill (Generate 1 invoice (made up of ALL new fees) in PRJ Fee Tab, including a \$100 Site profile fee if applicable)

Print Invoice -- Select Fee you just added, hit 'Print Bill', select payee(s), and then print onto invoice paper

(or N/A ) copy invoice with cheque(s) onto pink paper (*Note: if paying credit/debit, just print invoice onto pink also*)

Take invoice, pink sheet & payment to cashiers (*Note: if paying Cash/Debit/Credit, You must confirm name on the card/owner of debit card/cash is the name cashiers printed onto receipt, initial next to the payment name to show confirmed*)

Scan and Attach Pink Receipt to AMANDA

(or N/A ) Mail customer's receipt to payee (unless they took it with them after paying in person)

Setup Paper File(s) *original clerk accidentally used 2TAB.*

(or N/A ) If necessary, convert folder(s) from 2-tabbed to 3-tabbed (N/A if DR/DVP/ALC/PLN/HSG/LIQ/TEP/SRU/SEC)

*(Note: The point of this section is to determine if you need to move the original file into a new, larger PRJ folder (ie. the Planning or W&S folders are currently 2-tabbed, and now need to be 3-tabbed). Sorry if it's confusing, an easier way to think about it is this: if all the children has been submitted at one time, what size files would you have used? Is that what is currently being used? Yes - no changes required!! No - then you'll need to make a new file and merge everything over)*

~~A) If Original was neither a REZ nor a SBD, but the new application is either/both:~~

(or N/A ) Create a new 3-tabbed Planning PRJ folder & merge contents of original into that folder.

Add PRJ & Number Stickers, explanation pages, tab labels & plastic pocket(s)

Create a WAS folder (2-tabbed if only REZ or SBD, 3-tabbed if both)

*\*note: if original file was not a REZ/SBD but the File Manager/Dev Tech had already requested one as a special case, you won't need to re-create it, but update with steps below (stickers, etc)*

Add PRJ & Number Stickers, explanation pages & tab labels

Check for 'Attachments' in AMANDA Property Record(s) (open each property record & confirm)

(or N/A ) print copy of each attachment & file in under 'Finances' in physical W&S folder

*(ie. Latecomers) (if REZ & SBD, print 2 copies: 1 for REZ's Finance tab, 1 for SBD's Finance Tab)*

B) If Original application was only a REZ OR a SBD, & new application is the OTHER (aka file now both):

(or N/A ) Create a new 3-tabbed WAS folder & merge contents of original into that folder.

Add PRJ & Number Stickers, explanation pages & tab labels

(or N/A ) Print Figure 3 - Utility Map for W&S File (*note: if new maps being created, won't have to*)

C) If Original was a REZ AND a SBD, regardless of new type, can use current folder types ☺

(or N/A ) If new property added, check for attachments, print & add to W&S file a necessary

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# FILE SETUP CHECKLIST

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- In AMANDA, add Document "0011 Project Folder Labels", generate & print labels for file(s) (Planning, W&S, Enviro)
  - Delete the Label Document once you're done with it.
  - Hole-punch and file documents, or put in pocket if applicable (see video for new layout & location of documents)  
*Note: if duplicate paper copies of documents registered on title provided, recycle second version (only need 1 of each). This does not apply to BC Company Summaries or Title Searches, as those are date specific.*
  - (or N/A ) Fold plans & write file number on each  
*(One copy is hole-punched and placed in 'Background Work' tab; rest folded and left loose in file)*
  - (or N/A ) If SEC application, print BC Assessment Authority info for farm status from WebMap
  - (or N/A ) If LUC Amendment/Discharge, print LUC Checklist (DPI-12) from SharePoint (leave loose in file)
  - (or N/A ) If new properties with this application (less or more), attach/Print new Maps (note, continue to setup paper files if you don't have maps from GIS yet)
  - Q/C check to make sure maps are accurate (have them corrected if not. Note: File Manager will confirm accurate later)
  - Create a subfolder within the 'Maps' subfolder, titled 'Outdated Original Maps', then move all existing maps into it
  - GIS emails 'Planning-Applications' when maps complete (to note that maps saved in K:\Planning Maps\Figure1)
  - Move that email to the 'Completed Items Folder'  
*\*Note: 99% of the time, they will create a folder with the individual PDFs inside the folder. Sometimes staff will combine the maps into one PDF already for us and just save it directly into that folder. If they don't have a folder on the K drive, instead of moving the folder & renaming it, create a new folder called 'Updated Maps' in your 'Maps' folder and move the combined PDF into it.*
  - Move the folder containing your maps to your 'Maps' subfolder & rename it 'Updated Maps' (or see note above)
  - Combine all maps into one PDF if GIS hasn't done this for you
  - Print copy of all maps for PRJ File and Environmental File(s) (as applicable)
  - (or N/A ) Print Figure 3 - Utility Map for W&S File (if applicable)
  - Rename previous Uploaded combined maps PDF as 'HISTORICAL MAPS' in the PRJ folder & all child folders.
  - Upload combined maps PDF into AMANDA as an attachment named 'Location Maps - Updated' in PRJ folder
  - (or N/A ) Save PDFs of any new Documents on Title added through this file in 'L:\Documents Retrieved\Documents on Title' (use proper naming convention)
  - (or N/A ) If this application resulted in the creation of a New W&S folder, sign it out the Dev Tech.
  - Send an email to the Development Planning Director and the Development Engineering Manager, cc the people assigned to the file, informing them of the new child addition to this project
  - Put this project number, street name & file-type on a 'Referral Checklist', and check the applicable boxes to show it's a subsequent child (and Non-DART if applicable) and place in the DART Clerk's in-tray (even if it's not going to DART)
  - Remove the last page of this document (after ensuring it's filled out) & place loose, on top of file
  - Hole-punch this sheet and file at the bottom of the front inside cover
- Deliver all file(s) to File Manager

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# DEVELOPMENT APPLICATION FORM

FOR OFFICE USE ONLY

File No. PRJ18-074

## 1. APPLICATION TYPE(S)

Select all application types being applied for

**Development Permit (DPT)**

<b>REVISED</b>	
Requestor:	Office Use:
Initials:	Date: <u>June 20/18</u>
Print Name:	Staff Initials: <u>MP.</u>

*see email.*

- Commercial
- Commercial: Façade Upgrade Only
- Heritage Alteration Permit
- Industrial
- Mixed Use Centers
- Multifamily Residential (except Townhouse)
- Multifamily Residential: Townhouse
- Natural Environment
- Natural Environment: Tree Felling Only
- Protection of Agriculture
- Steep Slope

**Development Variance Permit (DVP)**

*\*Please note that consistent with Council Resolution E008-2008, Community Amenity Contributions may be required related to the proposed variance*

- Variance to Zoning Bylaw, Streamside Protection Bylaw or Sign Bylaw
- Variance concurrent with a Development Permit (DPT) as noted above

**Land Use Contract (REZ)**

*\*Note: If for a secondary suite, a completed Site Inspection is required prior to processing this application. Please book your Site Inspection prior to or at time of submitting your application (see Required Application Documentation item "S")*

- Use or Density Change
- Discharge (except for Secondary Suite)
- Discharge for Secondary Suite\*\*
- Amendment for Secondary Suite\*\*
- \*\*Concurrent with Building Permit Application?
- Yes  No

**Official Community Plan Amendment (REZ)**  Concurrent with Rezoning

Current OCP Designation: \_\_\_\_\_

Proposed OCP Designation: \_\_\_\_\_

**Rezoning Map Amendment (REZ)**

Current Zoning: \_\_\_\_\_

Proposed Zoning: \_\_\_\_\_

**Rezoning Text Amendment (REZ)**

**Subdivision**

*\*\*\*Note: By applying for this Form P, you're provided all necessary authorization for future phases; therefore, no application required for Phased Strata Plan Approval. Submit the legal documents and the \$300 Phased Strata Plan Approval Fee directly to your title manager.*

- Standard or Bareland Strata (SBD)
- Airspace Strata Approval (SBD)
- Boundary Realignment (within the ALR) (SBD)
- Consolidation Outside ALR (resulting in more than one lot once approved) (SBD)
- Leasehold (SBD)
- Form P (FRP)\*\*\*
- Form P Amendment (FRP)\*\*\*
- Strata Conversion (including previously occupied buildings) (SC)
- Other (please specify): \_\_\_\_\_

**Registered Legal Document Appeal (PLN)**

- Authorized by Director/Approving Officer
- Authorized by Council

**Housing Agreement (HSG)**

- Affordable Housing
- Emergency Shelter
- Supportive Recovery – See separate form

**Liquor Licence (LIQ)**

- New Liquor Licence
- Change of Hours/Structural Changes
- Lounge or Special Event Endorsements
- Increase Occupant Load

**Telecommunication Tower (PLN)**

**Temporary Use Permit (TEP)**

- Commercial
- Industrial

# DEVELOPMENT APPLICATION FORM

## 2. ADDITIONAL INFORMATION REQUIRED *Complete all applicable section(s) below.*

### DEVELOPMENT PERMIT

- If Commercial/Mixed Use/Industrial/Multi-Family (except Townhouse):  
Total Floor Area Proposed (m<sup>2</sup>): \_\_\_\_\_
- If Townhouse: No. of Townhouse Units Proposed: \_\_\_\_\_
- If Natural Environment or Steep Slope: Total Gross Site Size (m<sup>2</sup>): 3055.0292

### DEVELOPMENT VARIANCE PERMIT

- Total No. of Properties Involved: one
- Total No. of Variances Proposed: one

<b>REVISED</b>	
Requestor:	Office Use:
Initials:	Date: <u>June 20/18</u>
Print Name:	Staff Initials: <u>MP</u>

### LAND USE CONTRACT AMENDMENT

- If Multi-Residential: No. of Residential Units Proposed: \_\_\_\_\_

### REGISTERED LEGAL DOCUMENT APPEAL

- Total No. of Legal Documents to be Reviewed: \_\_\_\_\_
- Total No. of properties (note: must be contiguous): \_\_\_\_\_
- Registration number(s) of the Legal Document(s) appealing: \_\_\_\_\_

*See email*

### REZONING

- Total Gross Site Size (m<sup>2</sup>): \_\_\_\_\_
- Is this in relation to an ALC Approval?  No  Yes: list application number(s): \_\_\_\_\_
- If Rezoning to RR, CR, SR or an RS zone: Total Gross Site Size (m<sup>2</sup>) to be rezoned: \_\_\_\_\_
- If Rezoning to all RM zones with density of 60 units/ha or less; and RH1:
  - No. of Residential Units Proposed: \_\_\_\_\_
- If Rezoning to any zone allowing multi-family residential use greater than 60 units/ha:
  - Total Floor Area Proposed (m<sup>2</sup>): \_\_\_\_\_
  - No. of Residential Units Proposed: \_\_\_\_\_
- If Rezoning to all Commercial zones: Site Size (m<sup>2</sup>) to be rezoned: \_\_\_\_\_
- If Rezoning to all Industrial zones: Site Size (m<sup>2</sup>) to be rezoned: \_\_\_\_\_
- If Rezoning to a Comprehensive Development zone:
  - No. of Residential Units Permitted by proposed new zone: \_\_\_\_\_
  - Non-Residential Floor Area (m<sup>2</sup>) Proposed: \_\_\_\_\_

### SUBDIVISION

- Is this in relation to an ALC Approval?  No  Yes: list application number(s): \_\_\_\_\_
- If Standard: Total No. of Lots in proposed Subdivision: \_\_\_\_\_
- If Bareland Strata:
  - Total No. of Lots in proposed Subdivision: \_\_\_\_\_
  - Total No. of Phases Proposed (if known): \_\_\_\_\_
- If Strata Conversion: No. of Strata Units: \_\_\_\_\_
- If Form P: Original Subdivision Application Number (if applicable): \_\_\_\_\_

## 3. FEES

Development Permit Fees:	\$ .....
Rezoning Fees:	\$ .....
Subdivision Fees:	\$ .....
Other Development Application Fees:	\$ .....
Additional Administration Fees (BC Company Summary, LTSA Documents):	\$ .....

**ESTIMATED TOTAL APPLICATION FEES\*: \$ 0.00**

### POTENTIAL FURTHER FEES

- BC Company Summary Retrieval Fee: \$20 per search
- Land Title & Survey Authority Document Retrieval: \$25 per document
- Administrative Change: \$300
- New Public Hearing Fee: \$890 – \$950
- Phased Strata Plan Approval Fee: \$200

*\*exact fees to be confirmed by Planning Staff*

**DEVELOPMENT APPLICATION FORM**

**4. PROPERTY(IES)** *List ALL properties involved. If insufficient space, please attach a separate sheet.*

CIVIC ADDRESS: LOCARNO CT Abbotsford BC  
PID: 005-563-861  
LEGAL DESCRIPTION: lot 253 section 23 township 16 plan nwp57242

CIVIC ADDRESS: \_\_\_\_\_  
PID: \_\_\_\_\_  
LEGAL DESCRIPTION: \_\_\_\_\_

CIVIC ADDRESS: \_\_\_\_\_  
PID: \_\_\_\_\_  
LEGAL DESCRIPTION: \_\_\_\_\_

**5. APPLICANT** *For information regarding the collection and use of personal information provided with this application, see item 10 (page 9).*

COMPANY NAME (IF APPLICABLE): Dave and Zina Algra  
PRIMARY CONTACT NAME\*(REQUIRED): Dave Algra  
ADDITIONAL CONTACT NAME(S) (IF APPLICABLE): \_\_\_\_\_  
MAILING ADDRESS: 2626 Ross Rd, Abbotsford, B.C.  
POSTAL CODE: V4X 1J4  
OFFICE PHONE: \_\_\_\_\_ CELL: 604.807.8026  
DIRECT LINE: \_\_\_\_\_ EMAIL: dave@algrabros.com  
\*All correspondence will be addressed to the Primary Contact Name at the mailing address or e-mail address (maximum one e-mail address) provided.

**6. REGISTERED PROPERTY OWNER(S)** *List all registered property owners as they appear on title (if insufficient space, please attach a separate sheet).*

If registered property owner is an incorporated company or society, a BC Company Summary must accompany this application.

NAME: Korban Holdings Ltd PHONE: \_\_\_\_\_  
ADDRESS: P.O. Box 2372 Abbotsford, B.C. V2T 4X3 EMAIL: dave@algrabros.com  
NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_ EMAIL: \_\_\_\_\_  
NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_ EMAIL: \_\_\_\_\_  
NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_ EMAIL: \_\_\_\_\_



**DEVELOPMENT APPLICATION FORM**

**7. LETTER OF AUTHORIZATION** *This section must be completed if the Registered Property Owner(s) (per Title Search) is/(are) not the Applicant OR if there are more than one Registered Property Owners and not all of the Registered Property Owners are signing as Applicants. Those Registered Property Owners who are not signing as Applicants must provide their written approval for (all of) the Applicant(s) acting on their behalf by signing this Letter of Authorization.*

I/We, (list all Registered Property Owner(s) on Title - attach additional completed sheets if necessary) \_\_\_\_\_  
Korban Holdings Ltd \_\_\_\_\_ (the "Owner"),

own the lands described within this application form listed under Section 4 and confirm the appointment of  
Dave and ~~22(1)~~ Algra \_\_\_\_\_

(Applicant Company Name (if Applicant)) \_\_\_\_\_ (All Contact Names Permitted to Work On This Application (Required)) \_\_\_\_\_

with the following contact information: 2626 Ross Rd, Abbotsford, B.C. V4X 1J4 \_\_\_\_\_

( ) 807 - 8026 \_\_\_\_\_ (Applicant's Mailing address (Required))  
dave@algrabros.com \_\_\_\_\_ as agent (the "Applicant")

(Applicant's Phone Number (Required)) \_\_\_\_\_ (Applicant's Email Address (Required)) \_\_\_\_\_

with respect to this Development Application (the "Application") regarding the lands described in Section 4.

It is understood, that:

1. the City of Abbotsford shall deal exclusively with the above-noted applicant with respect to all matters pertaining to the Application(s) and is under no obligation to communicate with the Owner or any other person;
2. the above-noted applicant has authority to make all necessary arrangements with the City of Abbotsford, to perform all matters and to take all necessary proceedings with respect the Application(s);
3. the above-noted applicant has authority to alter this original Development Application by submitting a subsequent related development application and providing an Administrative Change Request Form (No. APL-006) together with the required documents and fees; and
4. a written letter from the Owner is required to cancel this appointment and an Administrative Change Fee will be required.

By signing this authorization/application, I hereby agree that all information, including personal information, contained on this document including all attachments will be made available to the public.

If Incorporated Company or Registered Society is a Registered Owner, then complete the signature block below. If more than one Company/Society, attach additional completed pages with those signatures, as required. By signing, you are confirming that you're an authorized signatory of the company.

Luca Theifall  
Signature of Witness \_\_\_\_\_

Print Name of Witness: Luca Theifall

Phone: 604-856-5201

Korban Holdings Ltd  
Name of Corporation/Society  
By its Authorized Signatory(ies) \_\_\_\_\_

x [Signature]  
Signature of Authorized Signatory \_\_\_\_\_

Print Name: H. BRAUN

Date: MARCH 19, 2018.

If Registered Owners are individual persons, then complete the signature block below. If more than two individual owners, attach additional completed versions of this page signed by those owners, as required.

ALL INDIVIDUAL PERSONS WHO ARE A REGISTERED PROPERTY OWNER AND ARE NOT AN APPLICANT MUST SIGN THIS AUTHORIZATION:

Signature of Witness \_\_\_\_\_

Print Name of Witness: \_\_\_\_\_

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

Signature of Owner \_\_\_\_\_

Print Name: \_\_\_\_\_

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

Signature of Owner (if applicable) \_\_\_\_\_

Print Name: \_\_\_\_\_

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