

Pre-Application Meeting Request Form

Please review the Pre-Application Guide (attached) prior to submitting your application.

I am looking to apply 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 _____

Is your property subject to the following:	Yes	No
A. 30 metres from the high water mark of any water feature?	<input type="checkbox"/>	<input type="checkbox"/>
B. 30 metres of the top of a ravine bank of any water feature?	<input type="checkbox"/>	<input type="checkbox"/>
C. Located within 100 metre radius of all great blue heron nest trees?	<input type="checkbox"/>	<input type="checkbox"/>
D. 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?	<input type="checkbox"/>	<input type="checkbox"/>
E. Located in close proximity to a sensitive ecosystem, and/or endangered species protection area?	<input type="checkbox"/>	<input type="checkbox"/>
F. Archaeological sites or resources?	<input type="checkbox"/>	<input type="checkbox"/>
G. Site contamination as defined in the Environmental Management Act?	<input type="checkbox"/>	<input type="checkbox"/>

Pre-Application Submission Requirements

Submission Documents	Details
Current State of Title	Current State of Title must be issued in the last 30 days
	Copy of all charges to State of Title (rights-of-ways, easements, covenants)
Site Plan *Notes: <ul style="list-style-type: none"> Survey by BC Land Surveyor may be required See sample site plan for reference 	Maximum 11" x 17" site plan (including north arrow and scale)
	Location of existing and proposed driveways, pathways and patios
	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 *Notes: <ul style="list-style-type: none"> Required only for proposals that trigger a form and character Development Permit. 	All four elevations (front, rear and two sides)
	Height measurements (height survey may be required)
	Exterior finishes and materials
	Cross sections
	Other:
Detailed Summary of Proposal	Summary should include reference to how the proposal complies with the Official Community Plan, the Zoning Bylaw, Subdivision Servicing Bylaw, Parking Bylaw, Sign Bylaw and Landscape Security Policy. If the proposal will require an Official Community Plan amendment, the summary should also include a description of how the proposal would benefit the CVRD.
Owner Authorization	See next page

Setting Up A Pre-Application Meeting

Pre-application meetings are held every second and fourth Tuesday and Thursday of the month. If you have a preferred meeting date and time, please specify it below. Development Services Staff will do their best to accommodate your request. Please list all available dates and times.

- | | |
|--|-----------------------|
| <input type="checkbox"/> Second Tuesday of the Month | Preferred Time: _____ |
| <input type="checkbox"/> Second Fourth of the Month | Preferred Time: _____ |
| <input type="checkbox"/> Fourth Tuesday of the Month | Preferred Time: _____ |
| <input type="checkbox"/> Fourth Tuesday of the Month | Preferred Time: _____ |

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

This part must be signed by all owner(s) of the subject property. For strata properties, owner authorization must also be obtained from the Strata Council. If more than two owners of the property(s) are involved, please attach additional sheets.

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

Pre-Application Meeting Guide



The CVRD is now requiring Pre-Application Meetings for development proposals. During the meeting, Staff will review a preliminary application in detail and provide comments to an applicant before a complete application is submitted.

Pre-Application meetings may involve one or more of the following planning procedures, including:

- Development Permit
- Rezoning
- Official Community Plan Amendment
- Development Variance Permit
- Subdivision

During the meeting, staff will clearly indicate to the applicant whether the proposal meets the current planning policies and which planning procedures are required to complete the development. The meeting will help the applicant identify key considerations and potential issues of a proposal before significant investment is made in a complete application. The applicant will receive a summary of CVRD requirements, technical requirements (such as engineering studies or environmental requirements), design objectives and any special considerations. The information provided will vary depending on the scope and complexity of the project, and detail of information provided by the applicant.

Pre-Application Meeting Requirements

Pre-Application meeting requirements are intended to allow applicants to briefly describe their proposal, without incurring the costs of professionally prepared documents. The following information is required for a Pre-Application Meeting:

- **Pre-Application Meeting Form** signed by all individuals whose names appear on the Title Certificate and an authorized agent, if applicable.
- **A Letter of Authorization** signed by the owner(s) of the property, if an applicant is applying on behalf of the owner(s) registered on the Title Certificate.
- **Current Title Search** for each parcel, including all charges (covenants, rights-of-way, easements and applicable legal notices) dated within 14 days of the meeting.
- **A Project Summary Letter** describing the proposed development, including a description of the present and intended use of the site, how the proposal complies with the Official Community Plan, Zoning Bylaw and other CVRD policies, and impacts to the neighbourhood and community.
- **A Site Plan** and/or other supporting plans or photographs which indicate the intent of the proposal.

Pre-Application Meeting will be held on the second and fourth Tuesday and Thursday of the month on a first-come basis. Please submit your Pre-Application Meeting package and you will be contacted to confirm the meeting.