ADMINISTRATIVE CHANGE REQUEST FORM

1. TYPE(S) OF CHANGES

In order to complete any of the following change requests, please complete all applicable sections of this form and submit to Planning Services Staff (*Select all that apply).*

A) Administrative Changes ($300 Fee)

☐ **Change of Applicant(s)** complete Sections 1, 2, 3, 4, 6, 8, 10 & 11 of this form

☐ **Change of Primary Contact** complete Sections 1, 2, 3, 4, 6, 8, 10 & 11 of this form

☐ ***Removal of Property**complete Sections 1, 2, 3, 4, 10 & 11 of this form.
*You will also need to update the following sections of the original Applicationn Form if applicable (*staff will provide a copy from the file*): "Additional Information Required" "Property(ies", "Registered Property Owner(s)", "Letter of Authorization" and "Site Profile Questionnaire".

☐ **Addition of Property** complete Sections 1, 2, 3, 4, 5, 7, 8, 9, 10 & 11 of this form

☐ ***Change of Application Sub-Type/Specifications/Information**
complete Sections 1, 2, 3, 4, 10 & 11 of this form.
*You will also need to update the following sections of the original Application form if applicable (staff will provide a copy from the file): "Application Type(s)" and "Additional Information Required".

**Due to the complexity of the required information for these types of changes, this information will need to be revised on your original application form. Please contact your File Manager to arrange to make these changes. This Administrative Change Request form will still need to be completed and submitted in conjunction with the updates to your original Development Application form*.

B) Housekeeping Changes to Property Owner Information (No Fee)

☐ **Change of Property Owner(s)** complete Sections 1, 2, 3, 7, 8, 10 & 11 of this form

☐ **Change of Property Owner Contact Information**
complete Sections 1, 2, 3, 7, 10 & 11 of this form

C) Housekeeping Changes to Applicant/Primary Contact's Contact Information (No Fee)

☐ **Change of Applicant/Primary Contact's Contact Information**
complete Sections 1, 2, 3, 6 & 11 of this form

☐ **Change of Primary Contact within the current Applicant Company**
complete Sections 1, 2, 3, 6 & 11 of this form

Please note that changing an application type or adding an application type to an existing project is not considered an Administrative Change. Please either submit a new Development Application Form, or contact your File Manager to arrange to make these changes on your original application form. Additional application fees and any applicable documents will be required.

2. ADMINISTRATIVE CHANGE REQUEST

NAME OF REQUESTOR: _____

ROLE (ie. Property Owner, Applicant, Primary Contact): _____

ORIGINAL DEVELOPMENT APPLICATION(S) DATE: _____

FILE NO(S). (ie. PRJ18-999 or S15-999): _____

3. CURRENT APPLICANT

As noted on the Original Development Application Form

COMPANY NAME (IF APPLICABLE): _____

PRIMARY CONTACT NAME: _____

4. FEES

There is a $300 Administrative Change Fee for most changes, refer to Page 1 or discuss with Planning Services Staff to confirm.

Administrative Change	$ 300.00
Additional Fees Associated with the Application *(amount per File Manager)*	$ .....
Additional Administration Fees (*BC Company Summary, LTSA Documents*):	$ .....

ESTIMATED TOTAL FEES*:	**$**	300.00

POTENTIAL FURTHER FEES

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

**exact fees to be confirmed by Planning Staff*

5. ADDITIONAL PROPERTY(IES)

List all NEW properties involved. If insufficient space, please attach a separate sheet.

☐ Add the following property(ies) to the subject application:

CIVIC ADDRESS: _____

PID: _____

LEGAL DESCRIPTION: _____

_____

CIVIC ADDRESS: _____

PID: _____

LEGAL DESCRIPTION: _____

_____

6. CHANGES TO APPLICANT INFORMATION (new Applicant or change to contact information)

For information regarding the collection and use of personal information provided, see item 10 (page 8).

☐ Update the subject application with the following applicant information:

COMPANY NAME (IF APPLICABLE): _____

PRIMARY CONTACT NAME*(**REQUIRED**): _____

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.*

7. REGISTERED PROPERTY OWNER(S)

☐ Add the following property owner(s) to the subject application (*list the additional registered property owner(s) as they appear on title (if insufficient space, please attach a separate sheet*):

NAME: _____ PHONE: _____

ADDRESS: _____ EMAIL: (REQUIRED) _____

NAME: _____ PHONE: _____

ADDRESS: _____ EMAIL: (REQUIRED) _____

NAME: _____ PHONE: _____

ADDRESS: _____ EMAIL: (REQUIRED) _____

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

8. LETTER OF AUTHORIZATION

Note: *This only needs to be filled out if there's a new applicant who doesn't own all of the property(ies) associated with this application (current or new property(ies)) [ALL owners must sign off, giving authorization to new applicant];* **OR** *if any new property owner(s) is/are not applicant(s) [only new owners need to sign off, giving authorization to current applicant].*

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 Owner. 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 Registered Property Owner(s) on Title - attach additional completed sheets if necessary)* _____

_____ (the "Owner"), own the lands described within this application, listed under the original application and/or Section 5 of this form, and confirm the appointment of:

_____,
(Applicant Company Name (*if Applicable*)) (Name of Primary Contact Permitted to Work On This Application (*Mandatory*))

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

(_____) - _____ as agent (the "Applicant")
(Applicant's Phone Number (*Mandatory*)) (Applicant's Email Address (*Mandatory*))

with respect to this Development Application (the "Application") regarding the lands described in the original application and/or Section 5 of this form. 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.

_____
***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:_____

9. SITE DISCLOSURE

Provincial provisions in the Environmental Management Act and Contaminated Sites Regulation require contaminated sites to be identified for all **Rezoning, Subdivision, and Development Permit** applications involving soil disturbance. This identification ensures the property is suitable for the proposed use and is safe for human health and the environment.

A Site Disclosure Statement is required for properties that have a history of specified 'Schedule 2' industrial and commercial uses that have the potential to cause contamination of a property.

1. Do the subject property(ies) have a history of any Schedule 2 activities?

   ☐ **Yes** Please provide a completed Site Disclosure Statement with your application submission. Continue to Question 2. *(Note: only the site owner or operator can sign the Site Disclosure Statement)*

   ☐ **No** No further action is required.

2. If you answered 'Yes' to Question 1, are there any applicable exemptions under the Contaminated Sites Regulation, Division 3 of Part 2?

   ☐ **Yes** Provide documentation confirming the exemption.

   ☐ **No** Please provide a completed Site Disclosure Statement AND a $100.00 processing fee with your application submission. The Site Disclosure Statement will be forwarded to the Ministry of Environment and Climate Change Strategy for review. Applications cannot be approved by the City until the Applicant receives a Certificate of Compliance, Approval in Principle, Determination, or Release.

The person completing this application states that the above information is true, based on the person's current knowledge as of the date completed.

Signature: _____ Date: _____

For instructions on completing the form or further information, visit the Ministry of Environment's Site Identification page or contact them via phone: 604-582-5200 or email: siteID@gov.bc.ca.

10. REQUIRED APPLICATION DOCUMENTATION

All required documentation must be submitted in both electronic and hard copy format, unless otherwise specified.

- Electronic Copies must be in **PDF** format and **cannot be secured**. These must be received by the City at time of application, 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.**
- Hard copies must be provided as follows:
  - Plans: One full-size (i.e. 24" x 36") and two 11"x17" paper prints
  - Reports & other documents: One hardcopy

Items Required for ALL Administrative Change Requests:

☐ Fully completed **Administrative Change Request Form** *(only a hard copy required)*

☐ **Applicable fees** *(if any)*

☐ If new property(ies) and/or property owner(s): **Title search(es)** (*retrieved within the last 30 days*)

☐ If new property(ies), electronic copies of any new *(as in not already provided with original application)* **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 (note: this **does not include** mortgages, priority agreements, leases, liens, statutory building schemes, undersurface rights, or assignments of rents) *(if applicable)*

☐ **Letter of Authorization** (page 3 of this form) (*if applicable; only a hard copy required*).

☐ If new property owner(s) or new property(ies) owned by a different company than original application: **BC Company Summary** (*retrieved within the last 30 days*) *(if property owner is an incorporated company or society).*

Additional Items Required:

APPLICATION TYPE	REQUIRED ITEMS
Development Permit – Form & Character (Commercial, Industrial, Mixed-Use and/or Multi-Family)	A,B,E,F,G,H,I,J, (*see 'R'*)
Development Permit – Minor Works: Façades and Freestanding Signs	B (*if changes are proposed to the site - i.e. free standing sign*), E,F,T
Development Permit – Heritage Alteration Permit	A,B,F,H,I,J
Development Permit – Natural Environment	A,B,E,H,J,O,Q
Development Permit – Steep Slope	A,B,E,H, P,Q
Development Permit – Protection of Agriculture	B,E,G,H
Development Variance Permit – Zoning Bylaw or Sign Bylaw	A,D
Development Variance Permit – Streamside Protection Bylaw	A,B,E,H,J,O,Q
Housing Agreement	A,D
Land Use Contract – Use Change, Density Change or Discharge	A,D,E,J
Land Use Contract – Amendment/Discharge for Secondary Suite	A,D,E,
OCP Amendment	A,B,J,K
Registered Legal Document Appeal	A
Rezoning Map Amendment	A,B,E,H,J,V
Rezoning Text Amendment (Site Specific)	A,B,E, V
Subdivision: • Standard or Bareland Strata	A,C,E,H,J,P,R (*see 'Q'*)
• Airspace	A,C,E,H,J,P,R
• Boundary Realignment (within ALR)	A,C,E,H,J,P,R (*see 'Q'*),U
• Boundary Realignment (outside ALR)	A,C,E,H,J,P,R (*see 'Q'*)
• Consolidation (resulting in more than one lot once approved)	C,E,H,J
• Form P/Form P Amendment	M
• Strata Conversion	B,E,I,L
Telecommunication Tower	A,B,S
Temporary Use Permit	A,B,N

☐ A. **Letter of Intent** outlining the proposal in full (background including justification/rationale for any proposed variances). If a boundary realignment is proposed within the Agricultural Land Reserve, please provide a copy of correspondence from the Approving Officer regarding his/her determination with respect to BC Reg. 171/2002.

☐ B. **Site Plan** prepared by a professional consultant that clearly outlines all building and structure setbacks from all property lines and Environmentally Sensitive Areas (where they exist).

☐ C. **Preliminary Lot Layout Plan** prepared by a surveyor outlining the lot dimensions and sizes for each proposed lot.

☐ D. **Site Sketch** outlining the proposal including dimensions of the property, site area and setbacks between buildings and property lines (*Ideally a sketch plan prepared by an architect or surveyor but hand-drawn sketch is acceptable if drawn to scale. Minimum size: 8½" x 11").*

☐ E. **Site Disclsoure,** please complete the Site Disclosure questions on page 7 of this form.

☐ F. **Coloured Building Elevations**

☐ G. **Landscape Plan**

☐ H. **Arborist Report** including **Tree Survey** showing the critical root zones (including all offsite trees in close proximity to the subject property(ies) whose critical root zones extend into or next to the subject property(ies) and excluding streamside protection or undevelopable areas), **Tree Condition Assessment** (including identifying hazardous trees and those exempted due to being located within municipal roadways), and proposed **Tree Protection Measures** for those trees to be retained.

Note: If there are no trees on the property, or 1 or 2 trees on-site but they are proposed to be retained, please explain your rationale for an exemption in your Letter of Intent or in a separate letter.

☐ I. **Floor Plans**

☐ J. If a watercourse is present within 50 meters of the proposed development, a **Fish Habitat Assessment Report** completed in accordance with the Streamside Protection Bylaw, that includes a **Site Survey** prepared by a B.C. Land Surveyor showing the location of the high water mark, top-of-bank, and City of Abbotsford *Streamside Protection Bylaw* Streamside Protection and Enhancement Area (SPEA) as determined by a Qualified Environmental Professional (QEP).

☐ K. **Reports and plans** detailing the proposal, demonstrating its feasibility and assessing its impact from a traffic and servicing perspective with necessary plans and written reasons justifying the OCP amendment.

☐ L. As per section 242 of the Strata property Act any Strata Conversion for an existing building must submit a **report** on the following:

- Life expectancy of the building;
- The projected major increases in maintenance costs due to the condition of the building;
- Assurance from a Professional Engineer that the Building meets minimum health and safety requirements;
- Assurance from a Professional Engineer that any remedial work will be designed, certified, and supervised by a Professional Engineer with expertize on the relevant discipline for the remedial work; and
- Zoning Compliance report.

Additionally, for a proposed Multi-family strata conversion the requirements as outlined within Development Services Policy No. 400-2-09 must also be provide*d.*

☐ M. Application requirements are derived from the 5th Edition of the Local Government Management Association (LGMA) Guide for Approving Officers for Local Government, and are as follows:

- A **letter** explaining the phased strata title proposal (or amendment, if applicable).
- 2 Copies of a **draft Form P**, Phased Strata Plan Declaration, including a sketch plan and a schedule indicating required encumbrances, as well as a construction cost estimate for any common facilities and a commitment to provide security (a letter of credit) for common facilities. Encumbrances may include reciprocal easements to cover common facilities such as driveways, walkways, utilities, major landscaped areas, recreational facilities, visitor parking, and garbage and recycling storage areas.
- **Architectural/Survey Plans**** showing proposed phasing boundaries, building setbacks from phasing boundaries, required reciprocal easement areas for common facilities as noted above, and accompanying statistics for each individual phase (i.e., phase area, coverage, density, parking and loading). Preliminary Building Code analysis should also be provided. All information submitted must be consistent with the zoning of the site.
- A **draft Form V**, Schedule of Unit Entitlement, explaining the basis for determining unit entitlement for each phase.

Ensure that all limited common property for each unit is fully located within the phase under application.

☐ N. If proposing truck parking temporary use permit, **Truck Parking configuration and truck parking templates plan** outlining total number of proposed truck parking spaces.

☐ O. **Wildlife Habitat Assessment Report**, prepared by a Qualified Environmental Professional (QEP) that identifies significant, rare or unique vegetation, wildlife and wildlife habitat, and that establishes site-specific mitigation measures regarding watercourses and environmental protection areas, management of stormwater runoff, to minimize disturbance to that which has been identified within the report.
Note: if no vegetation, wildlife or wildlife habitat exists, you must provide a letter from a QEP to this effect.

☐ P. **Geotechnical Report**, if the site contains slopes in excess of 20% or other hazardous conditions, **assessing the natural hazards** and the potential for landslip, rockfall, slope failure, debris flow, debris flood or flooding, or other hazard (as relevant to the site), and assesses the impact of the proposed development on or by such natural hazard conditions, confirming that the land can be safely used for the intended purpose.

☐ Q. **Preliminary Lot Grading Plan**, signed and sealed by a Professional Engineer licensed to practice in B.C., outlining the existing and proposed grades (including details on retaining walls), significant trees (as defined by the Tree Protection Bylaw), outlining streamside setback areas (if applicable), the proposed site plan/lot layout plan superimposed on the plan, and providing selected cross-sections through the lands.

Note*: A Lot Grading Plan is not required at time of submitting a* ***Standard or Boundary Realignment Subdivision*** *application; however, applicants are encouraged to provide one at time of application to improve the efficiency of staff's review of the proposal, as a Lot Grading Plan will be required by the Approving Officer before issuance of Preliminary Layout Approval (PLA). A Lot Grading Plan is also recommended for* ***Form and Character Development Permit*** *applications, if available.*

Note: *For a variance to the* ***Streamside Protection Bylaw*** *where no grade changes are proposed within 5 meters of the setback, a Lot Grading Plan is not required. Please explain this in your Letter of Intent.*

☐ R. If the subdivision is within an existing Bareland Strata Development, a **Strata Council Resolution** is required in accordance with the Strata Protection Act, passed by a 3/4 vote at an annual or special General Meeting.

☐ S. **Proposed elevations** and information related to height and proposed design/style/materials of the telecommunication tower/structure/pole.

☐ T. **Written confirmation from the Director, Development Planning** that the proposal meets the requirements to apply for a 'Minor Works: Façades and Freestanding Signs' application.

☐ U. **Written confirmation from the Approving Officer** that the proposal complies with ALR Regulation 171/2002

☐ V. If the subject property(ies) are located within the Provincial Agricultural Land Reserve please submit an **Agrologist Report** that provides both a capability assessement and a suitability assessment.

Note: Additional information may be required for staff review and requested in conjunction with the first review comments, such as but not limited to a Crime Prevention through Environmental Design (CPTED) report from a CPTED practitioner for Development Permit applications, a Preliminary Lot Grading Plan, an Erosion and Sediment Control Plan.

11. ACKNOWLEDGEMENT OF NOTICE OF COLLECTION OF PERSONAL INFORMATION

This page to be completed and signed by the applicant.

I have attached to this Administrative Change Request Form the attachments required as noted in **Section 10**, along with the required application change fee and associated costs as applicable, 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 the original Development Application and if any subsequent Administrative Change Request Applications are required, an additional **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 or 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 for Administrative Change Requests 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

As per Development Application Procedures Bylaw No. 2521-2016,
incomplete applications cannot be accepted.

FOR OFFICE USE ONLY

► **If administrative request form is incomplete, indicate reason(s) and return to applicant:**

_____

_____

► **If complete, date stamp all documents and complete in-take.**

Date Stamp: **Received by:** _____