



Bylaw No. 3

Planning Procedures & Fees Bylaw, 2008

(consolidated version)

The following is a consolidated copy of the planning procedures and fees bylaw and includes the following bylaws:

| BYLAW No. | BYLAW NAME | ADOPTED | PURPOSE |
|-----------|------------------------------------------------------------------------------------------|------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 3 | Comox Valley Regional District Planning Procedures & Fees Bylaw, 2008 | April 22, 2008 | A bylaw to establish the procedures and fees within the Comox Valley Regional District in accordance within Part 26 of the Local Government Act |
| 33 | Comox Valley Regional District Planning Procedures & Fees Bylaw, 2008, Amendment No. 1 | March 31, 2009 | To amend the current planning procedures and fees bylaw in order to reintroduce the previously board-adopted amendments; to update various sections of the bylaw by clarifying language, improving consistency, and deleting an obsolete planning procedure. |
| 70 | Comox Valley Regional District Planning Procedures and Fees Bylaw, 2008, Amendment No. 2 | October 27, 2009 | To introduce the procedures and refund policy on circulating bylaw amendments to gov't departments and external agencies delete references to Electoral Area 'D' |

This bylaw may not be complete due to pending updates or revisions and therefore is provided for reference purposes only. THIS BYLAW SHOULD NOT BE USED FOR ANY LEGAL PURPOSES. Please contact the manager of legislative services at the Comox Valley Regional District to view the complete bylaw when required.

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COMOX VALLEY REGIONAL DISTRICT

BYLAW NO. 3

A bylaw to establish the procedures and fees within the Comox Valley Regional District in accordance within Part 26 of the *Local Government Act*

The board of the Comox Valley Regional District in open meeting assembled, enacts as follows:

1. Title

This Bylaw No. 3 may be cited for all purposes as the **“Comox Valley Regional District Planning Procedures and Fees Bylaw, 2008”**.

2. Application

- i) This bylaw shall be applicable to all lands and surface of the water within the Comox Valley Regional District that are subject to any permit or application procedure as outlined in this bylaw.
- ii) The fee schedule for the applications included in this bylaw is set out in Schedule ‘A-1’ attached hereto, which forms part of this bylaw.
- iii) Procedures under which an owner of land may apply for an amendment to a zoning bylaw and an official community plan are set out in Schedule ‘A-2’ attached hereto, which forms a part of this bylaw.
- iv) Procedures under which an owner of land may apply for the issue of a development variance permit are set out in Schedule ‘A-3’ attached hereto, which forms a part of this bylaw.
- v) Procedures under which an owner of land may apply for the issue of a development permit are set out in Schedule ‘A-4’ attached hereto, which forms a part of this bylaw.
- vi) Procedures under which an owner of land may apply for the issue of a environmentally sensitive areas development permit, where approval has been delegated to the regional district approving officer, are set out in Schedule ‘A-5’ attached hereto, which forms a part of this bylaw.
- vii) Procedures under which an owner of land may apply for the issue of a Board of Variance approval are set out in Schedule ‘A-6’ attached hereto, which forms a part of this bylaw.
- viii) Procedures under which an owner of land may apply for the issue of a temporary commercial use and temporary industrial use permit are set out in Schedule ‘A-7’ attached hereto, which forms a part of this bylaw.
- ix) Procedures under which an owner of land may apply for a home occupation or domestic industrial use approval are set out in Schedule ‘A-8’ attached hereto, which forms a part of this bylaw.
- x) Procedures under which an owner of land may apply for a mobile home park permit are set out in Schedule ‘A-9’ attached hereto, which forms a part of this bylaw.

- xi) Procedures under which an owner of land may apply for relaxation of floodplain management provisions are set out in Schedule ‘A-10’ attached hereto, which forms a part of this bylaw.
- xii) Procedures under which an owner of land may apply to convert an existing building into strata lots are set out in Schedule ‘A-11’ attached hereto, which forms a part of this bylaw.
- xiii) Procedures under which an owner of land may apply for permission to occupy an existing single family dwelling during construction of an additional new family dwelling are set out in Schedule ‘A-12’ attached hereto, which forms a part of this bylaw.
- xiv) Guidelines for the content and posting of a required development proposal notice sign are set out in Schedule “A-13” attached hereto, which forms part of this bylaw.

3. Relation to Local Government Act and Severability

- i) This bylaw is not intended to conflict with any provision of the *Local Government Act* relating to any application nor to fetter any statutory authority of the regional district.
- ii) If any section or subsection of this bylaw is found to be invalid it may be severed without affecting the validity of the remainder of the bylaw.

4. Repeal and Effective Date

- i) Bylaw No. 2989 being the “Planning Procedure and Fee Bylaw, 2007” and all amendments thereto is hereby repealed upon adoption of this bylaw.
- ii) This bylaw comes into effect on April 1, 2008.

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|------------------------------------------|-------------|---------------|--------------|--------------|
| READ A FIRST AND SECOND TIME THIS | 22ND | DAY OF | APRIL | 2008. |
| READ A THIRD TIME THIS | 22ND | DAY OF | APRIL | 2008. |
| ADOPTED THIS | 22ND | DAY OF | APRIL | 2008. |

F. Bates
Chair

J. Warren
Manager of Legislative Services

I hereby certify the foregoing to be a true and correct copy of Bylaw No. 3 being the “**COMOX VALLEY REGIONAL DISTRICT PLANNING PROCEDURES AND FEE BYLAW, 2008**”, as adopted by the board of the Comox Valley Regional District on the 22nd day of April 2008.

J. Warren
Manager of Legislative Services

SCHEDULE “A-1”

Fees Applicable Under Bylaw No. 3

1. Application to amend a Zoning Bylaw

For applications which involve adjacent foreshore and upland areas, the necessary fees will apply only to the upland area involved. In the case of applications that affect only the surface of the water, the required minimum non-refundable fee will apply.

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| A. Rural and country residential uses | | |
| | <ul style="list-style-type: none"> • Non-refundable fee for each additional single family dwelling that may be developed based on the ultimate number of lots estimated at the time of application | \$200.00 |
| | <ul style="list-style-type: none"> • Minimum non-refundable fee | \$2000.00 |
| B. Single family and duplex residential uses | | |
| | <ul style="list-style-type: none"> • Non-refundable fee for each of the first 10 single family dwelling units that may be developed based upon the proposed zoning at the time of application | \$200.00 |
| | <ul style="list-style-type: none"> • Non-refundable fee for each additional single family dwelling unit that may be developed based upon the proposed zoning at the time of application | \$50.00 |
| | <ul style="list-style-type: none"> • Minimum non-refundable fee | \$2000.00 |
| C. Manufactured home park uses | | |
| | <ul style="list-style-type: none"> • Non-refundable fee for each of the first 10 single family dwelling units that may be developed based upon the proposed zoning at the time of application | \$200.00 |
| | <ul style="list-style-type: none"> • Non-refundable fee for each additional single family dwelling unit that may be developed based upon the proposed zoning at the time of application | \$50.00 |
| | <ul style="list-style-type: none"> • Minimum non-refundable fee | \$3000.00 |
| D. Multiple residential use | | |
| | <ul style="list-style-type: none"> • Non-refundable fee for each of the first 10 single family dwelling units that may be developed based upon the proposed zoning at the time of application | \$300.00 |
| | <ul style="list-style-type: none"> • Non-refundable fee for each additional single family dwelling unit that may be developed based upon the proposed zoning at the time of | \$50.00 |

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| | application | |
| | <ul style="list-style-type: none"> • Minimum non-refundable fee | \$3000.00 |
| E. | Resource and aquaculture uses | |
| | <ul style="list-style-type: none"> • Minimum non-refundable fee | \$3000.00 |
| F. | Commercial agricultural uses | |
| | <ul style="list-style-type: none"> • Non-refundable fee for each 100m² of the first 1000m² of land proposed to be rezoned | \$100.00 |
| | <ul style="list-style-type: none"> • Non-refundable fee for each 100m² of the next 9000m² proposed to be rezoned | \$25.00 |
| | <ul style="list-style-type: none"> • Non-refundable fee for each hectare of remaining land proposed to be rezoned. | \$50.00 |
| | <ul style="list-style-type: none"> • Minimum non-refundable fee | \$3000.00 |
| G. | Commercial retail and/or tourism uses | |
| | <ul style="list-style-type: none"> • Non-refundable fee for each 100m² of the first 1000m² of land proposed to be rezoned | \$100.00 |
| | <ul style="list-style-type: none"> • Non-refundable fee for each 100m² of the next 9000m² proposed to be rezoned | \$25.00 |
| | <ul style="list-style-type: none"> • Non-refundable fee for each hectare of remaining land proposed to be rezoned. | \$50.00 |
| | <ul style="list-style-type: none"> • Minimum non-refundable fee | \$3000.00 |
| H. | Industrial and institutional uses | |
| | <ul style="list-style-type: none"> • Non-refundable fee for each 100m² of the first 1000m² of land proposed to be rezoned | \$100.00 |
| | <ul style="list-style-type: none"> • Non-refundable fee for each 100m² of the next 9000m² proposed to be rezoned | \$25.00 |
| | <ul style="list-style-type: none"> • Non-refundable fee for each hectare of remaining land proposed to be rezoned. | \$50.00 |
| | <ul style="list-style-type: none"> • Minimum non-refundable fee | \$3000.00 |
| I. | Comprehensive development zones and combinations of zones | |
| | <ul style="list-style-type: none"> • For a combination of uses listed in subsections 'A' to 'H' above the fee that applies shall be the sum of the non-refundable fees for the different uses proposed. For the purpose of calculating the fees applicable to uses under subsections 'G' and 'H', the area of land shall be deemed to be the minimum required to accommodate the proposed use at its highest permitted density or site coverage. | |
| J. | All other uses | |
| | <ul style="list-style-type: none"> • Minimum non-refundable fee | \$3000.00 |

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| K. Public hearing fee for zoning bylaw amendments | | |
| | <ul style="list-style-type: none"> A public hearing advertising fee of \$1500.00, which shall be refundable upon request if the regional board declines to advance the application to public hearing shall be required. Should the application require more than one public hearing, or in the case of a public hearing extending for more than one session and requiring new advertising, a payment of \$1500.00 shall be required for each additional session of public hearing scheduled. | |
| 2. Application to amend an Official Community Plan | | |
| A. All designations | | |
| | <ul style="list-style-type: none"> Non-refundable fee if submitted and processed concurrently with a rezoning application | \$1000.00 |
| | <ul style="list-style-type: none"> Without a rezoning application- rezoning application fees as per Section 1 above apply. | |
| B. Public hearing fee for official community plan amendments | | |
| | <ul style="list-style-type: none"> A public hearing advertising fee of \$1500.00, which shall be refundable upon request if the regional board declines to advance the application to public hearing shall be required. Should the application require more than one public hearing, or in the case of a public hearing extending for more than one session and requiring new advertising, a payment of \$1500.00 shall be required for each additional session of public hearing scheduled. | |
| 3. Application for a Development Permit or Development Variance Permit | | |
| A fee of \$800.00 for document preparation, which shall be refundable if the application is rejected by the regional board and the document preparation is not required (this fee does not apply to an owner occupied single family residence or ½ duplex), plus: | | |
| A. Rural, country residential, single family and duplex residential uses | | |
| Owner occupied single-family residence or ½ duplex | | |
| | <ul style="list-style-type: none"> Non-refundable fee | \$250.00 |
| All others: | | |
| | <ul style="list-style-type: none"> Non-refundable fee if submitted and processed concurrently with a rezoning application | \$1000.00 |
| | <ul style="list-style-type: none"> Minimum non-refundable fee without a rezoning application | \$1000.00 |
| | <ul style="list-style-type: none"> Without a rezoning application: non-refundable fee for each residential unit included in the permit | \$500.00 |

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| B. Manufactured home park uses | | |
| | <ul style="list-style-type: none"> • Non-refundable fee if submitted and processed concurrently with a rezoning application | \$1000.00 |
| | <ul style="list-style-type: none"> • Non-refundable fee for each of the first 10 single family manufactured homes | \$200.00 |
| | <ul style="list-style-type: none"> • Non-refundable fee for each additional single family manufactured home | \$50.00 |
| | <ul style="list-style-type: none"> • Minimum non-refundable fee | \$3000.00 |
| C. Multiple residential use | | |
| | <ul style="list-style-type: none"> • Non-refundable fee if submitted and processed concurrently with a rezoning application | \$1000.00 |
| | <ul style="list-style-type: none"> • Non-refundable fee for each of the first 10 dwelling units that may be developed based upon the proposed zoning at the time of application | \$300.00 |
| | <ul style="list-style-type: none"> • Non-refundable fee for each additional dwelling unit that may be developed based upon the proposed zoning at the time of application | \$50.00 |
| | <ul style="list-style-type: none"> • Minimum non-refundable fee | \$3000.000 |
| D. Commercial retail and/or tourism uses | | |
| | <ul style="list-style-type: none"> • Non-refundable fee if submitted and processed concurrently with a rezoning application | \$1000.00 |
| | <ul style="list-style-type: none"> • Non-refundable fee for each 100m² of the first 1000m² of land included in the permit. | \$100.00 |
| | <ul style="list-style-type: none"> • Non-refundable fee for each additional 100m² of the remaining land included in the permit up to 9000m² | \$25.00 |
| | <ul style="list-style-type: none"> • Non-refundable fee for each hectare of remaining land proposed to be rezoned. | \$50.00 |
| | <ul style="list-style-type: none"> • Minimum non-refundable fee | \$3000.00 |
| | <ul style="list-style-type: none"> • Note: Where an application is received which proposes to amend the conditions of an existing development and the proposal does not increase the footprint or area of the structure(s) and results in works that do not exceed \$25,000 in costs, the minimum non-refundable fee is applicable. (See 7(5) of “Conditions and Exemptions”) | |
| E. Resource uses | | |
| | <ul style="list-style-type: none"> • Non-refundable fee if submitted and processed concurrently with a rezoning application | N/A |
| | <ul style="list-style-type: none"> • Non-refundable fee for each 100m² of the first 1000m² of land included in the permit. | \$100.00 |
| | <ul style="list-style-type: none"> • Non-refundable fee for each additional 100m² of | \$25.00 |

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| | the remaining land included in the permit up to 9000m ² | |
| | <ul style="list-style-type: none"> • Non-refundable fee for each hectare of remaining land proposed to be rezoned. | \$50.00 |
| | <ul style="list-style-type: none"> • Minimum non-refundable fee | \$3000.00 |
| F. Industrial and institutional uses | | |
| | <ul style="list-style-type: none"> • Non-refundable fee if submitted and processed concurrently with a rezoning application | \$1000.00 |
| | <ul style="list-style-type: none"> • Non-refundable fee for each 100m² of the first 1000m² of land included in the permit. | \$100.00 |
| | <ul style="list-style-type: none"> • Non-refundable fee for each additional 100m² of the remaining land included in the permit up to 9000m² | \$25.00 |
| | <ul style="list-style-type: none"> • Non-refundable fee for each hectare of remaining land proposed to be rezoned. | \$50.00 |
| | <ul style="list-style-type: none"> • Minimum non-refundable fee | \$3000.00 |
| | <ul style="list-style-type: none"> • Note: Where an application is received which proposes to amend the conditions of an existing development and the proposal does not increase the footprint or area of the structure(s) and results in works that do not exceed \$25,000 in costs, the minimum non-refundable fee is applicable. (See 7(5) of “Conditions and exemptions”) | |
| 4. Application for a Manufactured Home Park Permit | | |
| | <ul style="list-style-type: none"> • Non-refundable fee if submitted and processed concurrently with a rezoning application | \$1000.00 |
| | <ul style="list-style-type: none"> • Non-refundable fee for each of the first 10 single family dwelling units that may be developed based upon the proposed zoning at the time of application | \$200.00 |
| | <ul style="list-style-type: none"> • Non-refundable fee for each additional single family dwelling unit that may be developed based upon the proposed zoning at the time of application | \$50.00 |
| | <ul style="list-style-type: none"> • Minimum non-refundable fee | \$3000.00 |
| 5. Application for a Temporary Commercial or Industrial Use Permit | | |
| A fee of \$800.00 for document preparation, which shall be refundable if the application is rejected by the regional board and the document preparation is not required, plus: | | |
| | <ul style="list-style-type: none"> • Non-refundable permit application fee | \$3000.00 |
| | <ul style="list-style-type: none"> • Non-refundable renewal fee | \$1500.00 |
| 6. Other | | |
| A. Subdivision Assessment | | |

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| | • Less than three lots | \$1000.00 |
| | • Three to ten lots | \$1500.00 |
| | • Each additional lot over ten lots | \$100.00 |
| B. Board of Variance Appeal | | |
| | • Residential lot (1 Single family or 1/2 Duplex) | \$250.00 |
| | • All other uses | \$1000.00 |
| C. Home Occupation and Domestic Industrial Use | | |
| | | \$200.00 |
| D. Letters of Comfort (compliance with zoning or bylaws) | | |
| | • Residential lot | \$200.00 |
| | • All other uses | \$300.00 |
| E. Site Profile | | |
| | | \$100.00 |
| F. Strata Title Conversion | | |
| | | \$1265.00 |
| G. Flood Proofing exemption requests | | |
| | • Non-refundable fee | \$500.00 |
| H. Public Meetings, public information sessions and open houses required by the regional board as part of a rezoning or community plan amendment application | | |
| | • Public meetings, public information sessions and open houses organized and conducted by regional district staff | \$1500 |
| | • Public meetings, public information sessions and open houses held by the applicant with regional district staff in attendance | \$500 |

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| <p>7. Conditions and exemptions</p> | |
| <p>1. Notwithstanding any other indication in this bylaw, applications withdrawn in writing before:</p> <ul style="list-style-type: none"> • a staff report is prepared shall be eligible for a 75% refund of the application fee. • a review by a committee of the board shall be eligible for a 50% refund of the application fee. <p>No refunds of any portion of the application fee shall apply to any proposal that has been considered by the Board at least once, unless upon written request by the applicant, the Board approves a refund by resolution.</p> <p>2. All fees include Title Searches. The costs of obtaining covenants, easements and right-of-ways copies will be payable by the applicant on an “at-cost” basis and shall include all legal costs incurred by the CVRD to review or revise the necessary documentation.</p> <p>3. When more than one application is required for a particular property or project, the full application fees for each application will apply unless the applications are submitted concurrently and have sufficient information to be processed jointly. In cases where concurrent applications that have benefited from a reduced application fee are not able to be jointly processed due to actions of the applicant full fees for each application will be required prior to further processing of either application.</p> <p>4. Fees for government subsidized social housing may be reduced by 50% with the approval of the general manager of property services branch.</p> | <div style="border: 1px solid black; padding: 2px 10px; display: inline-block;">33</div> |
| <p>8. Conditions and exemptions for OCP amendments</p> | |
| <p>Where an application for an OCP amendment has been submitted and the application has been forwarded to the regional district board for direction, prior to initial referrals being undertaken, should the application be withdrawn in writing, 100% of the application fees shall be refunded to the applicant. If the application is denied by the board prior to initial referrals being undertaken, 100% of the application fees shall be refunded to the applicant.</p> | <div style="border: 1px solid black; padding: 2px 10px; display: inline-block;">70</div> |

**APPLICATION TO
AMEND A ZONING BYLAW OR AN OFFICIAL
COMMUNITY PLAN**

1. Application

An application shall be completed upon a form provided by the regional district which then shall be delivered to the regional district together with such additional plans and particulars as may be required.

2. Application Acceptance

The Comox Valley Regional District may refuse to receive any applications that fail to include all required information as per section 8 “Application Requirements” below.

3. Fees

The sum as specified in Schedule A-1 shall be paid to the regional district at the time of application. The official date of application shall be that when all required information for the application and the corresponding fee is received.

4. Refund

Where an application does not proceed or is withdrawn, a refund as outlined in Schedule A-1 will be provided to the applicant.

5. Cancellation

Applications one year old or older that are inactive for a period of 6 months are deemed to be abandoned and will be closed. Where appropriate and requested by the applicants, refunds will be provided pursuant to Schedule A-1.

An applicant has the right to apply for an extension of up to one-year. Any extension approved by the regional board, whether for the maximum one-year or a lesser time, is subject to a payment of 50% of the original application fee.

6. Reapplication

- i) Where an application has been denied, no reapplication for a substantially similar amendment shall be considered within 12 months of the date of rejection of the previous application. Fees as per Schedule A-1 are applicable to any new application.
- ii) Where an application has been withdrawn, fees as per Schedule A-1 are applicable to any new application.

7. Public Notification

- i) The *Local Government Act* sets out the requirements for the notification of a public hearing or when a public hearing is required or can be waived.
- ii) Within the Comox Valley Regional District, notice of a public hearing or the waiving of a public hearing shall be published in an appropriate newspaper, according to the policies of the board and notice shall be mailed to the owners, as shown on the assessment roll as of the date of first reading of the bylaw, and to the residents of all properties within 50.0 metres (164.0 feet) of the land subject to the public hearing.

8 *Application Requirements*

At the time of application, the applicant shall provide:

- i) The completed **Application Form**. This must include authorizing signatures of the owner and/or agent.
- ii) Detailed **Site Plans** of the proposed use, noting the location of existing and proposed buildings, landscaping, any natural features, access/egress points, and any other information required by the regional district. All drawings submitted must be clearly drawn to proper scale. Where applicable drawings must include an authorized professional's signature and seal.
- iii) A **Surveyor's Certificate** completed by a B.C. Land Surveyor or a clear, drawn to scale representation of the proposal acceptable to the general manager of property services branch.
- iv) A **Written Brief** which describes the present and intended use of the site and reasons/rationale for the proposal.

In addition, during the processing of an application prior to final consideration of an authorizing bylaw, an applicant may be required to provide additional information such as:

- 1) **Servicing Requirements:** any proposed development must address impacts on ground water, on-site and off-site drainage, sanitary services, flood proofing, water supply, and transportation access. This may include studies prepared by professional engineers, soil scientists, biologists, and/or geotechnical specialist(s) on any of these areas of interest prior to consideration by the regional district. Terms of reference for these studies will be specified by the regional district, when required.
- 2) **Certification of Compliance** as required prior to proceeding to public hearing, where the proposed development falls within the scope of the Contaminated Sites Regulations of the *Environmental Management Act*.
- 3) A current (dated not more than 12 months prior to the date of application) **compliance letter and septic report** addressing the state of the septic system from a Registered Onsite Wastewater Practitioner (ROWP). Where the scope of the project is sufficiently large, a community sewage disposal system with the appropriate permit from the Environmental Management Branch of Ministry of Environment. In addition, the regional district may forward the application to the Vancouver Island Health Authority (VIHA) for their review and comment. A **letter of support** from the VIHA may be requested by the regional district.
- 4) An **Environmental Assessment** may be required, with the terms of reference specified by the regional district, where the proposed development contains or is in close proximity to environmental hazards, environmentally sensitive habitats, groundwater recharge areas, and/or other areas of environmental significance.
- 5) As every application is unique, there may be further requirements at the direction of the regional district. These requirements may include, but are not limited to, geotechnical analyses, building schemes, archaeological and

heritage site analyses. Any additional requirements will be set out in a letter to the applicant from the regional district.

9. Processing

The following procedure will apply:

- i) The application will be forwarded for comment to other government departments and agencies, where necessary.
- ii) Staff may contact the applicant to discuss any issues that arise during the review process and additional information may be required to support the application.
- iii) Upon receipt of all comments a staff report will be submitted to the appropriate committee of the regional district. Applicants will be provided an opportunity to make a presentation before any committee of the regional district reviewing his or her application.
- iv) Notwithstanding Items (i) to (iii), at the discretion of the general manager of property services branch, an application may be forwarded to the regional district board for comments prior to circulation of the application to government departments and agencies.
- v) The applicant shall erect a development proposal notice sign at a highly visible location on the subject property or an alternative location as approved by the general manager of property services branch. The applicant must submit a photograph confirming the sign has been erected at least ten business days before the public hearing date. Failure to do so will require a rescheduling of the public hearing and additional fees. Specifications for development proposal notice signs may be found in Schedule A-13, Development Proposal Notice Sign Guidelines.
- vi) The regional board will, upon receipt, consider the committee's recommendation and may approve the application in principle, give initial readings to the implementing bylaw, or may refer, table, or deny the application.
- vii) The regional board may request that:
 - 1) an applicant advertise and host one or more public information sessions, open houses or public meetings at their expense;
 - 2) conducts or pay a consultant to conduct any studies deemed necessary; or
 - 3) provide any other information or execute any actions that, in the opinion of the Board may be required to make a decision on to whether an application may be approved.
- viii) After an application receives initial approval by the board, and depending on the nature of the application, public hearings (after bylaw readings) as required by the LGA, may be conducted or waived with appropriate notification, public notices shall be implemented as required and /or public information meetings may be held at the discretion of the board.
- ix) Following public notification and public hearings the regional board will consider a Zoning or OCP amendment bylaw and may, without further notice, give whatever effect it believes proper. (refer, table, approve or deny the application).

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- x) After the regional board has dealt with the application, the applicant will be notified in writing of the outcome.

APPLICATION FOR A DEVELOPMENT VARIANCE PERMIT

1. *Application*

An application shall be completed upon a form provided by the regional district and shall be delivered to the regional district, together with such plans and particulars as may be required.

2. *Application Acceptance*

The Comox Valley Regional District may refuse to receive any applications that fail to include all required information as per section 9 “Application Requirements” below.

3. *Fees*

The sum as specified in Schedule A-1 shall be paid to the regional district at the time of application. The official date of application shall be that when all required information for the application and the corresponding fee is received.

4. *Refund*

Where an application does not proceed or is withdrawn, a refund as outlined in Schedule A-1 will be provided to the applicant.

5. *Cancellation*

Applications one year old or older that are inactive for a period of 6 months are deemed to be abandoned and will be closed. Where appropriate and requested by the applicants, refunds will be provided pursuant to Schedule A-1.

An applicant has the right to apply for an extension of up to one-year. Any extension approved by the regional board, whether for the maximum one-year or a lesser time, is subject to a payment of 50% of the original application fee.

6. *Reapplication*

- i) Where an application has been denied, no reapplication for a substantially similar amendment shall be considered within 12 months of the date of rejection of the previous application. Fees as per Schedule A-1 are applicable to any new application.
- ii) Where an application has been withdrawn, fees as per Schedule A-1 are applicable to any new application.

7. *Performance Bonding*

- i) Where landscaping is a condition of a permit, a bond shall be provided for 100% of the cost of the works:
 - a) Bonding for landscaping valued in excess of \$5,000 shall be in the form of an irrevocable letter of credit (ILOC) or in a form satisfactory to the regional district, as approved by the manager of financial services. If an ILOC is chosen, it shall be effective for the term of the permit, shall be automatically renewable unless cancelled, and shall be redeemable locally.
 - b) Bonding for landscaping valued at less than \$5,000 shall be in a form satisfactory to the regional district, at the discretion of the applicant. If an ILOC is chosen, it shall be automatically renewable unless cancelled and shall be redeemable locally.

- ii) Upon receipt of written certification that the installed landscaping is in substantial compliance with recognized landscape industry standards and the approved landscape plan the regional district will release the security minus 25%. The remaining 25% security will be held for a period of at least two years, including not less than two growing seasons, to ensure replacement of planting failures.
- iii) For all projects the 25% security will be released after the guarantee period, dated from the written certification, upon final acceptance by the regional district of the installed landscaping.
- iv) Works relating to the development of a single family residence or lot shall be exempted from the bonding requirement.

8. ***Notification of Adjacent Owners***

- i) The *Local Government Act* sets out the requirements for the notification of affected landowners and occupiers of land adjacent to a property where a variance is being considered.
- ii) Within the Comox Valley Regional District, notice of the variance application shall be mailed to the owners, as shown on the assessment roll as of the date of application, and residents of all parcels of any land within 50.0 metres (164.0 feet) of the land subject to the proposed amendment.

9. ***Application Requirements***

At the time of application, the applicant shall provide:

- i) The completed **Application Form**. This must include authorizing signatures of the owner and/or agent.
- ii) Detailed **Site Plans** of the proposed use, noting the location of existing and proposed buildings, landscaping, any natural features, access/egress points, and any other information required by the regional district. All drawings submitted must be clearly drawn to proper scale. Where applicable drawings must include an authorized professional's signature and seal.
- iii) A **Surveyor's Certificate** completed by a B.C. Land Surveyor at the request of the regional district.
- iv) A **Written Brief** which describes the reasons/rationale for the requested variance.

In addition, during the processing of an application, and prior to final approval, an applicant may be required to provide additional information such as:

- a) **Servicing Requirements:** any proposed development must address impacts on ground water, on-site and off-site drainage, sanitary services, flood proofing, water supply, and transportation access. This may include studies prepared by professional engineers, soil scientists, biologists, and/or geotechnical specialist(s) on any of these areas of interest prior to consideration by the regional district. Terms of reference for these studies will be specified by the regional district, when required.
- b) **Certification of Compliance** as required where the proposed development falls within the scope of the Contaminated Sites Regulations of the *Environmental Management Act*.

- c) A current (dated not more than 12 months prior to the date of application) **compliance letter** and **septic report** addressing the state of the septic system from a Registered Onsite Wastewater Practitioner (ROWP). Where the scope of the project is sufficiently large, a community sewage disposal system with the appropriate permit from the Environmental Management Branch of Ministry of Environment. In addition, the regional district may forward the application to the Vancouver Island Health Authority (VIHA) for their review and comment. A **letter of support** from the VIHA may be requested by the regional district.
- d) An **Environmental Assessment** may be required, with the terms of reference specified by the regional district, where the proposed development contains or is in close proximity to environmental hazards, environmentally sensitive habitats, groundwater recharge areas, and/or other areas of environmental significance.
- e) As every application is unique, there may be further requirements, at the direction of the regional district. These requirements may include, but are not limited to, geotechnical analyses, building schemes, archaeological and heritage site analyses. Any additional requirements will be set out in a letter to the applicant from the regional district.
- f) Where any proposed development is within a **Riparian Assessment Area** pursuant to the *Riparian Areas Regulation*, the procedures setout therein shall be followed.
- g) Where any proposed development is within a **Riparian Assessment Area** pursuant to the *Riparian Areas Regulation*, the procedures setout therein shall be followed.

10. PROCESSING

The following procedure will apply:

- i) A staff report and summary of the requested variance is prepared. Adjacent neighbours are advised of the requested variance.
- ii) The staff report and other information deemed relevant will be submitted to the appropriate committee of the regional district. Applicants will be provided an opportunity to make a presentation before any committee of the regional district reviewing his or her application.
- iii) The regional board will, upon receipt, consider the committee's recommendation and may grant the requested variance, or may refer, table, or deny the application.
- iv) After the regional board has dealt with the application, the applicant will be notified in writing of the outcome.
- v) If granted, the regional board will forward notice of the variance to Land Title Office for registration.

APPLICATION FOR A DEVELOPMENT PERMIT

1. *Application*

An application shall be completed upon a form provided by the regional district and shall be delivered to the regional district, together with such plans and particulars as may be required.

2. *Application Acceptance*

The Comox Valley Regional District may refuse to receive any applications that fail to include all required information as per section 8 “Application Requirements” below.

3. *Fees*

The sum as specified in Schedule A-1 shall be paid to the regional district at the time of application. The official date of application shall be that when all required information for the application and the corresponding fee is received.

4. *Refund*

Where an application does not proceed or is withdrawn, a refund as outlined in Schedule A-1 will be provided to the applicant.

5. *Cancellation*

Applications one year old or older that are inactive for a period of six (6) months are deemed to be abandoned and will be closed. Where appropriate and requested by the applicants, refunds will be provided pursuant to Schedule A-1.

An applicant has the right to apply for an extension of up to one-year. Any extension approved by the regional board, whether for the maximum one-year or a lesser time, is subject to a payment of 50% of the original application fee.

6. *Reapplication*

- i) Where an application has been denied, no reapplication for a substantially similar amendment shall be considered within 12 months of the date of rejection of the previous application. Fees as per Schedule A-1 are applicable to any new application.
- ii) Where an application has been withdrawn, fees as per Schedule A-1 are applicable to any new application.

7. *Performance Bonding*

- i) Where landscaping is a condition of a permit, a bond shall be provided for 100% of the cost of the works:
 - a) Bonding for landscaping valued in excess of \$5,000 shall be in the form of an irrevocable letter of credit (ILOC) or in a form satisfactory to the regional district, as approved by the manager of financial services. If an ILOC is chosen, it shall be effective for the term of the permit, shall be automatically renewable unless cancelled, and shall be redeemable locally.
 - b) Bonding for landscaping valued at less than \$5,000 shall be in a form satisfactory to the regional district, at the discretion of the applicant. If an ILOC is chosen, it shall be automatically renewable unless cancelled and shall be redeemable locally.

- ii) Upon receipt of written certification that the installed landscaping is in substantial compliance with recognized landscape industry standards and the approved landscape plan the regional district will release the security minus 25%. The remaining 25% security will be held for a period of at least two years, including not less than two growing seasons, to ensure replacement of planting failures.
- iii) For all projects the 25% security will be released after the guarantee period, dated from the written certification, upon final acceptance by the regional district of the installed landscaping.
- iv) Works relating to the development of a single family residence or lot shall be exempted from the bonding requirement.

8. **Application Requirements**

At the time of application, the applicant shall provide:

- i) The completed **Application Form**. This must include authorizing signatures of the owner and/or agent.
- ii) Detailed **Site Plans** of the proposed use, noting the location of existing and proposed buildings, landscaping, any natural features, access/egress points, and any other information required by the regional district. All drawings submitted must be clearly drawn to proper scale. Where applicable drawings must include an authorized professional's signature and seal.
- iii) A **Surveyor's Certificate** completed by a B.C. Land Surveyor at the request of the regional district.
- iv) A **Written Brief** which describes the reasons/rationale for the requested permit and proposed variance if any.

In addition, during the processing of an application, and prior to final approval, an applicant may be required to provide additional information such as:

- a) **Servicing Requirements:** any proposed development must address impacts on ground water, on-site and off-site drainage, sanitary services, flood proofing, water supply, and transportation access. This may include studies prepared by professional engineers, soil scientists, biologists, and/or geotechnical specialist(s) on any of these areas of interest prior to consideration by the regional district. Terms of reference for these studies will be specified by the regional district, when required.
- b) **Certification of Compliance** as required prior to proceeding to public hearing, where the proposed development falls within the scope of the Contaminated Sites Regulations of the *Environmental Management Act*.
- c) A current (dated not more than 12 months prior to the date of application) **compliance letter** and **septic report** addressing the state of the septic system from a Registered Onsite Wastewater Practitioner (ROWP). Where the scope of the project is sufficiently large, a community sewage disposal system with the appropriate permit from the Environmental Management Branch of Ministry of Environment. In addition, the regional district may forward the application to the Vancouver Island Health Authority (VIHA) for their review and comment. A **letter of support** from the VIHA may be requested by the regional district.

- d) An **Environmental Assessment** may be required, with the terms of reference specified by the regional district, where the proposed development contains or is in close proximity to environmental hazards, environmentally sensitive habitats, groundwater recharge areas, and/or other areas of environmental significance.
- e) As every application is unique, there may be further requirements, at the direction of the regional district. These requirements may include, but are not limited to, geotechnical analyses, building schemes, archaeological and heritage site analyses. Any additional requirements will be set out in a letter to the applicant from the regional district.
- f) Where any proposed development is within a **Riparian Assessment Area** pursuant to the *Riparian Areas Regulation*, the procedures set out therein shall be followed.

9. *Processing*

The following procedure will apply:

- i) A staff report and summary of the requested development permit is prepared. Where the application includes variances to any of the local bylaws, adjacent neighbours are advised of the application and the requested variance.
- ii) The staff report and other information deemed relevant will be submitted to the appropriate committee of the regional district. Applicants will be provided an opportunity to make a presentation before any committee of the regional district reviewing his or her application.
- iii) The regional board will, upon receipt, consider the committee's recommendation and may grant the requested permit, or may refer, table, or deny the application.
- iv) After the regional board has dealt with the application, the applicant will be notified in writing of the outcome.
- v) Where the regional district issues a development permit, it shall file in the Land Title Office a notice that the land described in the notice is subject to the permit.

**APPLICATION FOR AN
ENVIRONMENTALLY SENSITIVE AREA
(ESA) DEVELOPMENT PERMIT**

1. Application

An application shall be completed upon a form provided by the regional district and shall be delivered to the regional district, together with such plans and particulars as may be required.

2. Application Acceptance

The Comox Valley Regional District may refuse to receive any applications that fail to include all required information as per section 8 “Application Requirements” below.

3. Fees

The sum as specified in Schedule A-1 shall be paid to the regional district at the time of application. The official date of application shall be that when all required information for the application and the corresponding fee is received.

4. Refund

Where an application does not proceed or is withdrawn, a refund as outlined in Schedule A-1 will be provided to the applicant.

5. Cancellation

Applications one year old or older that are inactive for a period of 6 months are deemed to be abandoned and will be closed. Where appropriate and requested by the applicants, refunds will be provided pursuant to Schedule A-1.

An applicant has the right to apply for an extension of up to one-year. Any extension approved by the regional board, whether for the maximum one-year or a lesser time, is subject to a payment of 50% of the original application fee.

6. Reapplication

- i) Where an application has been denied, no reapplication for a substantially similar amendment shall be considered within 12 months of the date of rejection of the previous application. Fees as per Schedule A-1 are applicable to any new application.
- ii) Where an application has been withdrawn, fees as per Schedule A-1 are applicable to any new application.

7. Performance Bonding

- i) Where landscaping is a condition of a permit, a bond shall be provided for 100% of the cost of the works:
 - a) Bonding for landscaping valued in excess of \$5,000 shall be in the form of an irrevocable letter of credit (ILOC) or in a form satisfactory to the regional district, as approved by the manager of financial services. If an ILOC is chosen, it shall be effective for the term of the permit, shall be automatically renewable unless cancelled, and shall be redeemable locally.
 - b) Bonding for landscaping valued at less than \$5,000 shall be in a form satisfactory to the regional district, at the discretion of the applicant. If an ILOC is chosen, it shall be automatically renewable unless cancelled and shall be redeemable locally.

- ii) Upon receipt of written certification that the installed landscaping is in substantial compliance with recognized landscape industry standards and the approved landscape plan the regional district will release the security minus 25%. The remaining 25% security will be held for a period of at least two years, including not less than two growing seasons, to ensure replacement of planting failures.
- iii) For all projects the 25% security will be released after the guarantee period, dated from the written certification, upon final acceptance by the regional district of the installed landscaping.
- iv) Works relating to the development of a single family residence or lot shall be exempted from the bonding requirement.

8. **Application Requirements**

At the time of application, the applicant shall provide:

- i) The completed **Application Form**. This must include authorizing signatures of the owner and/or agent.
- ii) Detailed **Site Plans** of the proposed use, noting the location of existing and proposed buildings, landscaping, any natural features, access/egress points, and any other information required by the regional district. All drawings submitted must be clearly drawn to proper scale. Where applicable drawings must include an authorized professional's signature and seal.
- iii) A **Surveyor's Certificate** completed by a B.C. Land Surveyor at the request of the regional district.
- iv) A **Written Brief** which describes the reasons/rationale for the requested permit.

In addition, during the processing of an application, and prior to final approval, an applicant may need to provide additional information such as:

- a) **Servicing Requirements:** any proposed development must address impacts on ground water, on-site and off-site drainage, sanitary services, flood proofing, water supply, and transportation access. This may include studies prepared by professional engineers, soil scientists, biologists, and/or geotechnical specialist(s) on any of these areas of interest prior to consideration by the regional district. Terms of reference for these studies will be specified by the regional district, when required.
- b) **Certification of Compliance** as required prior to proceeding to public hearing, where the proposed development falls within the scope of the Contaminated Sites Regulations of the *Environmental Management Act*.
- c) A current (dated not more than 12 months prior to the date of application) **compliance letter** and **septic report** addressing the state of the septic system from a Registered Onsite Wastewater Practitioner (ROWP). Where the scope of the project is sufficiently large, a community sewage disposal system with the appropriate permit from the Environmental Management Branch of Ministry of Environment. In addition, the regional district may forward the application to the Vancouver Island Health Authority (VIHA) for their review and comment. A **letter of support** from the VIHA may be requested by the regional district.

- d) An **Environmental Assessment** may be required, with the terms of reference specified by the regional district, where the proposed development contains or is in close proximity to environmental hazards, environmentally sensitive habitats, groundwater recharge areas, and/or other areas of environmental significance.
- e) As every application is unique, there may be further requirements, at the direction of the regional district. These requirements may include, but are not limited to, geotechnical analyses, building schemes, archaeological and heritage site analyses. Any additional requirements will be set out in a letter to the applicant from the regional district.
- f) Where any proposed development is within a **Riparian Assessment Area** pursuant to the *Riparian Areas Regulation*, the procedures set out therein shall be followed.

9. *Processing*

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The following procedure will apply:

- a) A staff report and other information deemed relevant will be submitted to the approving officer of the regional district. Applicants will be provided an opportunity to discuss the permit conditions with staff and approving officer. If the applicant does not agree with the approving officer's decision, the applicant will be given the opportunity to appeal the decision to the appropriate committee of the regional district.
- b) After the approving officer has dealt with the application, the applicant will be notified in writing of the outcome.
- c) Where the regional district issues a development permit, it shall file in the Land Title Office a notice that the land described in the notice is subject to the permit.

APPLICATION TO THE BOARD OF VARIANCE

1. *Application*

An appeal to the Board of Variance shall be completed upon a form provided by the regional district and shall be delivered to the regional district, together with such plans and particulars as may be required.

2. *Application Acceptance*

The Comox Valley Regional District may refuse to receive any applications that fail to include all required information as per section 8, “Application Requirements,” below.

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3. *Fees*

The sum as specified in Schedule A-1 shall be paid to the regional district at the time of application. No processing of the application shall take place until the fee has been paid in full.

4. *Refund*

Where an application is withdrawn a refund as outlined in Schedule A-1 will be provided to the applicant.

5. *Cancellation*

Applications one year old or older that are inactive for a period of 6 months are deemed to be abandoned and will be closed. Where appropriate and requested by the applicants, refunds will be provided pursuant to Schedule A-1.

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An applicant has the right to apply for an extension of up to one-year. Any extension approved by the regional board, whether for the maximum one-year or a lesser time, is subject to a payment of 50% of the original application fee.

6. *Reapplication*

Where an application has been withdrawn, fees as per Schedule A-1 are applicable to any new application.

7. *Notification of Adjacent Owners*

- i) The *Local Government Act* sets out the requirements for the notification of affected landowners and occupiers of land adjacent to a property where a variance is being considered.
- ii) Within the Comox Valley Regional District, notice of the Board of Variance appeal shall be mailed to the owners, as shown on the assessment roll as of the date of application, and residents of all parcels of any land within 50.0 metres (164.0 feet) of the land subject to the appeal.

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8. *Application Requirements*

At the time of application, the applicant shall provide:

- i) The completed **Application Form**. This must include authorizing signatures of the owner and/or agent.

- ii) Detailed **Site Plans** of the proposed use, noting the location of existing and proposed buildings, landscaping, any natural features, access/egress points, and any other information required by the Board of Variance.

All drawings submitted must be clearly drawn to proper scale. Where applicable, drawings must include an authorized professional's signature and seal.

- iii) A **Surveyor's Certificate** completed by a B.C. Land Surveyor at the request of the Board of Variance.
- iv) A **Written Brief** which describes the reasons/rationale for the requested variance.

9. **Processing**

The following procedure will apply:

- i) A staff report and summary of the requested variance is prepared. Adjacent neighbours are advised of the requested variance.
- ii) The staff report and other information deemed relevant will be submitted to the Board of Variance. Applicants will be provided an opportunity to make a presentation.
- iii) The Board of Variance will, upon receipt, consider the staff report and may grant, or deny, the requested variance.
- iv) After the Board of Variance has dealt with the application, the applicant will be notified in writing of the outcome.

**APPLICATION FOR A
TEMPORARY COMMERCIAL USE OR
TEMPORARY INDUSTRIAL USE PERMIT**

1. Application

An application shall be completed upon a form provided by the regional district and shall be delivered to the regional district, together with such plans and particulars as may be required.

2. Application Acceptance

The Comox Valley Regional District may refuse to receive any applications that fail to include all required information as per section 9 “Application Requirements” below.

3. Fees

The sum as specified in Schedule A-1 shall be paid to the regional district at the time of application. The official date of application shall be that when all required information for the application and the corresponding fee is received.

4. Refund

Where an application does not proceed or is withdrawn, a refund as outlined in Schedule A-1 will be provided to the applicant.

5. Cancellation

Applications one year old or older that are inactive for a period of 6 months are deemed to be abandoned and will be closed. Where appropriate and requested by the applicants, refunds will be provided pursuant to Schedule A-1.

An applicant has the right to apply for an extension of up to one-year. Any extension approved by the regional board, whether for the maximum one-year or a lesser time, is subject to a payment of 50% of the original application fee.

6. Reapplication

- i) Where an application has been denied, no reapplication for a substantially similar amendment shall be considered within 12 months of the date of rejection of the previous application. Fees as per Schedule A-1 are applicable to any new application.
- ii) Where an application has been withdrawn, fees as per Schedule A-1 are applicable to any new application.

7. Public Notification

- i) Where the regional district proposes to pass a resolution to issue a temporary commercial use or temporary industrial use permit the *Local Government Act* sets out the requirements for notification of affected landowners or occupiers of land adjacent to a property where this application is being considered. Notice of the application shall be mailed to the owners, as shown on the assessment roll as of the date of application, and residents of all parcels of any land within 50.0 metres (164.0 feet) of the land subject to the proposed permit.
- ii) Where the regional board proposes to issue a temporary commercial use or temporary industrial use permit and the land is not in an area to which an official community plan, or a rural land use bylaw applies, then the regional district shall issue temporary commercial or temporary industrial permits by bylaw. Notice of the

public hearing (of the bylaw) or the waiving of the public hearing shall be published in an appropriate newspaper, according to the policies of the board and notice shall be mailed to the owners, as shown on the assessment roll as of the date of application, and residents of all parcels of any land within 50.0 metres (164.0 feet) of the land subject to the proposed amendment.

8. **Performance Bonding**

- i) Where landscaping is a condition of a permit, a bond shall be provided for 100% of the cost of the works:
 - a) Bonding for landscaping valued in excess of \$5,000 shall be in the form of an irrevocable letter of credit (ILOC) or in a form satisfactory to the regional district, as approved by the manager of financial services. If an ILOC is chosen, it shall be effective for the term of the permit, shall be automatically renewable unless cancelled, and shall be redeemable locally.
 - b) Bonding for landscaping valued at less than \$5,000 shall be in a form satisfactory to the regional district, at the discretion of the applicant. If an ILOC is chosen, it shall be automatically renewable unless cancelled and shall be redeemable locally.
- ii) Upon receipt of written certification that the installed landscaping is in substantial compliance with recognized landscape industry standards and the approved landscape plan the regional district will release the security minus 25%. The remaining 25% security will be held for a period of at least two years, including not less than two growing seasons, to ensure replacement of planting failures.
- iii) For all projects the 25% security will be released after the guarantee period, dated from the written certification, upon final acceptance by the regional district of the installed landscaping.
- iv) Works relating to the development of a single family residence or lot shall be exempted from the bonding requirement.

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9. **Application Requirements**

At the time of application, the applicant shall provide:

- i) The completed **Application Form**. This must include authorizing signatures of the owner and/or agent.
- ii) Detailed **Site Plans** of the proposed use, noting the location of existing and proposed buildings, landscaping, any natural features, access/egress points, and any other information required by the regional district.
- iii) A **Surveyor's Certificate** completed by a B.C. Land Surveyor at the request of the regional district.
- iv) A **Written Brief** which describes the reasons/rationale for the application.
- v) As every application is unique, there may be further requirements, at the direction of the regional district, to be completed prior to consideration of the bylaw for final adoption. These requirements may include, but are not limited to, geotechnical analyses, building schemes, archaeological and heritage site analyses. Any additional requirements will be set out in a letter to the applicant from the regional district.
- vi) Where any proposed development is within a **Riparian Assessment Area** pursuant to the *Riparian Areas Regulation*, the procedures set out therein shall be followed.

10. PROCESSING

The following procedure will apply:

- i) A staff report and summary of the requested permit is prepared. Adjacent neighbours and owners are advised of the application for permit.
- ii) The staff report and other information deemed relevant will be submitted to the appropriate committee of the regional district. Applicants will be provided an opportunity to make a presentation before the committee of the regional district reviewing his or her application.
- iii) The regional board will, upon receipt, consider the committee's recommendation and may grant the requested Permit,
 - a) by resolution, where the land subject to the permit is within an area to which an official community plan or rural land use bylaw applies; or
 - b) by bylaw, where the land is not in an area to which an official community plan, or rural land use bylaw applies.or may refer, table, or deny the application.
- iv) After the regional board has dealt with the application, the applicant will be notified in writing of the outcome.
- v) If granted, the regional board will forward notice of the a temporary commercial or temporary industrial use permit to Land Title office (if applicable) for registration.

APPLICATION FOR A HOME OCCUPATION OR DOMESTIC INDUSTRIAL USE APPROVAL

1. *Application*

An application shall be completed upon a form provided by the regional district and shall deliver to the regional district together with such additional plans and particulars as may be required.

2. *Fees*

The sum as specified in Schedule A-1 shall be paid to the regional district at the time of application. No processing of the application shall take place until the fee has been paid in full.

3. *Refund*

Where an application does not proceed or is withdrawn, a refund as outlined in Schedule A-1 will be provided to the applicant.

4. *Cancellation*

Applications one year old or older that are inactive for a period of 6 months are deemed to be abandoned and will be closed. Where appropriate and requested by the applicants, refunds will be provided pursuant to Schedule A-1.

An applicant has the right to apply for an extension of up to one-year. Any extension approved by the regional board, whether for the maximum one-year or a lesser time, is subject to a payment of 50% of the original application fee.

5. *Reapplication*

- i) Where an application has been denied, no reapplication for a substantially similar amendment shall be considered within 12 months of the date of rejection of the previous application. Fees as per Schedule A-1 are applicable to any new application.
- ii) Where an application has been withdrawn, fees as per Schedule A-1 are applicable to any new application.

6. *Application Requirements*

Applicants shall provide:

- i) The **Application Form**, fully completed, and include authorizing signatures of the owner and/or agent.
- ii) Detailed **Site Plans** of the proposed use, noting the location of existing and proposed buildings, landscaping, any natural features, access/egress points, and any other information required by the regional district.
- iii) A **Surveyor's Certificate** completed by a B.C. Land Surveyor at the request of the regional district.
- iv) A **Written Brief** which describes the present and intended use of the site and reasons/rationale for the proposal.
- v) Where required, a current (dated not more than 12 months prior to the date of application) **compliance letter** and **septic report** addressing the state of the septic system from a Registered Onsite Wastewater Practitioner (ROWP). Where the scope of the project is sufficiently large, a community sewage disposal system with the appropriate permit from the Environmental Management Branch of Ministry of

Environment. In addition, the regional district may forward the application to the Vancouver Island Health Authority (VIHA) for their review and comment. A **letter of support** from the VIHA may be requested by the regional district.

7. ***Processing***

The following procedure will apply:

- i) Following receipt of a satisfactory application and payment of all the necessary fees, the application will be considered by the planning services.
- ii) Staff may contact the applicant to discuss any issues that arise during the review process and additional information may be required to support the application.
- iii) The application may be forwarded to other regional district departments and external government agencies for comments and review. Staff may contact the applicant to discuss any issues that arise during the review process.
- iv) After the planning services has dealt with the application, the applicant will be notified in writing of the outcome.
- v) If the application is approved, the planning services will notify BC Assessment and/or Vancouver Island Health Authority. The applicant will be required to submit their emergency contact information to their local RCMP.

APPLICATION FOR A MOBILE HOME PARK PERMIT

1. *Application*

An application shall be completed upon a form provided by the regional district and shall be delivered to the regional district, together with such plans and particulars as may be required.

2. *Application Acceptance*

The Comox Valley Regional District may refuse to receive any applications that fail to include all required information as per section 8 “Application Requirements” below.

3. *Fees*

The sum as specified in Schedule A-1 shall be paid to the regional district at the time of application. The official date of application shall be that when all required information for the application and the corresponding fee is received.

4. *Refund*

Where an application does not proceed or is withdrawn, a refund as outlined in Schedule A-1 will be provided to the applicant.

5. *Cancellation*

Applications one year old or older that are inactive for a period of 6 months are deemed to be abandoned and will be closed. Where appropriate and requested by the applicants, refunds will be provided pursuant to Schedule A-1.

An applicant has the right to apply for an extension of up to one-year. Any extension approved by the regional board, whether for the maximum one-year or a lesser time, is subject to a payment of 50% of the original application fee.

6. *Reapplication*

- i) Where an application has been denied, no reapplication for a substantially similar amendment shall be considered within 12 months of the date of rejection of the previous application. Fees as per Schedule A-1 are applicable to any new application.
- ii) Where an application has been withdrawn, fees as per Schedule A-1 are applicable to any new application.

7. *Performance Bonding*

- i) Where landscaping is a condition of a permit, a bond shall be provided for 100% of the cost of the works:
 - a) Bonding for landscaping valued in excess of \$5,000 shall be in the form of an irrevocable letter of credit (ILOC) or in a form satisfactory to the regional district, as approved by the manager of financial services. If an ILOC is chosen, it shall be effective for the term of the permit, shall be automatically renewable unless cancelled, and shall be redeemable locally.
 - b) Bonding for landscaping valued at less than \$5,000 shall be in a form satisfactory to the regional district, at the discretion of the applicant. If an ILOC is chosen, it shall be automatically renewable unless cancelled and shall be redeemable locally.

- ii) Upon receipt of written certification that the installed landscaping is in substantial compliance with recognized landscape industry standards and the approved landscape plan the regional district will release the security minus 25%. The remaining 25% security will be held for a period of at least two years, including not less than two growing seasons, to ensure replacement of planting failures.
- iii) For all projects, the 25% security will be released after the guarantee period, dated from the written certification, upon final acceptance by the regional district of the installed landscaping.

8. ***Application Requirements***

The following information has been prepared as a guide to assist those persons wishing make an application for development within the regional district.

At the time of application, the applicant shall provide:

- i) The completed **Application Form**. This must include authorizing signatures of the owner and/or agent.
- ii) Two complete and legible sets of **Site Plans** to a suitably large scale (minimum acceptable scale 1:500) with:
 - a) the area dimensions and legal description of the parcel of land;
 - b) the front, rear and side yard areas;
 - c) the number, location, dimensions and designation of all mobile home areas, mobile home spaces, and mobile home pads, the location and dimensions of all roadways, the owner's residential plot (if any), and any amenity or recreation areas;
 - d) the dimensions and location of all service buildings, mobile homes, the owner's residence, and other structures;
 - e) the internal layouts of all service buildings, other structures and the owner's residence;
 - f) the location and details of all on-site solid waste handling and storage areas;
 - g) a north arrow and notation of the scale used;
 - h) a general landscaping plan for the site;
 - i) all watercourses or water frontage within or adjacent to the land concerned;
 - j) all steep banks or slopes within or adjacent to the land concerned;
 - k) the relationship of the proposed mobile home park to adjacent roads;
 - l) the elevation and grade of all floors of all buildings, mobile homes, and all mobile home pads and the elevation and grade of all roadways that are on site;
 - m) two complete layouts for sanitary and stormwater systems showing sewer elevations, manholes, cleanouts, connections, water supply, and fire fighting facilities;
 - n) stormwater management plan.
- iii) A **Surveyor's Certificate** completed by a B.C. Land Surveyor at the request of the regional district.
- iv) A **Written Brief** which describes the proposal.

In addition, during the processing of an application and prior to final approval, an applicant may need to provide additional information such as:

- i) **Servicing Requirements:** any proposed development must address impacts on ground water, on-site and off-site drainage, sanitary services, flood proofing, water supply, and transportation access. This may include studies prepared by professional engineers, soil scientists, biologists, and/or geotechnical specialist(s) on any of these areas of interest prior to consideration by the regional district. Terms of reference for these studies will be specified by the regional district, when required.
- ii) **Certification of Compliance** as required prior to proceeding to public hearing, where the proposed development falls within the scope of the Contaminated Sites Regulations of the *Environmental Management Act*.
- iii) A current (dated not more than 12 months prior to the date of application) **compliance letter** and **septic report** addressing the state of the septic system from a Registered Onsite Wastewater Practitioner (ROWP). Where the scope of the project is sufficiently large, a community sewage disposal system with the appropriate permit from the Environmental Management Branch of Ministry of Environment. In addition, the regional district may forward the application to the Vancouver Island Health Authority (VIHA) for their review and comment. A **letter of support** from the VIHA may be requested by the regional district. 33
- iv) An **Environmental Assessment** may be required, with the terms of reference specified by the regional district, where the proposed development contains or is in close proximity to environmental hazards, environmentally sensitive habitats, groundwater recharge areas, and/or other areas of environmental significance.
- v) As every application is unique, there may be further requirements, at the direction of the regional district. These requirements may include, but are not limited to, geotechnical analyses, building schemes, archaeological and heritage site analyses. Any additional requirements will be set out in a letter to the applicant from the regional district.
- vi) Where any proposed development is within a **Riparian Assessment Area** pursuant to the Riparian Areas Regulation, the procedures set out therein shall be followed. 33

9. **Processing**

The following procedure will apply:

- i) The application will be forwarded for comment to other government departments and agencies, where necessary.
- ii) Staff may contact the applicant to discuss any issues that arise during the review process and additional information may be required to support the application.
- iii) Upon receipt of all comments a staff report will be submitted to the appropriate committee of the regional district. Applicants will be provided an opportunity to make a presentation before any committee of the regional district reviewing his or her application.
- iv) The regional board will, upon receipt, consider the committee's recommendation and may approve the application, or may refer, table, or deny the application.

- v) The regional board may request that:
 - an applicant advertise and host one or more public information sessions, open houses or public meetings at their expense;
 - conduct or pay a consultant to conduct any studies deemed necessary; or
 - provide any other information or execute any actions that, in the opinion of the Board may be required to make a decision on to whether an application may be approved.
- vi) After the regional board has dealt with the application, the applicant will be notified in writing of the outcome.
- vii) Where the regional district issues a development permit, it shall file in the Land Title Office a notice that the land described in the notice is subject to the permit.

**REQUEST FOR RELAXATION OF
FLOODPLAIN MANAGEMENT PROVISIONS**

1. Application

An application shall be completed upon a form provided by the regional district which then shall be delivered to the regional district together with such additional plans and particulars as may be required.

2. Application Acceptance

The Comox Valley Regional District may refuse to receive any applications that fail to include all required information as per section 6 “Application Requirements” below.

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3. Fees

The sum as specified in Schedule A-1 shall be paid to the regional district at the time of application. The official date of application shall be that when all required information for the application and the corresponding fee is received.

4. Refund

Where an application does not proceed or is withdrawn, a refund as outlined in Schedule A-1 will be provided to the applicant.

5. Cancellation

Applications one year old or older that are inactive for a period of 6 months are deemed to be abandoned and will be closed. Where appropriate and requested by the applicants, refunds will be provided pursuant to Schedule A-1.

An applicant has the right to apply for an extension of up to one-year. Any extension approved by the regional board, whether for the maximum one-year or a lesser time, is subject to a payment of 50% of the original application fee.

6. Application Requirements

The following information is provided to assist a Qualified Professional engaged in the preparation of Geotechnical Reports and Flood Assessment Reports. These requirements are intended to provide guidance and assistance only and are not to be taken as being limited or necessarily comprehensive. Not all items listed in the document may be required or expected in all cases. Consequently, reports will vary in size and complexity. However, the list should serve as a useful checklist for the proponent and report author.

For the purposes of this section, a **qualified professional** is a professional engineer or geoscientist experienced in geotechnical engineering.

i) General Requirements:

- a) Acknowledgement that the report is prepared for the regional district as a pre-condition to the issuance of:
 - 1) A building permit and any conditions in this report will be included in a Restrictive Covenant under Section 56 of the *Community Charter* and filed against the title of the subject property; or
 - 2) A Site Specific Exemption under Section 910 of the *Local Government Act*, and any conditions in this report will be included in a Restrictive Covenant under

Section 219 of the *Land Title Act* and filed against the title of the subject property.

- b) Acknowledgement that the report has been prepared for and at the expense of the owner of the subject property and that the engineer has not acted for or as agent of the regional district in the preparation of this report.
- c) Where applicable, accompanying the report, a detailed site plan showing the location of the proposed structure relative to the property boundaries.
- d) A topographic and geomorphological description of the site and a statement as to the type and location of natural hazards that may affect the site.
- e) A reference to any previous geotechnical studies that have been completed on the site and surrounding area or scientifically relevant sites elsewhere.
- f) An assessment of the nature, extent, magnitude, frequency (probability) and potential effect of all flood hazards that may affect the property, including a description of the scientific methodology used to define the parameters. The methodology should be described in sufficient detail to facilitate a professional review of the study by, or on behalf of, the regional district when necessary.
- g) Recommendations and assessment stating what mitigative works, construction and maintenance is required in terms of the works' ability to reduce the potential impact of the hazard. Particular consideration should be given to Section 5.7 of the provincial Flood Hazard Area Land Use Management Guidelines. Where mitigation works and/or actions are proposed, an assessment of the effects that the proposed works and/or actions may have on other properties including public infrastructure must be included in the report. Where mitigative works and/or actions designed to reduce hazards are contemplated, prior to completing the report and expending time and money on detailed design, the proponent should confirm that the works and/or actions proposed will be accepted by the regional district and that they would meet regulatory requirements.
- h) For issuance of a Building Permit: Letters of Assurance B1 and B2, as required per Section 2.6 of the BC Building Code, are to be submitted relative to the structure and applicable drawings ensuring that the subject property is safe for the intended use. Further, a Schedule C, as per Section 2.6 of the BC Building Code shall be submitted to the CVRD building services by the Qualified Professional prior to occupancy of the subject structure.
- i) Additional information should be included on any other matters that, in the Qualified Professional's opinion, should be known to the regional district and brought to the attention of the building and planning services.
- j) Any recommendations that the Qualified Professional believes appropriate. Note that the explanation provided in answer to the points above should be in sufficient detail and clarity to permit inclusion in a Section 219 covenant under the *Land Title Act*. Recommendations should be accompanied with advice on how they can be practically implemented by the property owner and/or land use decision maker.
- k) The report submitted must include the signature and seal of the Qualified Professional and must verify that the land may be safely used for the use intended.

ii) Additional Elements to be given consideration:

- a) Regional and/or a site map and/or air photograph overlay depicting: the existing property boundaries; all watercourses, alluvial fans, and areas exposed to debris flow hazards; hydraulic structures, existing and proposed flood protection works; proposed safe building sites; and any other relevant regional or site specific information.
- b) Review of all relevant restrictive covenants registered on title for the subject property and any relevant nearby properties (copies of covenants should be attached to the report).
- c) Review of all relevant regional district land use policies, guidelines and regulations including; floodplain and other relevant bylaws, Official Community Plans, Development Permit Area requirements and policy statements.
- d) Description of site visits and/or overview flights complete with documentation of observations.
- e) Review of current and historical aerial photographs.
- f) Review of historical flood information including: Water Survey of Canada hydrometric data (discharges, flow depths and velocities), Environment Canada climate data, regional district and provincial ministry reports, local newspapers' archives, and interviews with local residents.
- g) Location of all proposed safe building sites by specifying building setback distance(s) from the natural boundary of watercourse(s) and/or map notation [areas depicted on maps must be delineated with sufficient accuracy and detail to allow the preparation of legal reference plan(s) for attachment to a restrictive covenant.]
- h) Where applicable; Flood Construction Levels (FCL) by prescribing an elevation above the natural boundary of a watercourse or natural ground elevation at the building site, or by specifying a geodetic elevation, or by a combination of the above (Geodetic elevations should be referenced to Geodetic Survey of Canada datum or some other datum acceptable to the land use decision maker. Benchmarks should be located on site and/or location plans).

iii) Hazard Specific Requirements**a) For Lakes, Ponds, Marsh Areas and Reservoirs**

- 1) Where an existing FCL is deemed inappropriate provide details of the calculation and confirmation that the Provincial Flood Hazard Area Land Use Management Guidelines were considered in the process.
- 2) Where applicable provide shoreline profile(s) starting from below low water level to a point some distance above the safe building area(s), depicting the FCL, maximum wave run-up, existing and/or proposed mitigation works, natural boundary, safelines (if any) and other relevant shoreline features.

b) For Watercourses

- 1) Where an existing FCL shown on a floodplain map is deemed inappropriate provide details of the calculation and confirmation that the Guidelines were considered in the process.
- 2) For property adjacent to or within a meandering and/or braided river floodplain, use air photographs, maps and other information to describe and assess relevant ongoing river processes (including debris jamming) that may pose a hazard to the property.
- 3) When making recommendations relative to creeks provide a map of the stream watershed area used to determine the drainage area.

c) Areas Protect by Standard Dikes

- 1) Map(s) depicting: existing and proposed dikes, dike right-of-ways, dike access routes and easements, areas protected by the dikes, and property boundaries.
- 2) A summary of all comments and concerns raised through consultation with the dike owner or diking authority and the Inspector of Dikes office complete with statements on how each comment or concern is addressed in the report.

7. Processing**The following procedure will apply:**

- i) Prior to application, one meeting with regional district staff may be arranged to discuss the relaxation request process, requirements, etc.
- ii) A staff report and summary of the requested relaxation request is prepared.
- iii) The regional district will circulate the proposal to other departments of the regional district and agencies where necessary. Staff will contact the applicant to discuss any issues that arise during the review process.
- iv) The staff report and other information deemed relevant will be submitted to the appropriate committee of the regional district. Applicants will be provided an opportunity to make a presentation this committee.
- v) The regional board will, upon receipt, consider the committee's recommendation and may grant the requested relaxation application, or may refer, table, or deny the application.
- vi) After the regional board has dealt with the application, the applicant will be notified in writing of the outcome.
- vii) If granted, the applicant will be required to have the Qualified Professional's report registered on the Title of the subject property.

APPLICATION FOR CONVERSION OF AN EXISTING BUILDING INTO STRATA LOTS

1. *Application*

Any person wishing to apply to convert an existing building into strata lots shall apply using an application provided by the regional district. The application shall be delivered to the regional district together with such additional plans and particulars as may be required.

2. *Application Acceptance*

The Comox Valley Regional District may refuse to receive any applications that fail to include all required information as per section 7 “Application Requirements” below.

3. *Fees*

The sum as specified in Schedule A-1 shall be paid to the regional district at the time of application. No processing shall be done until fees are paid in full.

4. *Refund*

Where an application does not proceed or is withdrawn, a refund as outlined in Schedule A-1 will be provided to the applicant.

5. *Cancellation*

Applications one year old or older that are inactive for a period of 6 months are deemed to be abandoned and will be closed. Where appropriate and requested by the applicants, refunds will be provided pursuant to Schedule A-1.

An applicant has the right to apply for an extension of up to one-year. Any extension approved by the regional board, whether for the maximum one-year or a lesser time, is subject to a payment of 50% of the original application fee.

Expired applications cannot be renewed.

6. *Reapplication*

- i) Where an application has been denied, no reapplication for a substantially similar amendment shall be considered within 12 months of the date of rejection of the previous application. Fees as per Schedule A-1 are applicable to any new application.
- ii) Where an application has been withdrawn, fees as per Schedule A-1 are applicable to any new application.

7. *Application Requirements*

At the time of application, the applicant shall provide:

- i) The completed **Application Form**. This must include authorizing signatures of the owner and/or agent.
- ii) A **Written Brief** that describes the present and intended use of the site and reasons/rationale for the proposal.
- iii) A **List of the Names and Mailing Addresses** of the persons occupying the units, together with copies of any lease agreements and the proposal/intentions regarding the relocation of persons who may be affected by the proposed strata conversion.
- iv) A **Notarized Declaration** stating:

- a) That each person occupying the building has been given written notice of the intent to convert the building(s) into strata lots under the *Strata Property Act* or *Real Estate Act* with the date of notice;
 - b) The number of units occupied on the date of the notice;
 - c) That notices have been posted in conspicuous places in the building advising of the intent to convert the building into strata lots under the *Strata Property Act* or *Real Estate Act*; and
 - d) That each person occupying a unit in the building(s) has been provided with prospective sale prices and any other applicable fees associated with the prospective purchase of the unit (e.g., strata fees, etc.).
- v) A **Site Sketch (Plot Plan)** of the subject property, showing:
- a) the dimensions of the property;
 - b) the distance from property lines of the location of all buildings;
 - c) the dimensions and occupancy (use) of each building;
 - d) the location of all watercourses and wetlands, lakes or the sea on or adjacent to the land;
 - e) the distance and elevation of all existing and proposed buildings from any watercourses, wetlands, lakes, and/or the sea;
 - f) the location of water connection or well;
 - g) the location of septic tank and field;
 - h) the location of storm sewer outfall;
 - i) the location of all public road rights-of-way adjacent to the site; a
 - j) the location of approved access to a public road right-of-way; and
 - k) the location and dimensions of all off-street parking and loading spaces, manoeuvring aisles and access driveways from street and lanes.
- vi) **Floor Plans** of the units intended to be converted, showing:
- a) The dimensions of all rooms and halls, and all outside dimensions including balconies and decks; and
 - b) The areas of the building designated as strata lots, common property and limited common property.
- vii) A **Surveyor's Certificate** completed by a B.C. Land Surveyor at the request of the regional district.
- viii) A **Proposed Strata Plan** detailing the proposed strata lots, common property and limited common property.
- ix) **Letter of Building Certification** from the chief building inspector of the regional district addressing fire separation requirements, the life expectancy of the building and compliance with the BC Building Code. (NOTE: This may include the additional requirement for certification by a qualified engineer or architect.)
- x) A current (dated not more than 12 months prior to the date of application) **compliance letter** and **septic report** addressing the state of the septic system from a Registered Onsite Wastewater Practitioner (ROWP). Where the scope of the project is sufficiently large, a community sewage disposal system with the appropriate permit from the Environmental Management Branch of Ministry of Environment. In

addition, the regional district will forward the application to the Vancouver Island Health Authority (VIHA) for their review and comment. A **letter of support** from the VIHA will be requested by the regional district.

- xi) **Servicing Requirements:** any proposed development must address impacts on ground water, on-site and off-site drainage, sanitary services, flood proofing, water supply, and transportation access. This may include studies prepared by professional engineers, soil scientists, biologists, and/or geotechnical specialist(s) on any of these areas of interest prior to consideration by the regional district. The terms of reference will be specified by the regional district.
- xii) An **Environmental Assessment** may be required, with the terms of reference specified by the regional district, where the proposed development contains or is in close proximity to environmental hazards, environmentally sensitive habitats, groundwater recharge areas, and/or other areas of environmental significance.
- xiii) As every application is unique, there may be further requirements, at the direction of the regional district, to be completed prior to consideration of the application. These requirements may include, but are not limited to, geotechnical analyses, building schemes, archaeological and heritage site analyses. Any additional requirements will be a condition of final approval of the strata plan.

8. *Processing*

The following procedure will apply:

- i) The regional district will circulate the proposal to other departments within its organization and any agencies potentially having interest in the application. Staff may contact the applicant to discuss any issues that arise during the review process.
- ii) The regional district will consider the application based upon the applicable bylaw(s) and the regulations of the **Strata Property Act**. The strata conversion must take into account the rental vacancy rate of the area and a conversion may be denied should the rental vacancy rate be below 3%. The regional district must also consider any other matters that, in its opinion, are relevant.
- iii) Upon consideration of the application, the regional board may approve or deny the application and may set out conditions required prior to final approval of the strata plan. Such conditions may include items related to the condition of the building, septic system, required covenants, etc.
- iv) The regional district's designated signing authorities will sign the final strata plan upon the approval of the application and the completion of any conditions. The regional district will then advise the Ministry of Transportation and Infrastructure of its decision in writing.

APPLICATION FOR TEMPORARY OCCUPATION OF AN ADDITIONAL DWELLING

1. *Application*

In all bylaws of the regional district which permit residential use, whenever an owner wishes to construct an additional dwelling on a parcel which already has the maximum permitted number of dwellings, the owner may make application to the regional district for permission to occupy an existing dwelling during the construction of a new dwelling. It shall be lawful to have an extra dwelling on the parcel simultaneously, provided that the owner first enters into an agreement in a form acceptable to the regional district:

- i) Agreeing to demolish, remove the existing dwelling, or where permitted, to convert it to a non-residential accessory building upon the approved final inspection (of the new dwelling) by the Comox Valley Regional District, or two years from the date of the issuance of the building permit of the new dwelling, or at the request of the regional district, whichever event is earlier; and
- ii) Authorizing the regional district to cause the demolition, removal, or conversion if for any reason the owner neglects or refuses to do so within 30 days of being requested to do so.

The provisions of this section shall apply to lands within the Agricultural Land Reserve only to the extent that the policies and regulations of the Provincial Agricultural Land Commission will allow.

2. *Performance Bonding*

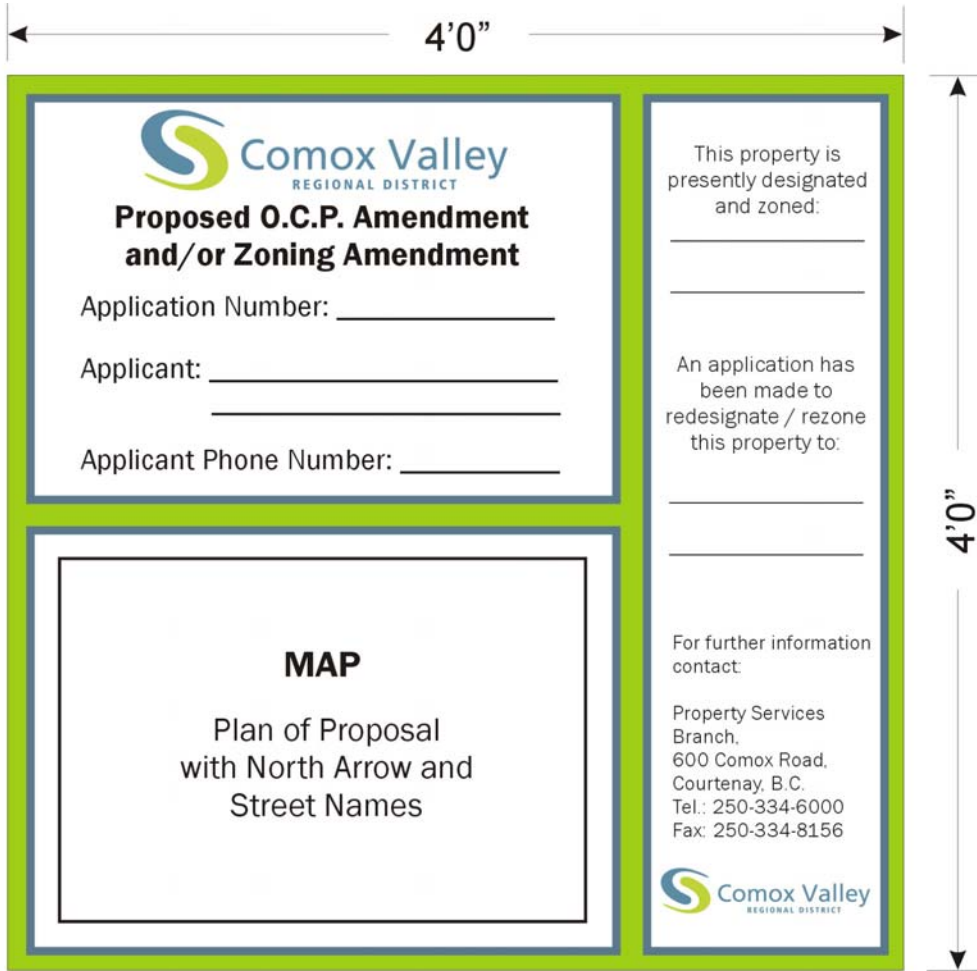
A performance bond in the amount of \$5,000 is required. There are two options for the performance bond to ensure compliance:

- i) A restrictive covenant pursuant to the *Land Title Act* is to be registered as a “rent charge” on the land title of the subject property. The amount of the rent charge shall be \$5,000.
- ii) A notarized Letter of Agreement signed by the property owner(s), and an irrevocable letter of credit (ILOC) or in a form satisfactory to the regional district, as approved by the manager of financial services. If an ILOC is chosen, it shall be effective for the term of the permit, shall be automatically renewable unless cancelled, and shall be redeemable locally.

3. *Processing*

- i) Following receipt of a satisfactory performance bond, the building services will initiate or continue the building permit application.
- ii) When the property owner(s) has complied with the provisions of the covenant or Letter of Agreement, the owner(s) is required to contact the building services for a site inspection.
- iii) Once the provisions or terms are confirmed by the building official, the performance bond will be released. The “rent charge” will be authorized for removal from the land title, the ILOC will be returned to the financial institution, or the bond will be returned to the payee.

DEVELOPMENT PROPOSAL NOTICE SIGN GUIDELINES



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SIGN FACADE

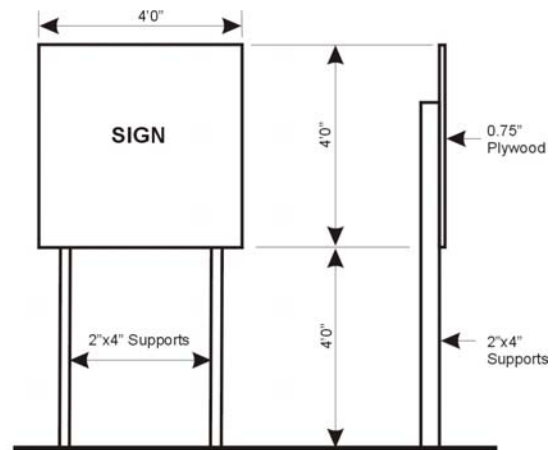
SPECIFICATIONS

The sign background will be green (Pantone 382) with a blue grey (Pantone 5415) border around each of the 'Information Block' elements.

The 'Information Block' areas will be white and all text will be black. The 'Main Heading' text shall be set in Franklin Gothic Demi Bold font, while the 'Body' text shall be set in Franklin Book Gothic font.

The 'Map' details shall be in black and must include a north arrow, street names, and adjoining land parcels.

The 'Application Proposal' number will be assigned by the Property Services Branch of the Comox Valley Regional District.



SIGN INSTALLATION DETAIL