

Reconsideration Application *Application Procedures*

If a development application or referral decision is not authorized or refused by Development Services staff or the Board of Directors, the applicant may request reconsideration of the decision. All requests for reconsideration must:

- 1) be received within 30 days of the decision date by staff or the Board of Directors; and
- 2) be based on new information that was not available to Development Services staff or the Board of Directors when the application was previously considered; **or**
- 3) be a request for Board reconsideration of a delegated decision by staff.

Prior to submitting the application form we recommend that you make an appointment to discuss your request for Reconsideration with Development Services staff.

How and where to apply:

Complete a Reconsideration Application. These are available online at www.rdek.bc.ca and from:

- Cranbrook Office - 19 - 24 Avenue South
- Columbia Valley Office - 1164 Windermere Loop Road, Invermere

The completed application form must include the following:

1. A detailed explanation of your request for Reconsideration, including information in support of the request. The request must be based on new information that was not available to Development Services staff or the Board of Directors when the application was previously considered.
2. Non-refundable fee payable to the Regional District of East Kootenay. Payment will only be processed if the request proceeds to the Board of Directors.

Application Fee:

- All applications except Short-term Rental Temporary Use Permit – \$200
- Short-term Rental Temporary Use Permit - \$1,000

What happens to your application:

In accordance with the Development Applications Bylaw, the Reconsideration application and submitted supporting information will be reviewed by the General Manager of Development & Protective Services. If original decision was made by the Board, the General Manager will consider if the reconsideration includes new, relevant information not available prior to the Board's decision. If the General Manager determines that new information has been presented the applicant will be advised that the Reconsideration application and payment will be processed. If the original decision was a delegated decision made by staff, the request will proceed to the Board of Directors for reconsideration.

Development Services staff will prepare a staff report for consideration by the Board of Directors. The reconsideration will be considered as expediently as possible in consideration of payment of the required fee, meeting agenda deadlines and the monthly Board meeting schedule. The Board, at its discretion, may confirm, reverse or vary the original decision.

If your reconsideration application is unsuccessful, you may reapply for the same proposal after six months has passed. You may apply for a different proposal at any time.

SECTION 1 – APPLICANT INFORMATION

Registered Owner(s): _____	Agent: _____
Address: _____	Address: _____
Phone: _____ Email: _____	Phone: _____ 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 requested on this form is collected under the authority of section 26 of the Freedom of Information and Protection of Privacy Act (FOIPPA) and will be used by the RDEK for the purpose of processing the application. Disclosure of personal information by the RDEK is subject to the requirements of FOIPPA. For questions about the collection, use or disclosure of your personal information in the RDEK, contact the Corporate Officer of the RDEK at 19 – 24th Ave S., Cranbrook BC, V1C 3H8 or 250-489-2791.

Legal description of all land proposed for development:

Extended legal description: _____

Street Address: _____

Parcel Identifier Number (PID): _____

☐ Development Variance Permit

☐ Site Specific Floodplain Exemption

☐ Bylaw Amendment

☐ Development Permit

☐ Short-term Rental Temporary Use Permit

☐ Other: _____

SECTION 5 – REASON FOR RECONSIDERATION [NEW INFORMATION MUST BE PROVIDED]

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