FOR OFFICE USE ONLY:	
File No.	
ALC App. ID No.	

ALC APPLICATION FORM
Agricultural Land Commission

Please see ALC Application Submission Guide for additional information on the application and process.

1. APPLICATION TYPE (ALC)

☐ **Subdivision (within the ALR)**

☐ **Non-Adhering Residential Use**

- ☐ *Temporary Farm Worker Housing*
- ☐ *Full-Time Farm Worker Residence*
- ☐ *Replacement Dwelling– living in the existing Single Detached Dwelling while building a new Single Detached Dwelling*
  - ☐ *Demolition of Existing Dwelling upon completion of New Single Detached Dwelling*
  - ☐ *Conversion of Dwelling – converting an existing Single Detached Dwelling to another use and building a new Single Detached Dwelling*
- ☐ *Single Detached Dwelling Use that is greater than 500m^2*
- ☐ *Accessory Farm Dwelling Unit (AFDU) – where there are already two existing residences on the parcel, or where the AFDU is proposed within a building that contains another use.*

☐ **Boundary Realignment**

☐ **Non-Farm Use**

☐ **Homesite Severance**

2. APPLICANT

For information regarding the collection and use of personal information provided with this application, see item 9 (page 7).

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.*

3. PROPERTY(IES)

*List <u>all</u> properties involved in this application that are **<u>within the City of Abbotsford</u>**. If needed, please attach a separate document listing the additional properties.*

CIVIC ADDRESS: _____

PID: _____

LEGAL DESCRIPTION: _____

IS THIS PROPERTY OWNED OR LEASED? _____

CIVIC ADDRESS: _____

PID: _____

LEGAL DESCRIPTION: _____

IS THIS PROPERTY OWNED OR LEASED? _____

4. REGISTERED OWNER(S)

List <u>all</u> registered owners as they appear on title or as they appear on the registered copy of the Form A Freehold Transfer (if insufficient space below, please attach a separate sheet).

If the 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)** _____

NAME: _____ PHONE: _____

ADDRESS: _____ EMAIL: **(REQUIRED)** _____

5. ADDITIONAL INFORMATION REQUIRED

INFORMATION REQUIRED FOR ALL APPLICATION TYPES

- Is this application directly related to Bylaw Enforcement Action (ie. Infraction)?
  ☐ Yes ☐ No
- Is your property(ies) classified as "farm" under the *BC Assessment Act*?
  ☐ Yes ☐ No
- Will you be placing/removing any soil or fill on the property?
  ☐ Yes ☐ No
  Note: Please ensure that all required permits are obtained before soil or fill is placed/removed from the property. Contact Engineering about obtaining a Soil Removal & Deposit Permit. See ALC Information Bulletin No. 7 for more information.
- How many dwellings are currently on the parcel, including Temporary Farm Worker Housing and manufactured homes? _____
- Do you have a secondary suite in any of the dwellings? _____

APPLICATIONS FOR TEMPORARY FARM WORKER HOUSING

- Does the Farm Operation include greenhouses or farm processing?
  ☐ Greenhouse ☐ Farm Processing ☐ Neither
  - What is the size of the greenhouse (m^2): _____
  - What is the size of the farm processing (m^2): _____
- Is there existing temporary farm worker housing on the parcel?
  ☐ Yes ☐ No
  - Total number of existing workers: _____
  - Proposed number of additional temporary farm workers: _____
  - Proposed number of months housing to be occupied in a year: _____
- Proposed Building Type:
  ☐ Existing Building – Change of Use ☐ Pre-fabricated building
  - Was the existing building constructed at least 5 years prior to application?
    ☐ Yes ☐ No
- Size of proposed/existing building (m^2): _____

APPLICATIONS FOR FULLTIME FARM WORKER RESIDENCE

- Farm/commodity type: _____
- Level of operation *(e.g. hectares in production, # of animals by type, etc.)*: _____
- Is the lot owned or leased by the farmer, farm operation, or corporation requiring the dwelling?
  ☐ Yes ☐ No
- Proposed building type:
  ☐ Existing Building – Change of Use ☐ Pre-fabricated building ☐ New building
- Size of proposed building (m^2): _____
- Is there existing temporary or full time farm worker housing on the parcel?
  ☐ Yes ☐ No
- Total number of existing workers: _____
- Total number of proposed workers: _____

APPLICATIONS FOR KEEPING A PRINCIPAL DWELLING WHILE BUILDING A REPLACEMENT

- Is the proposed dwelling less than 500m^2?
  ☐ Yes ☐ No
- Is there only one dwelling on the property?
  ☐ Yes ☐ No
- Will the existing principal dwelling be demolished or converted?
  ☐ Demolished ☐ Converted
- How will the building be converted? _____

6. REQUIRED APPLICATION DOCUMENTATION

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.

Items required for ALL applications:

Please use this checklist to ensure your application is complete.

PDF	HARD COPY	
N/A	☐	Fully completed **City of Abbotsford Agricultural Land Commission (ALC) Application Form**
N/A	☐	**Application Fee** (*See section 7 for Fees)*
☐	☐	**Title Search(es)** (*retrieved within the last 30 days*)
☐	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 *(note: this **does not include** mortgages, priority agreements, leases, liens, statutory building schemes, undersurface rights, or assignments of rents).*
☐	☐	**Letter of Intent** outlining the proposal in full *(background including justification/rationale)*
☐	☐	**Site Sketch**, clearly labelling the following: ☐ All existing buildings on the lot and what the building is used for ☐ The dimensions of the property ☐ The site area ☐ The setbacks between buildings and property lines (*Ideally the sketch plan is prepared by an architect or surveyor. If a hand-drawn sketch is provided, it must show all of the information required above. If issues are noted, staff may request a survey. Minimum size: 8½" x 11") Please see attached Site Sketch example in the ALC Application Submission Guide for reference*
☐	☐	A copy of the **Provincial Agricultural Land Commission Applicant Submission** *(which includes ALC Application ID). See ALC Application Submission Guide for steps on how to complete this submission*.
☐	☐	If occupancy of **Temporary Farm Worker Housing** is longer than 10 months for a calendar year, provide a copy of **approval under a federal government temporary foreign worker program,** to allow occupancy for a maximum of 24 consecutive months.
☐	☐	**If converting a single detached dwelling** to another use, **provide building drawings** that demonstrates compliance to the Zoning Bylaw requirements, which includes clearly labelling the following: ☐ The floor area in m^2 of the building and rooms ☐ If more than one use if proposed, each use should be clearly labelled ☐ Provide confirmation that the Zoning Bylaw requirements for each use are met (*ie: maximum floor area per worker, minimum amentity standards etc.*)
☐	☐	**If the subject property(ies) is undergoing a sale** we require the current property owner(s) on title to complete the Letter of Authorization. If a sale has been registered at the Land Title Office, you will need to provide an updated title showing the new owners and a completed "Administrative Change Request Form" indicating the change in ownership.
☐	☐	**Proof of Farm Status from BC Assessment**, if the Property(ies) is(/are) classified as a Farm under the *BC Assessment Act*.

Additional Items Required (if applicable):

PDF	HARD COPY	
☐	☐	**Letter of Authorization** *(if all property owner(s) is (are) not applicant(s)).*
☐	☐	If a property owner is an incorporated company or society, a **BC Company Summary** (*retrieved within the last 30 days*)

Note: Additional information may be required after the initial application intake, and would be requested during the course of City Staff's review. Please see ALC Application Submission Guide for more information.

7. FEES

Note: Additional fees are to be paid directly to the ALC as part of the Applicant Submission (see ALC Application Submission Guide for additional information).

Application Type	Application Fee
Non-Adhering Residential Use (NARU)	$450
All other ALC applications	$750

City's Application Fee (due at time of application):	$.....
Additional Administration Fees (*Corporate Search, LTO Documents*):	$.....

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 applications (as per Bill 15; See OIC 353/2020 – Schedule 1 for more information), effective September 30, 2020***

8. LETTER OF AUTHORIZATION

This section must be completed if the one Registered Property Owner (per Title Search) is not the Applicant OR if there are more than one Registered Property Owners. The Registered Property Owner(s) who is(/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 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 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 Owner(s) is(/are) **individual person(s)**, 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. ACKNOWLEDGEMENT OF NOTICE OF COLLECTION OF PERSONAL INFORMATION

I have attached to this 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:** _____