



Mobile Home Park Application Form

Cranbrook Office
19 – 24th Avenue South
Cranbrook BC V1C 3H8
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Columbia Valley Office
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Invermere BC V0A 1K3
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SECTION 1 – APPLICANT INFORMATION

Registered Owner(s):	Agent:
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 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.

SECTION 3 – LAND UNDER APPLICATION

Legal description of all land proposed for mobile home park:

Lot _____ Block _____ Plan _____ District Lot _____

Extended legal description: _____

Street Address: _____ Parcel Identifier Number (PID): _____

Size of property: _____ Existing Zoning: _____

SECTION 4 – MOBILE HOME PARK PLAN

Submit two full sets of working drawings drawn to an appropriate scale and clearly indicate:

- Area dimensions and legal description of the parcel of land
- Dimensions and location of buffer areas (see Section 4.08(1) and (2) of Mobile Home Park Bylaw No. 209)
- Number, location, dimensions, and designation number for all mobile home spaces
- Location, dimensions and names of all roadways (both internal and external)
- Location of the owner’s residential lot (if any)
- Location of recreation area
- Dimensions and location of all ancillary buildings, the owner’s residence and other structures
- Location and dimension of all off-street parking facilities
- Location and details of water source, treatment plants, water distribution lines, and outlets
- Location and details of all connections to sewer, sewer lines, septic tank(s), and subsurface disposal field, or other private sewage treatment plants and disposal methods
- Location and details of all on-site garbage and refuse disposal areas;
- General landscaping plan for the site and location of existing tree stands
- Location and name of all water courses or water frontage within or adjacent to the land under application
- North arrow and notation of drawing scale

Office Use Only

File No: _____

Owner(s)/Applicant: _____

Revised March 2020

SECTION 5 – APPLICATION FEE

\$25.00 for the first mobile home space plus
\$10.00 for each additional mobile home space shown in the mobile home park plan

Renewal of a mobile home park permit

\$2.00 for each mobile home space shown in the mobile home park plan

SECTION 6 – ISSUANCE OF PERMIT

Written approval and permit under subsection (1) shall not be given until a sewage disposal permit has been issued, and the water supply and system, and the garbage disposal method have been approved by the authority having jurisdiction.

Note: *The RDEK Development Services Manager may require additional information.*