

## How and where to apply?

Complete a campground permit application. These are available from the RDEK offices at:

- **19 - 24th Avenue South  
Cranbrook, BC**
- **1164 Windermere Loop Road  
Invermere, BC**

The application form is also available online at [www.rdek.bc.ca](http://www.rdek.bc.ca).

Include the following:

1. \$300.00 non-refundable fee payable to the Regional District of East Kootenay.
2. All required supporting information as identified on the application form.
3. A detailed explanation of your proposal and any other information, such as photographs in support of your application.
4. A Title Search Print dated no more than 30 days before you file your application. These are available from the Land Title Office at [www.ltsa.ca](http://www.ltsa.ca).

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

**Cranbrook Office hours:** 8:30 am to 4:30 pm Monday through Friday, excluding holidays

**Phone:** 250-489-2791

**Fax:** 250-489-1287

**Toll Free:** 1-888-478-7335

## What situations require a campground permit?

A campground permit is required for the establishment, construction, or operation of a new campground facility, or the extension or expansion of an existing campground facility. These requirements apply to campground developments located in any part of the Regional District of East Kootenay, excluding areas within incorporated municipalities.

## Where can I find more information?

Further details about specific campground permit requirements can be found within the RDEK Campground Bylaw and individual zoning and land use bylaws online at [www.rdek.bc.ca](http://www.rdek.bc.ca).

## What information will I need to submit?

Refer to the campground permit application form for documentation and information required to be submitted with an application.

## What happens to your application?

### Your application will be reviewed

RDEK staff will review your application to make sure it meets requirements of the Regional District Campground Bylaw. You may be requested to submit additional information in support of your application to ensure that all requirements are met. Under certain circumstances, input from government ministries or advisory boards may be required. In these cases the application will be referred to the appropriate agencies for comment.

### A staff report will be prepared

Once the review of the application has been completed, RDEK staff will prepare a staff report.

The Development Services Manager will examine your application and the comments and recommendations made by staff. The campground permit may be referred to the Regional District Board for authorization of approval. All applications for a campground permit where a rezoning is also required will be presented to the Board concurrently with the corresponding rezoning application.

Your permit will be either issued as originally presented, issued as changed by the Manager or Board, postponed for consideration at a future Board meeting, referred to staff for more information, or turned down. If the permit is issued, it may include conditions of approval that must be met by the applicant.

### If the permit is turned down

If your application is turned down, you may reapply to the RDEK for the same proposal after six months has passed. You may apply for a different proposal at any time if the Board has turned down your application. You may also make a request for reconsideration of the application provided the request is based on new information, is accompanied by the appropriate fee and application form, and is received in writing no more than 30 days after the date of decision.

### If the permit is issued

Once your permit has been issued you may establish, construct, operate, extend, or expand your campground as approved by the campground permit.

## Questions?

Call Development Services at **250-489-2791** or toll free at **1-888-478-7335**.



# Campground Permit Application Form

**Cranbrook Office**  
19 – 24th Avenue South  
Cranbrook BC V1C 3H8  
Ph: 250-489-2791 • Fx: 250-489-1287

**Columbia Valley Office**  
1164 Windermere Loop Road  
Invermere BC V0A 1K3  
Ph: 250-342-0063 • Fx: 250-342-0064

Toll Free 1-888-478-7335

## SECTION 1 – APPLICANT INFORMATION

Registered Owner(s): _____ _____	Agent(s): _____ _____
Address: _____ _____	Address: _____ _____
Phone: _____ (home) _____ (work) Email: _____	Phone: _____ (home) _____ (work) Email: _____

## SECTION 2 – DECLARATION AND AUTHORIZATION

I / we declare that the information in this application is, to the best of my / our knowledge, true and correct.

Signature of Applicant(s): \_\_\_\_\_ Date: \_\_\_\_\_  
\_\_\_\_\_

**If the application is submitted by an Agent, the owner(s) must sign the following statement or provide separate written authorization:**

I / we consent to this application filed by the person or company whose name appears as the agent above.

Signature of Owner(s): \_\_\_\_\_ Date: \_\_\_\_\_  
\_\_\_\_\_

Personal information contained on this form is collected under the *Local Government Act* and in accordance with the *Freedom of Information and Protection of Privacy Act* and will be used only for the purpose of processing the application and may be shared with the Directors of the RDEK and referral agencies. For questions or additional information pertaining to your personal information, contact the RDEK FOI Coordinator at 250-489-2791.

*Office Use Only*

File No: \_\_\_\_\_

Owner(s)/Applicant: \_\_\_\_\_

*Revised: February 2021*

**SECTION 3 – LAND UNDER APPLICATION**

Legal description of all land proposed for development:

Lot \_\_\_\_\_ Block \_\_\_\_\_ Plan \_\_\_\_\_ District Lot \_\_\_\_\_

Extended legal description: \_\_\_\_\_

Street Address: \_\_\_\_\_ Parcel Identifier Number (PID): \_\_\_\_\_

Size of property: \_\_\_\_\_ Existing Zoning: \_\_\_\_\_

**SECTION 4 – PURPOSE OF APPLICATION [ check appropriate box]**

- Development of a new campground
- Expansion of an existing campground

**SECTION 5 – DEVELOPMENT PROPOSAL**

- Describe the development proposal. Please include the following details:
  - the number of new campsites
  - and minimum size of new campsites
  - the number and location of campsites that can be utilized for cottages
  - the proposed ownership structure
  - the proposed mix of occupancy durations (short vs. long term camping)

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**SECTION 6 – AGRICULTURAL LAND RESERVE INFORMATION [ check appropriate box]**

- No part of this property is in the Agricultural Land Reserve
- Part or all of the property is in the Agricultural Land Reserve
- Provincial Agricultural Land Commission approval is not required
- Provincial Agricultural Land Commission approval has been granted and a copy of the approval is attached

*Office Use Only*

File No: \_\_\_\_\_

Owner(s)/Applicant: \_\_\_\_\_

**SECTION 7 – ZONING [ check appropriate box]**

- This property is zoned for campground use
- This property is not zoned for campground use, a rezoning application is required
- This property is not zoned

**SECTION 8 – SERVICING PROPOSAL**

- **Describe water source and sewer servicing [ check appropriate box(s)]:**

**Present source of potable water:**

- None
- Well  
depth \_\_\_\_\_ flow rate \_\_\_\_\_
- Water Licence No. \_\_\_\_\_  
Source \_\_\_\_\_
- Community Water System  
Name \_\_\_\_\_

**Proposed source of potable water:**

- None
- Well(s)
- Water Licence No. \_\_\_\_\_  
Source \_\_\_\_\_
- Community Water System  
Name \_\_\_\_\_

**Present sewage disposal system:**

- None
- Septic tank & field
- Community Sewer System  
Name \_\_\_\_\_

**Proposed sewage disposal system:**

- None
- Septic tank & field
- Community Sewer System  
Name \_\_\_\_\_

- **Provide additional information regarding the water and sewer servicing for the proposed campground facility including:**
  - **water treatment, water distribution system, sewage collection system;**
  - **number of water and sewer connections;**
  - **any facilities that will utilize water, and any facilities that will contribute to sewage system.**

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**SECTION 9 – CAMPGROUND ACCESSORY USES**

- Describe accessory uses (i.e. retail facilities, recreational facilities, storage areas, etc.) proposed for the campground facility, including the size of associated buildings and structures:

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**SECTION 10 – GARBAGE DISPOSAL**

- Describe the style, nature and location of garbage disposal facilities for the proposed campground facility:

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**SECTION 11 – CAMPGROUND PLAN**

- Submit a detailed Campground Plan showing:
  - North arrow & scale
  - Lot lines with dimensions
  - Physical features (creeks, ponds, hills, gullies, etc.)
  - All buildings & structures (existing & proposed)
  - Access (roads, driveways)
  - Well or water intake
  - Water distribution system
  - Septic tank & field, sewage treatment infrastructure
  - Campsite with boundaries (RV/Park Model Sites and Cottage Sites)
  - Location of Accessory Uses
  - Property Boundary Buffer
  - Garbage Disposal Facilities
  - Photographs (optional)

**SECTION 12 – ENSURE THE FOLLOWING ARE ENCLOSED WITH YOUR APPLICATION:**

- Application fee of \$300.00 payable to the Regional District of East Kootenay
- A Title Search Print dated no more than 30 days before you file your application. These are available from the Land Title Office at [www.ltsa.ca](http://www.ltsa.ca); **OR**
- Consent to the RDEK to conduct a Land Title Search on your behalf for a fee of \$15.00.

*Office Use Only*

File No: \_\_\_\_\_

Owner(s)/Applicant: \_\_\_\_\_

*Revised: February 2021*