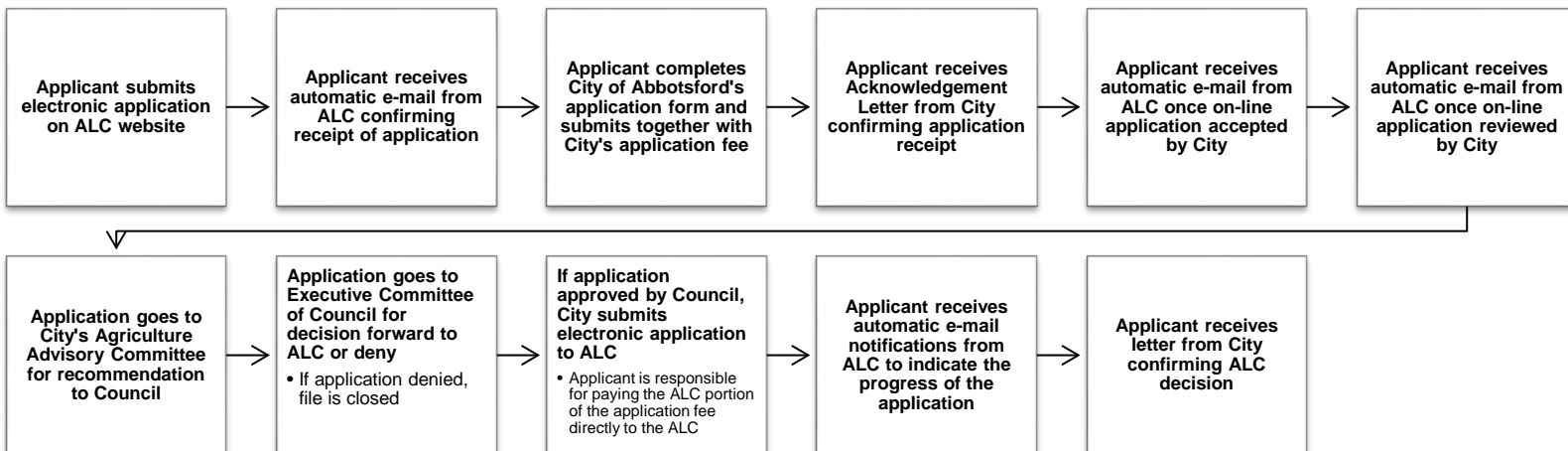


ALC DEVELOPMENT APPLICATION FORM

Agricultural Land Commission

ALC APPLICATION PROCESS OVERVIEW



1. APPLICATION TYPE

Subdivision (within ALR) (ALC)

Non-Adhering Residential Use (ALC) *NEW*

Note: this includes all proposals for second dwellings including but not limited to:

- Accessory Family Residential Use
- Accessory Full Time Employee Residential Use
- Accessory Seasonal Employee Residential Use
- Accessory Suites not located in a Primary Residence
- Replacement Dwellings on property where a dwelling already exists
- Single Family Residential Use > 500m² where required for farm purposes

Boundary Realignment (ALC)

Non-Farm Use (ALC)

Homesite Severance (ALC)

NOTE: Ensure ALC approval has been granted prior to submitting any subsequent development applications.

2. PROPERTY *List all properties involved. If insufficient space, please attach a separate sheet.*

CIVIC ADDRESS: _____

PID: _____

LEGAL DESCRIPTION: _____

CIVIC ADDRESS: _____

PID: _____

LEGAL DESCRIPTION: _____

3. APPLICANT *For information regarding the collection and use of personal information provided with this application, see item 8 (page 5).*

COMPANY NAME (IF APPLICABLE): _____

PRIMARY CONTACT NAME*: _____

MAILING ADDRESS: _____

_____ POSTAL CODE: _____

OFFICE PHONE: _____ CELL: _____

DIRECT LINE: _____ EMAIL: _____
(REQUIRED)

**All correspondence will be addressed to the Primary Contact Name at the mailing address or e-mail address (maximum one e-mail address) provided.*

4. REGISTERED OWNER(S) *List all registered owners as they appear on title or as they appear on the registered copy of the Form A Freehold Transfer (if insufficient space, please attach a separate sheet).*

If registered owner is an incorporated company or society, a current **BC Company Summary (retrieved within the last 30 days)** must accompany this application.

NAME: _____	PHONE: _____
ADDRESS: _____	EMAIL: _____ (REQUIRED)
NAME: _____	PHONE: _____
ADDRESS: _____	EMAIL: _____ (REQUIRED)
NAME: _____	PHONE: _____
ADDRESS: _____	EMAIL: _____ (REQUIRED)
NAME: _____	PHONE: _____
ADDRESS: _____	EMAIL: _____ (REQUIRED)
NAME: _____	PHONE: _____
ADDRESS: _____	EMAIL: _____ (REQUIRED)

5. 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. Those Registered Property Owners who are not signing as the Applicant must provide their written approval for the Applicant acting on their behalf by signing this Letter of Authorization.*

I/We, (list all of the Registered Property Owner(s) on Title - attach additional completed sheets if necessary) _____

_____ (the "Owner"),
own the lands described within this application form listed under Section 2 and confirm the appointment of:

(Applicant Company Name (if Applicable)) (Name of Primary Contact Permitted to Work On This Application (Required))

with the following contact information: _____
(Applicant's Mailing address (Required))

() - _____ 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 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;
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, Registered Society or Not for Profit Organization** 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. Proof must be provided at time of application.

***Signature of Witness**
Print Name of Witness: _____
Phone: _____

Name of Corporation/Society/Organization
By its Authorized Signatory(ies)

***Signature of Authorized Signatory**
Print Name: _____
Date: _____

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: _____



6. REQUIRED APPLICATION DOCUMENTATION

Items required for ALL applications:

Please use this checklist to ensure your application is complete.

<u>PDF</u>	<u>Hard Copy</u>	
n/a	<input type="checkbox"/>	Fully completed City of Abbotsford Agricultural Land Commission Development Application Form
n/a	<input type="checkbox"/>	Application fee
<input type="checkbox"/>	<input type="checkbox"/>	Title search(es) (<i>retrieved within the last 30 days</i>)
<input type="checkbox"/>	n/a	Copies of any covenants, easements and rights-of-way registered on title as a charge or listed as a legal notation & modifications to those, and any charges on other parcels in favour of the subject property (<i>note: this does not include mortgages, priority agreements, leases, liens, statutory building schemes, undersurface rights, or assignments of rents</i>).
<input type="checkbox"/>	<input type="checkbox"/>	Letter of Intent outlining the proposal in full (background including justification/rationale)
<input type="checkbox"/>	<input type="checkbox"/>	Site Sketch outlining the proposal including dimensions of the property, site area and setbacks between buildings and property lines (<i>Ideally a sketch plan prepared by an architect or surveyor but hand-drawn sketch is acceptable Minimum size: 8½" x 11"</i>)
<input type="checkbox"/>	<input type="checkbox"/>	A copy of the Provincial Agricultural Land Commission Applicant Submission (<i>which includes ALC Application ID</i>)
<input type="checkbox"/>	<input type="checkbox"/>	If the subject property(ies) is undergoing a sale we require the current property owner(s) on title to complete the Letter of Authorization (page 3 of this form). Please also provide a copy of the Sales Agreement/Contract of Purchase with conditions removed, showing that the property will be sold within one month, or alternatively a copy of the Form A Freehold Transfer with pending Land Title registration number. Once the sale has been registered at the Land Title Office, you will need to provide an updated title showing the new owners. If the sale had not already gone through at the time of application, you will also need to provide a completed " Administrative Change Request Form " indicating the change in ownership.

Additional items required if applicable:

<u>PDF</u>	<u>Hard Copy</u>	
n/a	<input type="checkbox"/>	Letter of Authorization (page 3 of this form) (<i>if all property owner(s) is(are) not applicant(s)</i>).
<input type="checkbox"/>	<input type="checkbox"/>	BC Company Summary (<i>retrieved within the last 30 days</i>) (<i>if property owner is an incorporated company or society</i>).

Note: Additional information may be required for staff review and requested in conjunction with the first review comments.

Electronic Copies must be in PDF format and cannot be secured. These must be received by the City at time of application, either prior to submission via email to: planning-applications@abbotsford.ca, or brought with the application package on a flash drive. **Failure to do so will result in your application being incomplete therefore will NOT be accepted.**

7. FEES

Application Type	Total Application Fee	Applicant Pays the City	Applicant Pays the ALC <small>(if forwarded to the ALC)</small>
Non-Adhering Residential Use (NARU)	\$900	\$450	\$450
All other applications	\$1,500	\$750	\$750

City's Application Fee (due at time of application):	\$
Additional Administration Fees (<i>Corporate Search, LTO Documents</i>):	\$

ESTIMATED TOTAL APPLICATION FEES*: \$

POTENTIAL ADDITIONAL CITY OF ABBOTSFORD FEES

- BC Company Summary Retrieval Fee: \$20 per search
- Land Title & Survey Authority Document Retrieval: \$25 per document
- Administrative Change: \$300

*** The Agricultural Land Commission (ALC) issued a new fee structure for ALC development applications (as per Bill 15 – See OIC 353/2020 - Schedule 1 for more information) effective September 30, 2020**

8. ACKNOWLEDGEMENT OF NOTICE OF COLLECTION OF PERSONAL INFORMATION

I have attached to this development application form the attachments required as noted in **Section 6**, along with the required application fee, and hereby agree to submit further information deemed necessary for processing this application.

- I understand that for each occasion on which I initiate an Administrative Change to this application, an **Administrative Change Fee of \$300** is payable at the time the change is filed. This includes, but is not limited to: **changing the property(ies)** involved; changing the **Applicant or Primary Contact**; or changing/revising/adding an application type(s) and/or sub-type(s) (unless as a subsequent application).

Personal information collected 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*, the City's bylaws and Section 26 of the *Freedom of Information and Protection of Privacy Act*. It will not be used or disclosed other than for the purpose for which it was collected, except with the consent of the individual whom the information is about or otherwise in accordance with law.

If you have any questions about this collection and use of your personal information, contact the Information and Privacy Coordinator at 604-864-5575 or FOI@abbotsford.ca City of Abbotsford, 32315 South Fraser Way, Abbotsford BC V2T 1W7.

By signing this 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 the Applicant is an Incorporated Company, Society or Not for Profit Organization check this box to confirm that all contacts are authorized signatories of the company and they have authority to sign on the company's behalf.** If this box is not checked, a letter on Company Letterhead must be included to outline the permission they have.

*Signature of Primary Contact (Applicant)

Date

Applications will be accepted between the hours of **8:30 am - 4:00 pm**

Please allow 15-30 minutes to process the application in-take.

If paying by cash or debit, additional time will be required

Per Development Application Procedures Bylaw No. 2521-2016,

incomplete applications cannot be accepted.

FOR OFFICE USE ONLY

- ▶ If application is incomplete, indicate reason(s) and return to applicant:

- ▶ If application is complete, date stamp all documents and complete in-take.

Date Stamp:

Received by: _____