KITIMAT
A Marvel of Nature and Industry

Development Application

Community Planning and Development
270 City Centre
Kitimat, BC, V8C 2H7
250-632-8900
planning@kitimat.ca

It is recommended that the applicant consult the Community Planning and Development Department with initial inquiries before applying. A pre-application meeting that may include other representatives from the District can also be requested by applicants who would like to obtain more formal feedback from the District.

Zoning Amendment	$1,500	✓	Development Variance Permit (DVP)	$350	
Zoning & OCP Amendment	$1,700		Development Permit (DP) Downtown Revitalization Area	$50	
Temporary Use Permit (TUP)	$500		Development Permit (DP) for all other development permit areas	$700	
Temporary Use Permit Renewal	$350				

PROPERTY INFORMATION

Civic Address: 11 Widgeon St Kitimat	Parcel Identifier (PID): 012-008-699
Legal Description: LOT 9, BLOCK 13, PLAN PRP3527, DISTRICT LOT 6039, RANGE 5, COAST RANGE 5 LAND DISTRICT	
Zoning: R1-C	Official Community Plan Land Use Designation: Neighbourhood
Existing uses and structures on the property: Residential House	
Is the property 800 metres or closer to a provincial highway? Yes	
Is the property serviced by water? Yes	Is the property serviced by sanitary sewer? Yes
Description of proposal: Full renovation of existing house, with new electrical, plumbing, bath rooms, windows, etc. And creating with legal 1 bed suite.	

PROPERTY OWNER INFORMATION

Name: Sarim (Sam) Faisal	
Mailing Address: [redacted]	
Phone: [redacted]	Email: [redacted]

APPLICANT INFORMATION (if authorized below by the Owner and different from above)

Name: Same as above	
Mailing Address:	
Phone:	Email:

AUTHORIZATION OF APPLICANT ON BEHALF OF PROPERTY OWNER

As the owner of the land described in this application, I/we authorize the Applicant named above, if provided, to act on my behalf in all matters related to this application.	
Print Owner Name:	
Owner Signature:	Date:

CONTAMINATED SITES – SITE DISCLOSURE STATEMENT

Pursuant to the Environmental Management Act, an applicant is required to fill out and submit a Site Disclosure Statement for a property that is/was used for commercial or industrial purposes as defined within Schedule 2 of the Contaminated Sites Regulation.

To see the list of activities included within Schedule 2 – Contaminated Sites Regulation, click here.

Is/was the property used for commercial or industrial purposes as per Schedule 2 (link above): No ☑ Yes ☐

If yes, the following is required: Completed Site Disclosure Statement – Signed by the owner of the land or operator of a site on the land for which the application pertains to.

SUBMISSION REQUIREMENTS – APPLICATION CHECKLIST

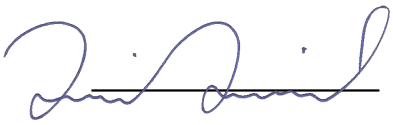
A complete application includes a filled-out application form, fees paid, and supporting information compiled by the applicant. Please review the applicable checklist for your development application and submit the required documents with this form.

Development Permit Checklist	☐
Development Variance Permit Checklist	☐
Temporary Use Permit Checklist	☐
Zoning and OCP Amendment Checklist	☐

APPLICATION ACKNOWLEDGMENT

Personal Information provided on this form is collected under the authority of Section 26(c) of the *Freedom of Information and Protection of Privacy Act* and will be used only for purposes related to your application. Your name will be treated as public information. Home address and telephone number will not be released except in accordance with the *Freedom of Information and Protection of Privacy Act*. If you have questions about the collection of your information, please contact us at administration@kitimat.ca or 250-632-8900.

Should there be any change in ownership or legal description of the property, I will notify the Community Planning and Development Department to avoid any unnecessary delay in processing the application. I accept responsibility for delay caused by incorrect or insufficient submission materials. Processing begins only when an application is certified as complete. To be considered complete, the application must include this completed form, required fees, and supporting plans, documents and drawings, as required.

Sarim (Sam) Faisal		September 14, 2026
Applicant Name (printed)	Signature	Date

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Zoning and OCP Amendment Checklist

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250-632-8900
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The following checklist outlines the requirements for an application to be considered a complete submission. Please ensure you have included all required documents to avoid delays. Please note that further submission materials may be required depending on the type and scale of your proposal.

REQUIRED DOCUMENTS

☑ **Complete Application Form**
The "Development Application" must be completed and signed by the property owner.

☑ **Title Search**
A current Title Search dated within the last 30 days.

☑ **Letter of Rationale**
Statement of intent outlining the rationale behind the application and how the District may benefit or be impacted from the amendment.

☑ **Site Plan**
The plan should include:

- Location and dimensions of all lot or property lines.
- Location of all existing and proposed buildings and structures.
- Location and setback distances of proposed or existing buildings to all lot or property lines, and if applicable, right-of-ways, easements and covenants.
- Location of all watercourses including creeks, streams, rivers and ditches.

☑ **Zoning Analysis Table**
Please complete the applicable sections of the Zoning Analysis Table below using Part 9 of the Kitimat Municipal Code.

ADDITIONAL DOCUMENTS THAT MAY BE REQUIRED*

☐ **Traffic Impact Assessment**
If the proposed development or change in land use could have an impact on the existing transportation network a report or study by a qualified professional may be required.

☐ **Geotechnical Report Prepared by a Qualified Professional**
In areas where instability or environmental hazards may be a concern a report by a qualified professional that describes soil stability, potential mitigative strategies, and confirms that the lands can be used safely for the intended use and may be required.

Every project is different, please contact us if you have questions.

☐ **Environmental Report Prepared by a Qualified Professional**
If the property is near environmentally sensitive habitat, streams or lands a report by a qualified professional that:
- identifies the impacts from the development on any environmentally sensitive areas and if so,
- prescribe any protection and restoration measures required in order for the development to proceed in a manner that does not adversely affect the natural environment identify.

☐ **Servicing Capacity Study**
Depending on the scale and scope of the proposal, details on the current and expected capacity for water, sanitary sewer, and stormwater drainage infrastructure may be required.

☐ **Stormwater Management Report**
Depending on the scale and scope of the proposal, details on how rainwater runoff and drainage will be managed may be required.

☐ **BC Company Search**
If the subject parcel is owned by a company and not an individual owner, a BC company search will be required.

*This is not an exhaustive list, and other documents may be required.

ZONING ANALYSIS TABLE (please fill out the applicable information based on your proposal)

Please refer to Part 9 of the Kitimat Municipal Code when completing this section.

Zoning Regulations	Current Zoning Requirement		Proposed Zoning Requirement	
Lot Area (minimum)	510	m^2	510	m^2
Lot Frontage	15	m	15	m
Site or Lot Coverage	25%	%	25%	%
Front Yard Setback	4.5	m	4.5	m
Rear Yard Setback	7.5	m	7.5	m
Side Yard Setback	1.8	m	1.8	m
Building Height	9	m	9	m
Site or Lot Coverage	25%	%	25%	%
Access Width (maximum)	7.5	m	7.5	m
Off-Street Parking	2	#	2	#

Sarim (Sam) Sam Faisal
[redacted]
Kitimat, BC, [redacted]

September 14, 2026

Planning Department, District of Kitimat
Ms. Viola He, Planner I

Re: Letter of Support — Application for Secondary Suite / Legal Suite at 11 Widgeon St

To the Planning Department,

I am writing in support of my application, to construct a one-bedroom, self-contained secondary suite within my existing dwelling at 11 Widgeon St. I would like to outline the rationale behind this project and the benefits it offers both to this property and to the community.

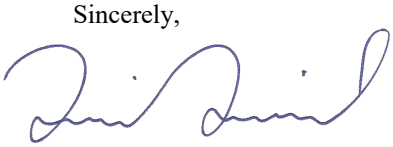
The proposed suite should be fully self-contained, with its own kitchen, bathroom, and separate entrance, and will be constructed to meet all applicable BC Building Code. My intent is to use the space flexibly: either to accommodate larger family members who require housing close to home, such as an aging parent or an adult child, and or over time as a legal rental unit contributing to the local housing supply. If we can achieve this within existing zoning this would be huge benefit to both of us, as rezoning of such may be too time consuming and financially unfeasible.

This project benefits the District in several ways:
• Housing supply: Northwest BC, including Kitimat, continues to face a shortage of rental and secondary housing options, particularly as local industry and population grow. A self-contained or legal secondary suite adds a much-needed unit to the housing stock without requiring new land, servicing, or infrastructure.
• Efficient use of existing infrastructure: Because the suite is built within my existing dwelling and lot, it makes use of services and infrastructure already in place, rather than placing new demands on the District's roads, water, and sewer systems.
• Support for multi-generational and family housing: The suite allows aging or extended family members to live independently while remaining close to family support, reducing pressure on assisted living and care facilities.
• Increased tax base and rental revenue: A legal or self-contained, permitted suite adds assessed value and, when rented, contributes to the local rental market and municipal tax revenue, while ensuring the unit meets safety standards, unlike unpermitted suites.
• Neighbourhood character: The addition is contained entirely within the existing structure and footprint, with no change to density of the neighbourhood.

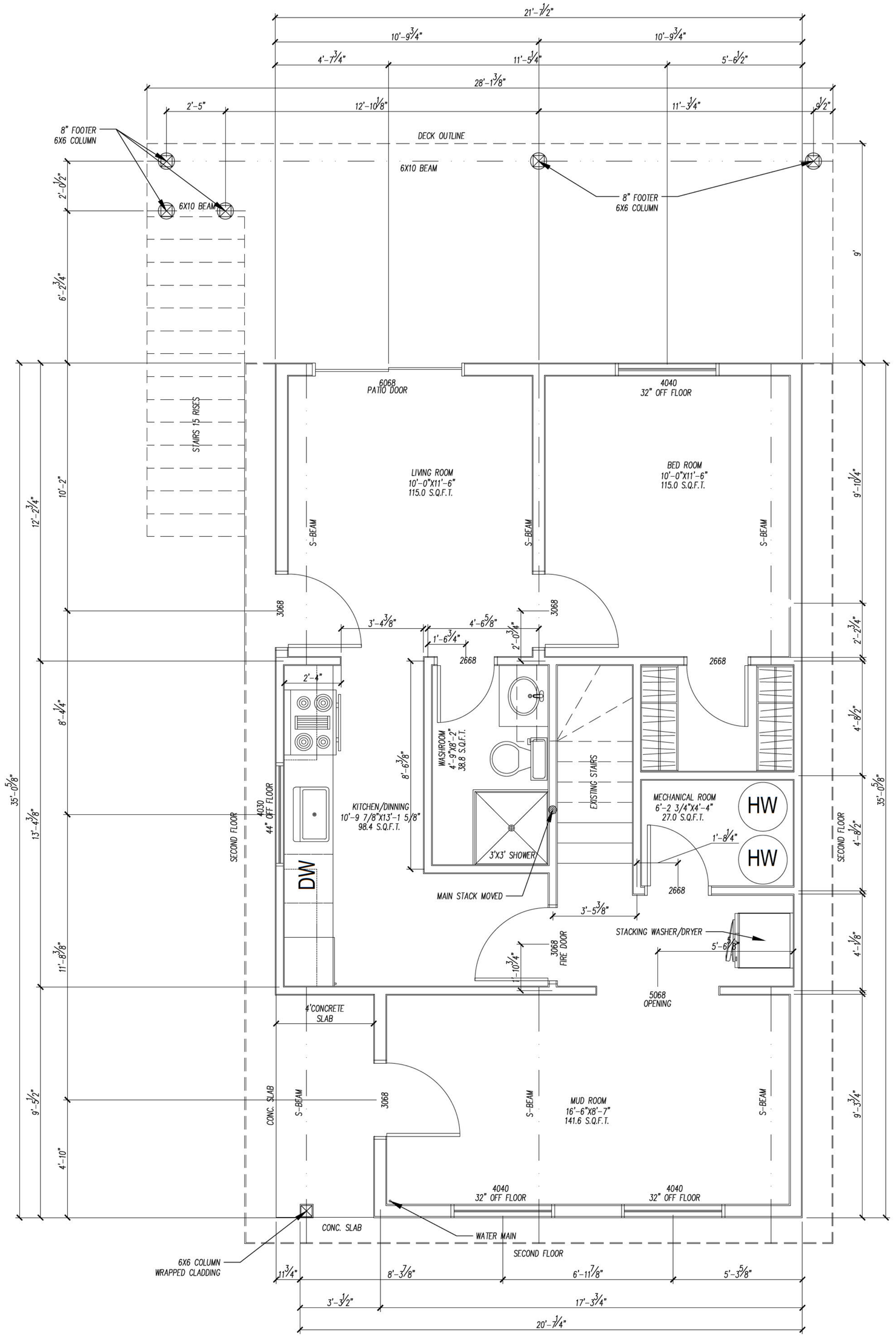
Over all the design of this should comply with the District's Official Community Plan and zoning bylaw provisions for self-contained or secondary suites, and I am happy to provide any additional information or documentation the Planning Department requires. I respectfully request the Department's support in approving this application.

Thank you for your time and consideration.

Sincerely,



Sarim (Sam) Faisal



GENERAL NOTES

ALL WORK IS TO BE PREFORMED IN ACCORDANCE WITH THE CURRENT BRITISH COLUMBIA BUILDING CODE STANDARDS, AND ALL LOCAL CODES AND BY-LAWS. FURTHER, THE CONTRACTOR SHALL INSTALL MATERIAL, EQUIPMENT AND COMPONENTS IN ACCORDANCE WITH THE APPROPRIATE MANUFACTURES SPECIFICATIONS AND ALL RELEVANT FEDERAL, PROVINCIAL AND MUNICIPAL REQUIREMENTS.

DO NOT SCALE DRAWINGS, WRITTEN DIMENSIONS SHOWN ON THESE PLANS SHALL TAKE PRESIDENCIES OVER SCALED DIMENSIONS IN ALL CASES.

CONTRACTOR TO CHECK AND VERIFY ALL DIMENSIONS AND CONDITIONS ON THE PLAN AND JOB SITE PRIOR TO THE START OF CONSTRUCTION AND REPORT ANY DISCREPANCIES TO THE DESIGNER.

DESIGNER WILL NOT BE RESPONSIBLE FOR COSTS INCURRED TO OWNERS OR CONTRACTOR THROUGH ERRORS AND OMISSIONS ON PLANS OR SPECIFICATIONS AFTER BUILDING PERMIT IS ISSUED.

DRAWINGS AND SPECIFICATIONS AND THE IDEAS, DESIGNS AND ARRANGEMENTS PRESENTED ARE THE PROPERTY OF THE DESIGNER. NO PLAN OR PART THERE OF SHALL BE COPIED, DISCLOSED TO OTHERS OR USED FOR ANY OTHER PROJECT OTHER THAN THE SPECIFIC PROJECT FOR WHICH THEY HAVE BEEN PREPARED WRITTEN CONSENT OF THE DESIGNER. VISUAL CONTACT WITH THESE DRAWINGS SHALL CONSTITUTE CONCLUSIVE EVIDENCE OF ACCEPTANCE OF THESE RESTRICTIONS.

11 WIDGEON ST KITIMAT

REV	DESCRIPTION	BY	DATE

DWG TITLE: NEW FIRST FLOOR OPT. 02

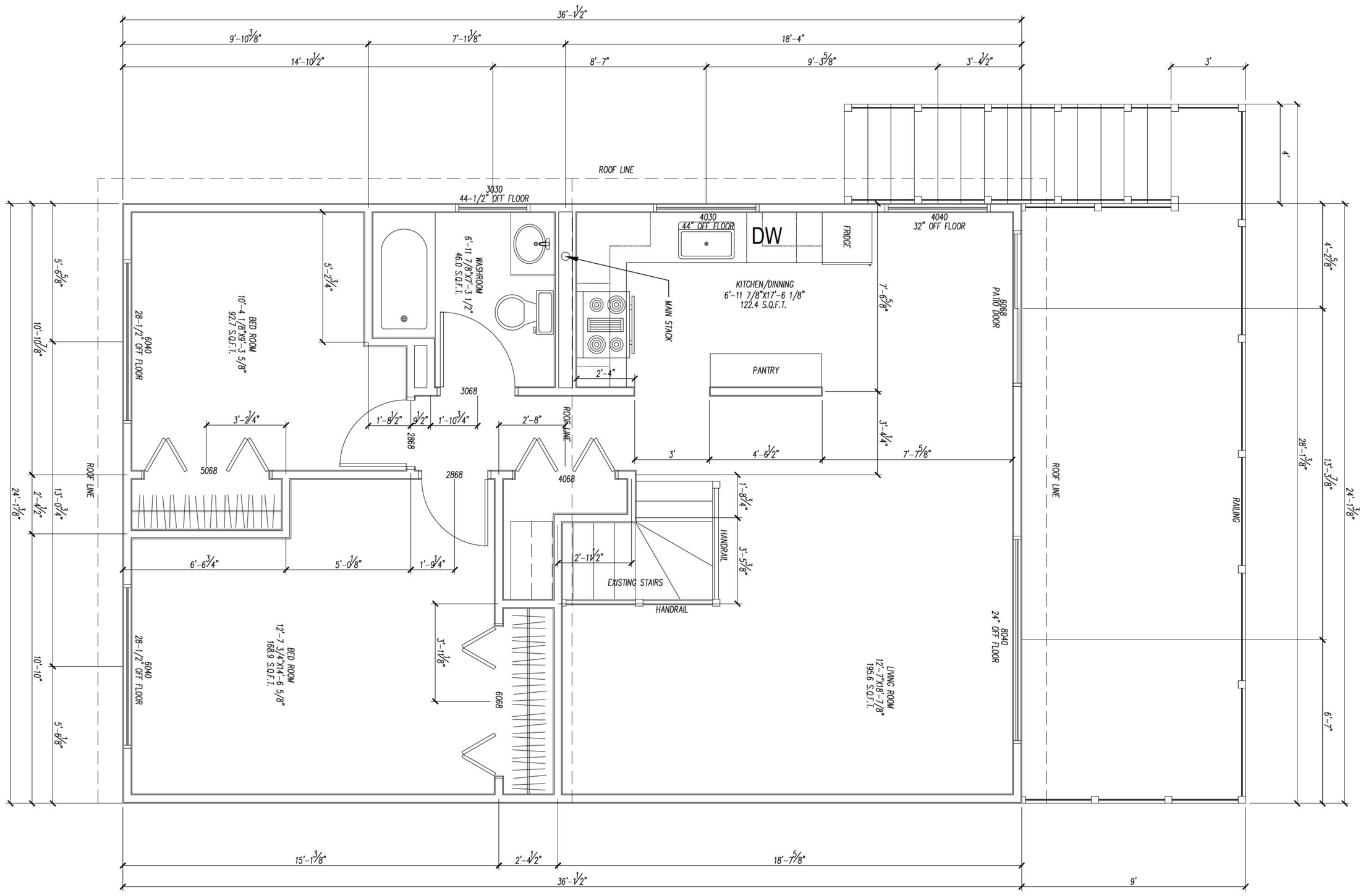
SCALE: 3/8"=1'-0"

DWG NO: 2026-02

DATE: 2026-08-11

DRAWN BY: LIAMELE

J.I. TECHNICAL
DRAFTING & DESIGN
250-615-7706 | jamele001@hotmail.com



11 WIDGEON ST KITIMAT

REV	DESCRIPTION	BY	DATE

DWG TITLE:
NEW SECOND FLOOR OPT.02

SCALE: 3/8"=1'-0"
DATE: 2026-08-11
DRAWN BY: JJAMELE

DWG NO:
2026-02

J.T. TECHNICAL
DRAFTING & DESIGN
250-615-7706 | jjamele001@hotmail.com



EAST ELEVATION
SCALE: 3/8"=1'-0"



SOUTH ELEVATION
SCALE: 3/8"=1'-0"

11 WIDGEON ST KITIMAT

REV	DESCRIPTION	BY	DATE

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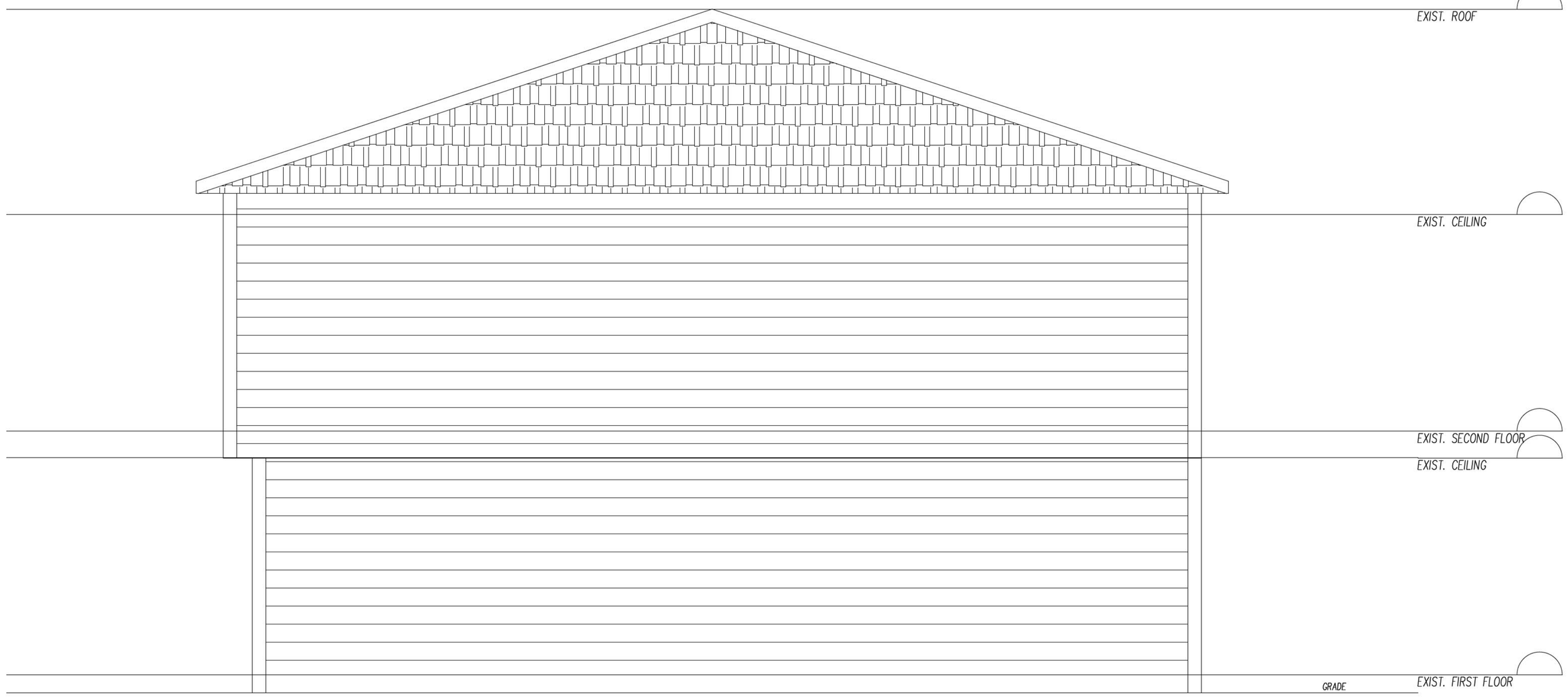
SCALE: 3/8"=1'-0"

DATE: 2026-08-11

DRAWN BY: JJAMELE

DWG NO: 2026-02

J.I. TECHNICAL
DRAFTING & DESIGN
250-615-7706 | jamele001@hotmail.com



WEST ELEVATION
SCALE: 3/8"=1'-0"



NORTH ELEVATION
SCALE: 3/8"=1'-0"

11 WIDGEON ST KITIMAT

REV #	DESCRIPTION	BY	DATE

DWG TITLE: WEST/NORTH ELEVATIONS

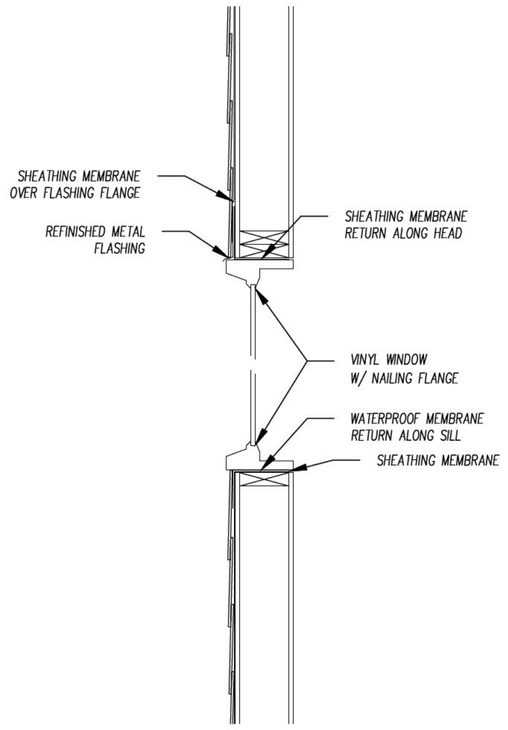
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DWG NO: 2026-02

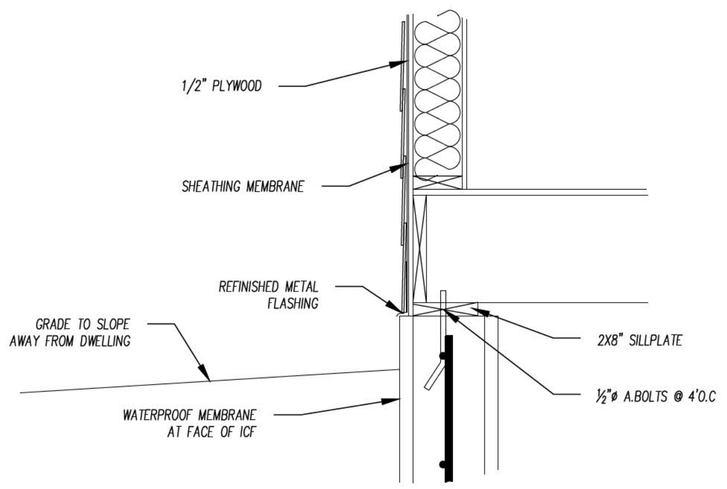
DATE: 2026-08-11

DRAWN BY: J.IAMELE

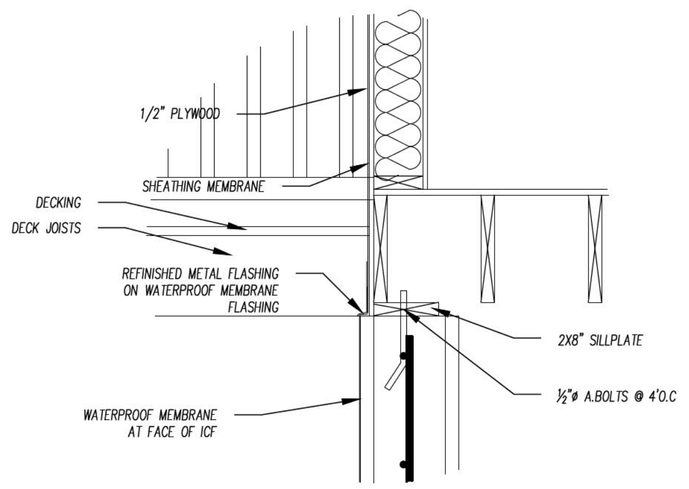
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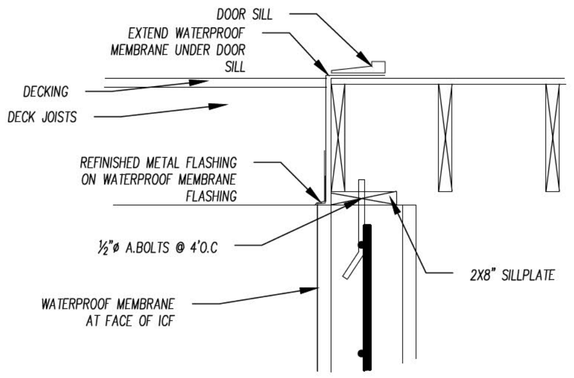
WINDOW FLASHING
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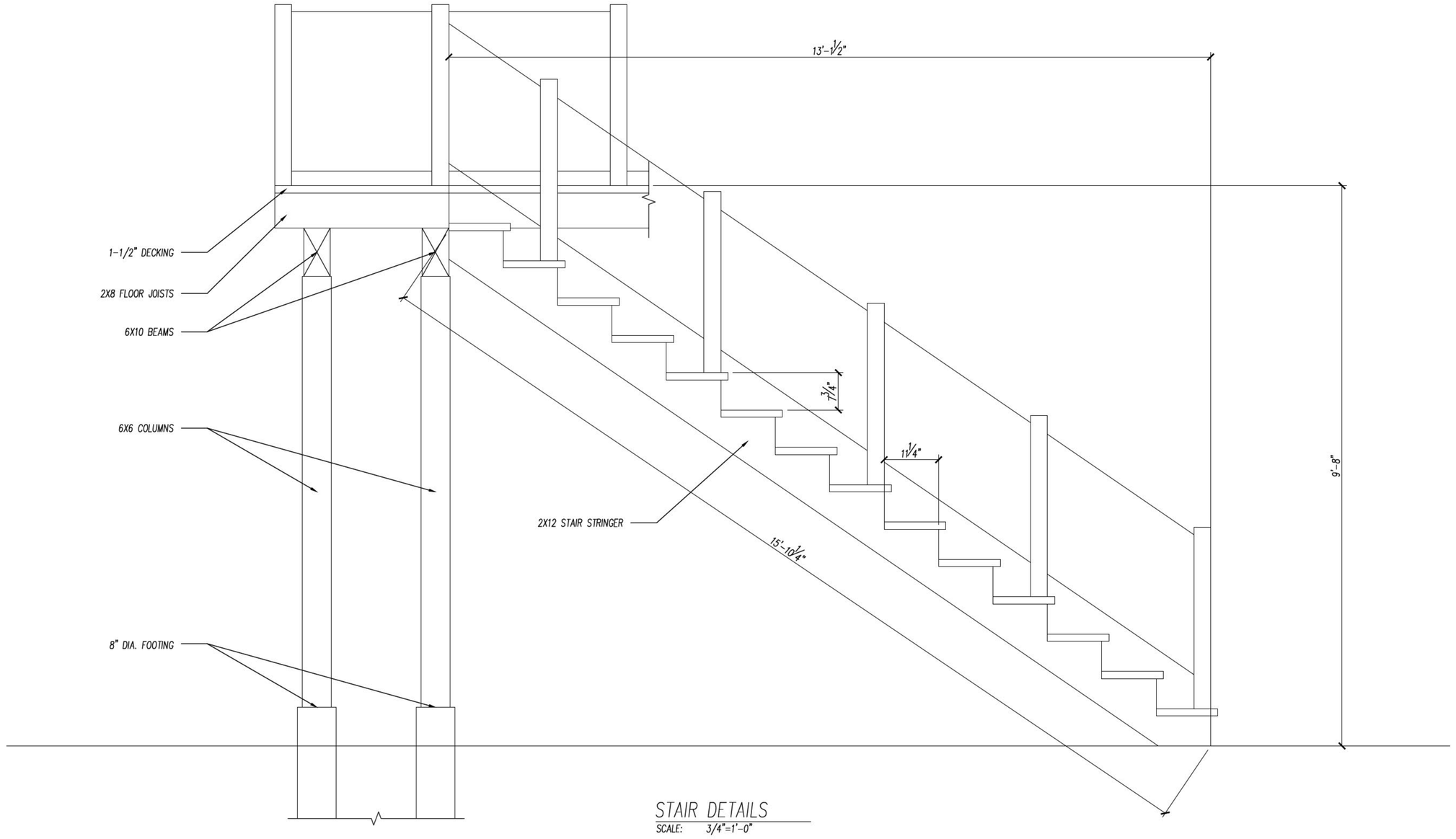
SILL DETAIL @ EXTERIOR WALL
SCALE: 1"=1'-0"



SILL DETAIL @ COVERED PATIOS
SCALE: 1"=1'-0"



DOOR SILL DETAIL
SCALE: 1"=1'-0"



STAIR DETAILS
SCALE: 3/4"=1'-0"

11 WIDGEON ST KITIMAT

REV.	DESCRIPTION	BY	DATE
01	DECK STAIRS DETAIL ADDED	JJ	2026-08-11

DWG TITLE: DETAILS
SCALE: AS SHOWN
DATE: 2026-07-14
DRAWN BY: JJAMELE
DWG NO: 2026-02

J.T. TECHNICAL
DRAFTING & DESIGN
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