



Land Use Contract Amendment or Discharge Application Checklist

NOTE: The following checklist outlines the requirements for a complete submission for all applications. Please ensure you have included all “Must Have Items” to avoid any delays with the processing of your application. Please note that further submission materials listed in the “Staff May Also Request” section may be required during the application process. Incomplete applications will not be accepted.

Must Have Items:

Complete Application Form

The ‘Development Application Form’ must be fully completed and signed by all property owners.

Letter of Rationale

Provide a written rationale for the request.

State of Title

A current State of Title (dated within the last 30 days) including any associated charges (e.g. covenants).

Supporting Documentation

Please include all relevant information in your submission package, including a site plan of affected properties.

Staff May Also Request:

BC Company Search

If the subject parcel is owned by a company and not an individual owner, a BC company search will be required.