



ALR Inclusion ALR Subdivision ALR Non-Farm Use *Application Procedures*

If your land is in the Agricultural Land Reserve (ALR), you may require approval from the Provincial Agricultural Land Commission (ALC) to proceed with your development. Approval of your ALR application is the first step in the development process.

We recommend that you discuss your proposals with Development Services staff. An appointment to meet with staff is recommended.

How to apply:

1. Sign into the online “Application Portal” at www.alc.gov.bc.ca. Once your application has been completed, the ALC will notify the RDEK that an application has been submitted.
2. In order to login to the “Application Portal”, you will require a BCeID account (www.bceid.ca). If you have any questions regarding the “Application Portal” or acquiring a BCeID account, please contact the ALC at 1-800-663-7867 or 604-660-7000.
3. Your application will be required to include:
 - a) A Title Search print dated no more than 30 days before the date of application. These are available online at <http://www.ltsa.ca/cms>. If requested, a Title Search can be obtained by the RDEK for a document fee of \$15.00.
 - b) Agent authorization (if using an agent);
 - c) Detailed information about the proposal, including a map or sketch showing the proposal and adjacent uses;
 - d) Detailed information about current agricultural use, agricultural improvements and non-agricultural land use on the parcel(s);
 - e) Photographs (optional).
4. Following your application, you will receive notification from the ALC with instructions to pay the local government portion of your application fee directly to the RDEK. The RDEK will email you when we are ready to process your payment.
5. Payment can be received at the RDEK office in Cranbrook at:

**19 - 24th Avenue South
Cranbrook BC V1C 3H8**

Office Hours: 8:30 am to 4:30 pm Monday through Friday, excluding holidays

Phone: 250-489-2791

Fax: 250-489-3498

Toll Free: 1-888-478-7335

Incomplete or missing information will delay processing of your application.

What happens to your application:

Once you have completed your online application and paid the application fee, your application is reviewed by:

- RDEK staff,
- your Electoral Area Director, and
- the Advisory Planning Commission for your Electoral Area.

General Application Process:

1. Following review your application is sent to the Regional District Board for consideration. Most applications require that the Board authorize your application to proceed to the ALC.

If the Board does not grant authorization, then your application is finished and proceeds no further.

For applications that do not require Board authorization to proceed, the Board will forward your application to the ALC with a recommendation.

2. The ALC will provide you with information on payment of the ALC portion of the application fee directly to the ALC. The ALC will review your application and advise you in writing of their decision. If you would like to discuss your application after it has been forwarded to the ALC, contact ALC staff in Burnaby at 604-660-7000.

3. If the ALC approves your application and the proposal requires rezoning, official community plan amendment, subdivision or a building permit, you may now proceed to the next step in the development process.

ALC approval of your application does not guarantee that other approvals will also be granted.

4. If the ALC turns down your application, you may contact them directly for more information.