Temporary Dwelling for Relative Requiring Care

Application Procedures

How and where to apply:

Complete an application to place a temporary dwelling (manufactured 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.

Include the following:

1. Non-refundable fee payable to the Regional District of East Kootenay:
   - Application Fee - $450
2. A detailed sketch of your property showing all buildings, well, septic system, access, and physical features. Show where you plan to place the manufactured 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 or 1-888-478-7335

Who qualifies:

You may place a manufactured 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 manufactured home and install the necessary services.

If your property is within the **Agricultural Land Reserve** (ALR), the proposed dwelling must also comply with the size restrictions of the ALR Use Regulation for <u>both</u> the principal residence and the manufactured home. Within the ALR two residences are permitted, subject to local government bylaws, in accordance with the following size restrictions:

- If the parcel is 40 ha or less:
  - One residence, the total floor area of which is 500 m^2 or less
  - One residence, the total floor area of which is 90 m^2 or less

- If the parcel is more than 40 acres:
  - No size restriction on one residence
  - One residence, the total floor area of which is 186 m^2 or less

What happens to your application:

You will be required to:

1. Enter into a legal agreement with the Regional District stating that:
   - the manufactured home does not exceed 9 metres in width, including additions, and is on a temporary foundation;
   - the manufactured home will be placed within six (6) months of the date of the agreement;
   - you will remove the manufactured 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 manufactured home 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 $3,000.00 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 manufactured home.
3. Return your cash deposit or letter of credit and remove the notice from your title once you have removed the manufactured home.

Questions:

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

Regional District of East Kootenay

Temporary Dwelling for Relative Requiring Care

Application Form

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.

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: _____ Zoning Designation: _____

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
  - Lot lines with dimensions
  - All buildings & structures (existing & proposed)
  - Physical features (creeks, ponds, hills, gullies, etc.)
  - Access (roads, driveways)
  - Well or water intake
  - Septic tank & field
  - Proposed setbacks
  - Photographs *optional*

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

- ☐ Application fee payable to the Regional District of East Kootenay
- ☐ Letter from licenced physician stating that the relative requires care and assistance
- ☐ $3,000.00 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; **OR**
- ☐ Consent to the RDEK to conduct a Land Title Search on your behalf for a fee of $17.50.