

## How and where to apply:

Complete an application to place a temporary dwelling (mobile home) for a relative requiring care and assistance. 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. \$225.00 non-refundable fee payable to the Regional District of East Kootenay.
2. A detailed sketch of your property showing all buildings, well, septic system, access, and physical features. Show where you plan to place the mobile home, services and proposed access.
3. A letter from a licenced physician stating that your relative requires care and assistance.
4. Proof of ownership – a title search dated within 30 days of application.

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:** 250-489-3498

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

## Who qualifies:

You may place a mobile home on your property for a relative who needs care and assistance if:

- your property is zoned for 0.4 hectare lots or larger in residential, small holdings, and rural resource zones, excluding mobile home parks;
- the relative is your mother, father, mother-in-law, father-in-law, son, daughter, sister, brother, grandchild, grandparent, or great grandparent;
- a licenced physician certifies in writing that your relative requires care and assistance;
- your property is large enough to place a mobile home and install the necessary services.

**What happens to your application:****You will be required to:**

1. Enter into a legal agreement with the Regional District stating that:
  - the mobile home does not exceed 9 metres in width, including additions, and is on a temporary foundation;
  - the mobile home will be placed within six (6) months of the date of the agreement;
  - you will remove the mobile home when the relative requiring care no longer lives on the property or when the relative no longer requires care;
  - the Regional District may remove the mobile once it is no longer required if you fail to do so.
2. Swear a statutory declaration upon request of the Regional District (usually annually) attesting to the conditions of approval.
3. Submit a letter upon request from the Regional District from a licenced physician confirming that the relative requires care and assistance.
4. Provide a sum of \$3000.00 in the form of cash or an irrevocable letter of credit to the Regional District to ensure that the conditions of approval continue to be met.
5. Obtain a building permit.

**The Regional District will:**

1. Pass a bylaw to enter into the legal agreement.
2. Register a notice on title of your property that there is an agreement between the owner and the Regional District for the temporary mobile home.
3. Return your cash deposit or letter of credit and remove the notice from your title once you have removed the mobile home.

**Questions:**

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



# Temporary Dwelling for Relative Requiring Care Application Form

Cranbrook Office  
19 – 24th Avenue South  
Cranbrook BC V1C 3H8  
Ph: 250-489-2791 • Fx: 250-489-3498

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:
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.

**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 – NAME & RELATION OF RELATIVE(S) REQUIRING CARE**

\_\_\_\_\_  
\_\_\_\_\_

**SECTION 5 – OCCUPANTS OF DWELLINGS**

- Principal dwelling occupant(s): \_\_\_\_\_  
\_\_\_\_\_
- Temporary dwelling occupant(s): \_\_\_\_\_  
\_\_\_\_\_

**SECTION 6 – DEVELOPMENT & LAND USE INFORMATION**

- Describe the existing use of the land: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

▪ Attach a map or sketch showing:

- |   |                               |
|---|-------------------------------|
| ▪ North arrow & scale                                     | ▪ Access (roads, driveways)   |
| ▪ Lot lines with dimensions                               | ▪ Well or water intake        |
| ▪ All buildings & structures (existing & proposed)        | ▪ Septic tank & field         |
| ▪ Physical features (creeks, ponds, hills, gullies, etc.) | ▪ Proposed setbacks           |
|   | ▪ Photographs <i>optional</i> |

**SECTION 7 – ENSURE THE FOLLOWING ARE ENCLOSED WITH YOUR APPLICATION:**

- Application fee of \$225.00 payable to the Regional District of East Kootenay
- Letter from licenced physician stating that the relative requires care and assistance
- \$3000.00 cash or Letter of Credit from a bank or credit union
- 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