

Land Use & Development Application

Please note: Incomplete applications will be returned to the applicant. No hand drawings will be accepted. Napkin plans will not suffice. Please no crayon, and remember your application is one of many that we receive, and will be processed in the order they are received. Do not staple or bind any plans or documents being submitted.

I / We hereby apply under Part 14 of the Local Government Act for a;

- | | |
|--|--|
| <input type="checkbox"/> Development Permit | <input type="checkbox"/> Official Community Plan Amendment |
| <input type="checkbox"/> Development Variance Permit | <input type="checkbox"/> Other |
| <input type="checkbox"/> Rezoning | |

Property Details

Civic Address _____	PID _____
Existing OCP Designation _____	Proposed OCP Designation _____
Existing Zoning _____	Proposed Zoning _____
Existing Water Servicing _____	Proposed Water Servicing _____
Existing Sewer Servicing _____	Proposed Sewer Servicing _____
Development Permit Area(s) - where applicable _____	

Development Details

Purpose of Application

(Please provide a brief description of the proposed development)

Office Use Only	Date Received	File Type (DP (GM or Board), VAR, RS,OCP)
	Receipt No.	
	Fees Paid: \$	

CVRD Requirements

When providing Application Forms to the applicant, Regional District staff shall indicate which of the following attachments are required for this application. **Additional information may also be required at a later date.**

	Required	Received	Details
Basic Requirements	X		Pre-Application Meeting
	X		Complete application form
	X		Payment of applicable fees
	X		Current State of Title (issued within last 30 days)
	X		Copy of all charges to State of Title (rights-of-ways, easements, covenants)
	X		Development rationale
Site Plan *Notes: • Survey by BC Land Surveyor may be required • See sample site plan for reference	X		Maximum 11" x 17" site plan (including north arrow and scale)
	X		Location of existing and proposed driveways, pathways and patios
	X		Location and dimensions of proposed buildings and setbacks to existing lot lines, rights-of-ways, easements and covenants
			Location of all water features, including streams, wetlands, ponds, ditches, ocean, lakes on or adjacent to property
			Location of all existing and proposed water lines, wells, septic fields, sanitary sewer and storm drains
			Location, dimensions of all vehicle and bicycle parking, disability parking, vehicle stops & loading
			Stormwater management infrastructure and impermeable surfaces
			Above ground services, equipment and exterior lighting details
			Existing natural grade and finished grades of site including contour lines (including buildings and retaining walls)
			Other:
Elevation Drawings			All four elevations (front, rear and two sides)
			Height measurements (height survey may be required)
			Exterior finishes and materials
			Cross sections
			Other:
Additional Information *Notes: • Supporting plans and reports to be prepared by Qualified Professional (P. Eng, BCLSA, QEP, etc.)			Archeological assessment
			Environmental assessment
			Erosion and sediment control plan
			Geotechnical report
			Parcel & impervious site coverage plan
			Landscaping plan by a qualified professional
			Stormwater management plan
			Traffic impact assessment
			Riparian area assessment report
		Other:	

Provincial Requirements

(This is not an exhaustive list; other provincial regulations may apply)

Riparian Areas Regulation

Please indicate whether the development proposal involves residential, commercial, industrial uses, or includes the removal or alteration of any vegetation; soil disturbance; construction of buildings and structures; creation of impervious or semi-impervious surfaces; trails, roads, docks, wharves, bridges and, infrastructure and works of any kind within:

yes no
 30 metres of the high water mark of any water features

yes no
 a ravine or within 30 metres of the top of a ravine bank

“Water features” includes; 1) a watercourse, whether it usually contains water or not; 2) a pond, lake, river, creek, or brook; 3) a ditch, spring, or wetland that is connected by surface flow to 1 or 2 above.

Under the *Riparian Areas Regulation* of the *Fish Protection Act*, a riparian area assessment report may be required before this application can be processed (see *Riparian Areas Regulation Brochure*).

Critical Habitat

Pursuant to the *Local Government Act* and the *Species at Risk Act*, please identify whether the subject property is:

yes no A. Located within 100 metre radius of all great blue heron nest trees.

yes no B. Located within 60 metre radius of all eagle, hawk, osprey, owl or peregrine falcon nest trees, or other nest trees of sensitive, rare and endangered species.

yes no C. Located in close proximity to a sensitive ecosystem, and/or endangered species protection area.

Archaeological Resources

Are there archaeological sites or resources on the subject property?

yes no I don't know

For further information please contact the Archaeology Branch of BC.

Site Contamination

Please indicate whether a Site Profile has been submitted (only applicable to Official Community Plan Amendment, Rezoning and Development Permit applications).

yes no

Common Contacts (subject to change without notice)

Archaeology Branch of British Columbia	1.250.953.3334
BC Land Title & Survey Authority (LTSA)	1.877.577.5872
Front Counter BC (for any provincial application)	1.877.855.3222
Island Health (Health Protection & Environmental Services)	1.250.737.2010
Ministry of Transportation and Infrastructure (Electoral Area G & H)	1.250.751.3246
Ministry of Transportation and Infrastructure (Electoral Area A, B, C, D, E, F & I)	1.250.952.4515

Owner and Agent Contact Information

Owner's
Contact
Information

Name of Owner	Phone Number	
Address	City	
Email	Postal Code	

Agent's
Contact
Information

Name of Agent	Company	
Address	Phone Number	
Email	Postal Code	

Owner and Agent Declaration

The property described above is the subject of this application and is referred to herein as the 'subject property'. This application is made with my full knowledge and consent. I declare that the information submitted in support of the application is true and correct in all respects. By completing this application form, the owner and/or applicant hereby is aware and authorizes site inspections to be conducted by Regional District staff and Advisory Planning Commission members as appointed by the Regional Board.

Personal Information Declaration: This information is collected pursuant to Part 14 of the *Local Government Act* and CVRD Development Application Procedures and Fees Bylaw No. 3275. This information has been collected and may form part of the public record and may be included in a meeting agenda that is posted online when this matter is considered before the Board or a Committee of the Board. I hereby consent that all information, including personal information, contained in this document including all attachments maybe made available to the public. Note: For more information on disclosure, contact the CVRD FOI Coordinator at 250.746.2507 or 1.800.665.3955.

Owner's
Declaration

Name of Owner (print)	Signature of Owner	Date
Name of Owner (print)	Signature of Owner	Date

Agent's
Declaration

Signature of Agent	Date
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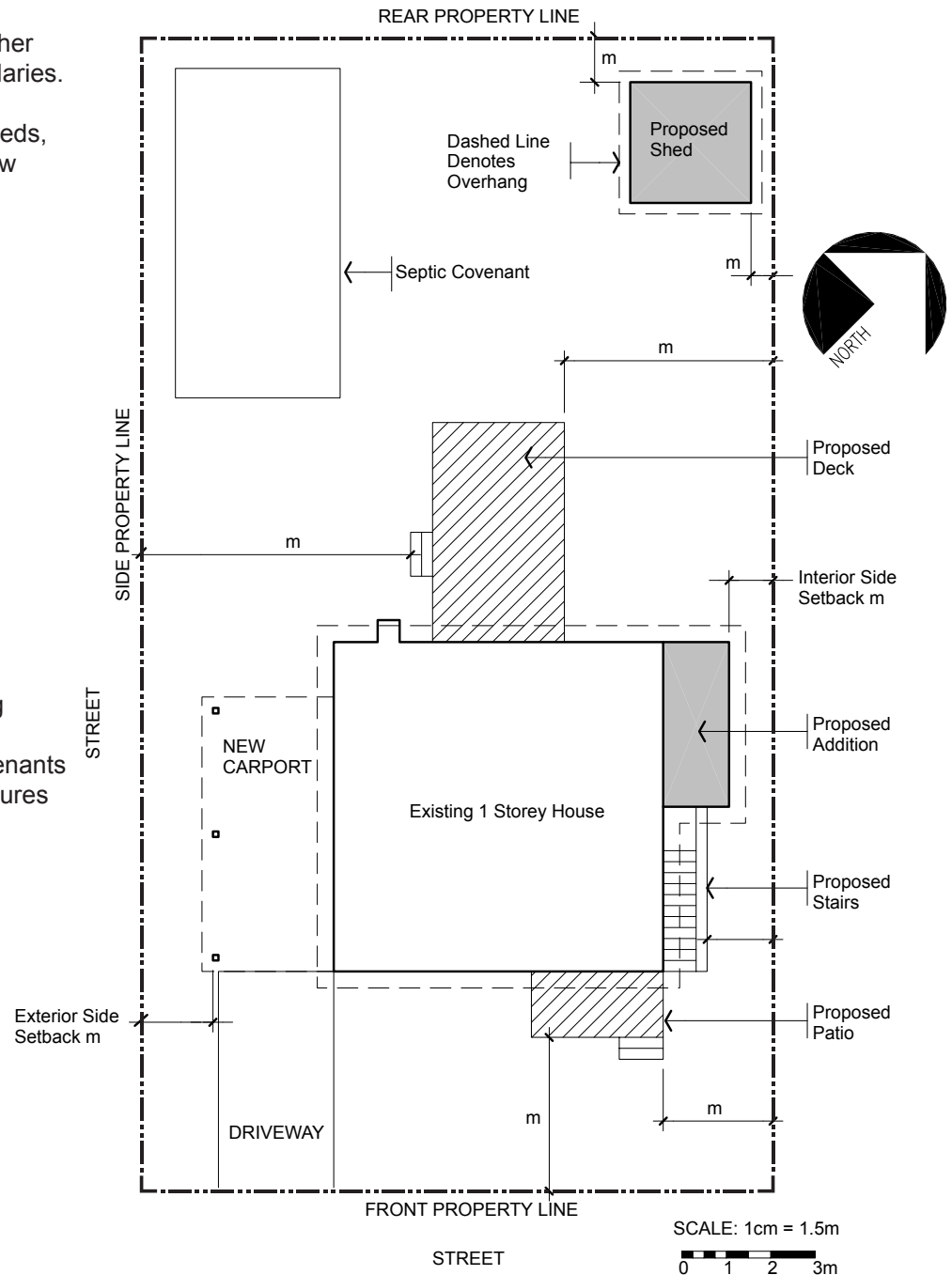
I, the owner, hereby give permission to _____ to act as my/our agent in all matters relating to this application.

Signature of Owner	Date
Signature of Owner	Date

A site plan identifies buildings and other features in relation to property boundaries. The site plan should identify existing structures (ie. dwellings, garages, sheds, decks) and proposed additions or new structures.

The following information should be shown on a site plan:

- Title and scale
- Legal description
- Street name
- North arrow
- Property lines with dimensions in metric units.
- Setbacks (distance) to all property lines from all existing and proposed structures
- Proposed construction (shaded or cross hatched)
- Overall building dimensions, lot coverage, new and existing building areas of all buildings
- Rights-of-way, easements and covenants
- Existing vegetation and natural features where applicable.



Notes:

1. Do not submit this sample drawing as part of your drawing package.
2. Plans submitted for review are to be drawn at a recognized scale.
3. Refer to the Electoral Area Zoning Bylaw for zoning requirements.
4. Please submit all plans in metric units.
5. Provide scale bar and written scale.