

Incomplete applications will not be accepted. Review the requirements carefully.

Planning staff will check your application for completeness and respond with instructions to pay fees. If any information is missing, your application will be rejected, and you will be asked to revise your submission. Once the application is complete and fees paid, it will be formally received and added to the application queue.

Property information (Refer to your tax assessment notice or certificate of title.)	
Civic Address	
PID	

Owner Information		
Name(s) of all owners or Company on title:		
Mailing Address:		
Province:	Postal Code:	Phone (home):
Phone (cell):	Email:	

Agent Information (if different from owner)		
Name(s):		
Company:		
Mailing Address:		
Province:	Postal Code:	Phone (home):
Phone (cell):	Email:	

Agent Authorization (complete only if the applicant is not the owner)

If the registered owner(s) of the subject property elects to have someone act as an agent on their behalf regarding this application, this section must be completed. By completing this section, the registered owner(s) understands that the Agent will be the point of contact with the CVRD.

I/We,		, the registered owner(s) of the noted property hereby authorize	
	Owner(s) name		
		to act on my (our) behalf as agent in respect to this application.	
	Agent name		
Owner Signature	Date	Owner Signature (attach additional signatures on separate sheet if more than two owners)	Date

Application Type (If more than one application is needed, check the additional applicable boxes.)

Bylaw Amendments:	Development Permits
☐ Official Community Plan Amendment PRE ☐ Rezoning (Zoning Bylaw Amendment) PRE	☐ Coastal ☐ Freshwater ☐ Eagle Nest ☐ Blue Heron Nest ☐ Steep Slopes ☐ Farmland Protection ☐ Commercial and Industrial (Form & Character) PRE ☐ Mt. Washington Mixed Use Development PRE ☐ Union Bay Tourism Highway Commercial PRE ☐ Kensington Comprehensive Development PRE
Variance:	
☐ Development Variance permit ☐ Board of Variance	
Others:	
☐ Temporary Use Permit PRE ☐ Home Occupation ☐ Site-Specific Floodplain Exemption PRE ☐ Heritage Alteration Permit PRE ☐ Property Information Request	

Please note that all applications marked with "**PRE**" require a [pre-application consultation](#).

Development Proposal (Describe the present and intended uses, and reasons for proposal. Attach additional pages if needed.)

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Provincial Requirements

This list is not exhaustive. Other provincial and federal requirements may apply.

Heritage Conservation Act

Archaeological sites are protected under the *Heritage Conservation Act* (HCA), whether they are recorded sites or sites that have not yet been recorded. HCA protections apply even if a site has been disturbed in the past. Property owners have a legal responsibility to ensure archaeological sites are not disturbed without appropriate permits in place. It is illegal to disturb ground in a record or unrecorded archaeological site without a permit.

All ground disturbance in a recorded archaeological site in K'ómoks First Nation's core territory requires both a provincial [HCA permit](#) and a K'ómoks First Nation [Cultural Heritage Investigation Permit](#) (CHIP) **before** you start your project. This includes any digging, filling, staking, ground leveling, excavation, trenching and land clearing. You may need an HCA or K'ómoks First Nation CHIP permit before proceeding with any development activity on the property.

Please refer to the [BC Archeology Branch](#) website and/or the [CHIP Information Guide](#) for more information.

Contaminated Sites Regulation (Complete this section only for Rezoning and Development Permit applications only)

The [Environmental Management Act](#) requires an applicant to submit a [Site Disclosure Statement \(SDS\)](#) on properties that are/were used for specified commercial or industrial purposes indicated on [Schedule 2 of the Contaminated Sites Regulations](#).

To determine if a [Site Disclosure Statement](#) is required, please indicate if:

☐ Yes ☐ No **The site is or has been used for commercial or industrial purposes.**

If yes, refer to [Schedule 2](#) to determine if a [Site Disclosure Statement](#) is required. See [Contaminated Sites Regulation](#) for exemptions

☐ Yes ☐ No **A Site Disclosure Statement is required and will be submitted to the CVRD with this application.**

Notice of collection of personal information

Personal information on this application form is collected for the administration, enforcement and processing of this application. The personal information is collected under the authority of the *Freedom of Information and Protection of Privacy Act* (FIPPA), *Local Government Act* and CVRD bylaws. All documentation, drawings, plans and information submitted in support of this application can be made available for public inspection pursuant to the FIPPA. For questions about the collection of personal information, please contact the corporate legislative officer at 770 Harmston Avenue, Courtenay BC V9N 0G8 or at 250-334-6070.

Declaration

I, the undersigned, have attached the required documentation, as noted on the submission checklist, along with the required application fee and hereby agree to submit further information deemed necessary for processing this application. I hereby certify that the documentation and information provided with respect to this application is full and complete¹ and is, to the best of my knowledge, a true statement of the facts related to this application. Lastly, I hereby acknowledge that an incomplete application will not be processed and will be returned to me, and that any fees paid are non-refundable except as noted in the [Planning Fees, Procedures and Delegation Bylaw No. 899, 2026](#).

Signature

Date

¹ A complete application includes: application form properly filled out and all fees paid; plans and supporting information compiled by applicant into a complete, required set; compliance with existing development agreements on certificates of title and conditions of previous planning approvals; identification of existing easements and rights-of-way. Incomplete applications will not be processed and will be returned

Documents Required for the Submission of an Application for a Development Permit

Items required at application submission:

✓ indicates required

* Indicates may be required – check with planner


 Check to ensure you are including all required items

			Freshwater/Coastal	Eagle/Heron Nest	Steep Slopes	Commercial and Industrial (Form & Character)	Farmland Protection	Union Bay Tourism Highway Commercial	Kensington Comprehensive Development
☐	1	Completed Application Form: <i>including a description of the proposed works and a written explanation illustrating the need for the request</i>	✓	✓	✓	✓	✓	✓	✓
☐	2	Title Search <i>(dated within 30 days of application, including copies of registered covenants, easements and rights of way)</i>	✓	✓	✓	✓	✓	✓	✓
☐	3	Site Plan: <i>Drawn to scale showing the subject property, existing and proposed buildings, structures, works and setbacks. Where required, a site plan or survey plan must be prepared by a BC Land Surveyor. If a biophysical or other environmental assessment is required, the plan must show the relevant environmental features and setbacks required by applicable enactments.</i>	✓	✓	✓	✓	✓	✓	✓
☐	4	Biophysical Assessment: <i>prepared by a Qualified Environmental Professional. This assessment contains an analysis of site features, historical factors, and proposed development and includes measures that must be taken to protect the area, (ie. Revegetation plan or rainwater management plan)</i>	✓	✓	*	*			
☐	5	Rainwater Management Plan <i>(drainage plan)</i>	✓		✓	✓			✓
☐	6	RAPR Assessment Report: <i>If Riparian Areas Protection Regulation (RAPR) is triggered (as determined by a Qualified Environmental Professional), submit a RAPR Assessment Report and proof of successful audit from the Province.</i>	*						
☐	7	Topographic Site Survey			✓				
☐	8	Geotechnical Report: <i>prepared by a profession engineer; Considers the geology, soil types, and topography of the area, meetings engineering and government regulations, provides suitable setback distances from the top of the bank and bottom of the slope. The report will include guidance on improving and maintaining the stability of the slope.</i>			✓				
☐	9	Elevation Drawings				✓		✓	✓
☐	10	Landscape / Revegetation Plan: <i>professionally prepared</i>	✓	✓	*	✓	✓	✓	✓
☐	11	Cultural Heritage Investigation Permit (CHIP): <i>(For land alteration or ground disturbance) Acknowledgement of information provided by the CVRD respecting archaeological site protection under the Heritage Conservation Act, and where identified by the CVRD as applicable, the potential applicability of K'ómoks First Nation CHIP processes</i>	*	*	*	*	*	*	*

Documents Required for the Submission of Other Applications

Items required at application submission:

✓ indicates required

* Indicates may be required – check with planner


 Check to ensure you are including all required items

			Development Variance	Board of Variance	Temporary Use Permit	Home Occupation	Floodplain Exemption	Subdivision
☐	1	Completed Application Form: <i>including a description of the proposed works and a written explanation illustrating the need for the request</i>	✓	✓	✓	✓	✓	
☐	2	Title Search <i>(dated within 30 days of application, including copies of registered covenants, easements and rights of way)</i>	✓	✓	✓	✓	✓	
☐	3	Site Plan: <i>Drawn to scale showing the subject property, existing and proposed buildings, structures, works and setbacks. Where required, a site plan or survey plan must be prepared by a BC Land Surveyor. If a biophysical or other environmental assessment is required, the plan must show the relevant environmental features and setbacks required by applicable enactments.</i>	✓	✓	✓	✓	✓	
☐	4	Supplemental Form for Home Occupation, Domestic Business, and Domestic Industrial Use form				✓		
☐	5	Floor Plan of house or accessory buildings			*	✓		
☐	6	Engineered Floodplain Report: <i>prepared by a professional engineer. Must include the Floodplain Assurance Statement. The report must follow the guidelines provided in the Floodplain Report Guide provided by the CVRD</i>					✓	
☐	7	Cultural Heritage Investigation Permit (CHIP): <i>(For land alteration or ground disturbance) Acknowledgement of information provided by the CVRD respecting archaeological site protection under the Heritage Conservation Act, and where identified by the CVRD as applicable, the potential applicability of K'ómoks First Nation CHIP processes</i>			*		*	*
☐	8	Subdivision: <i>The CVRD's subdivision Approving Officer is the Ministry of Transportation and Transit; therefore, subdivision applications should be made directly to the Ministry.</i> <i>The Ministry will then send out referrals to affected agencies, one of which will be the CVRD. The CVRD will list the requirements to support the subdivision, including possible variances or development permits required.</i>						✓