

Phone(s)

Planning Application

File No.			

Property information (Refer to your	tax assessment notice or certificate of title.)			
Legal description				
Civia addraga				
Civic address				
PID	BC Assessment roll No.			
Application type (If more than one ap	plication is needed, check the additional applicab	le boxes.)		
Bylaw amendment				
☐ Official community plan	☐ Zoning bylaw (i.e., rezoning)			
Development permit				
□ Coastal	☐ Eagle Nest	☐ Blue Heron Nest		
☐ Freshwater	☐ Steep Slopes (Hazardous Conditions)	☐ Farm Land Protection		
☐ Mt. Washington mixed use development	☐ Union Bay Tourism Highway Commercial	☐ Kensington Comprehensive Development		
☐ Commercial and Industrial (Form	ո & Character)			
Variance				
☐ Development variance permit	☐ Board of variance			
Others				
☐ Temporary use permit	☐ Site specific amendment to floodplain	☐ Strata conversion		
☐ Home occupation, bed and breakfast	☐ Temporary occup. of additional dwelling	☐ Property information request		
Owner information				
Name(s)	Company			
Mailing address	City			
	Province	Postal code		
Phone(s)	Email			
Applicant information (If the appl communication will be forwarded to the	icant is not the owner(s), complete this and applicant only.)	the agent authorization sections. All		
Name(s)	Company			
Mailing address	City			
	Province	Postal code		

Email

I/we, (owner's name)			
declare that I am/we are the property owner(s) noted on this form, a hereby authorize			
(agent's name)	to act as agent in the matter of this/these application(s).		
Owner's name 1	Signature		
Owner's name 2	Signature		
All owners shown on the cert	ificate of title must sign. Attach a separate page with additional signatures.		
Pevelopment proposal (De eeded.)	scribe the present and intended uses, and reasons for proposal. Attach additional pages if		

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 Procedures and Fees Bylaw.

Signature	Date

Office use

PSR	Date received	Received by
	Fee \$	Security deposit \$
Planning staff		
	Date assigned	Assigned to

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.

Generalized process for a home occupation / Generalized process for a DP application that domestic industrial use application² requires CVRD officer consideration (e.g., coastal, freshwater, eagle nest trees, heron nest sites, and steep slopes)2 Applicant consults with staff, and Applicant consults with staff, and obtains information and obtains information and application form application form Applicant submits complete Applicant submits complete application form and fee application form and fee Staff reviews application, which Staff reviews application, which may involve site visits, and may involve site visits, and referrals to internal departments referrals to internal departments and external agencies and external agencies Staff may contact applicant to Staff may contact applicant to clarify information and discuss clarify information and discuss issues issues CVRD officer considers CVRD officer considers application application Applicant is notified of decision; if Applicant is notified of decision approved, corporate legislative officer will execute permit

 $^{^{\}rm 2}$ These processes are simplified for illustrative purposes only.

Generalized process for an OCP amendment or zoning bylaw amendment application²

Applicant consults with staff, and obtains information and application

Applicant submits complete application form and fee

Staff reviews application, which may involve site visits, referrals to internal departments and external agencies

Staff may contact applicant to clarify information and discuss issues

Electoral areas services committee (EASC) considers first reading and consultation process; board considers recommendations from EASC; applicant is invited to meetings

Staff follows consultation process, which includes advisory planning commission(s); applicant is invited to meeting

EASC considers consultation comments, second reading and public hearing date; board considers recomendations from EASC; applicant is invited to meetings

Public hearing occurs; applicant is invited to public hearing

Board considers third reading

External agencies' approval may be required, and subject conditions must be fulfilled before the board considers fourth reading; applicant is notified of decision

Generalized process for a DP application that requires board consideration or a development variance permit application²

Applicant consults with staff, and obtains information and application form



Applicant submits complete application form and fee



Staff reviews application, which may involve site visits, and referrals to internal departments and external agencies



Staff may contact applicant to clarify information and discuss issues



Advisory planning commission may review application; applicant is invited to meeting



For development variance permit applications, adjacent owners will be solicited for their comments



Electoral areas services committee (EASC) considers application; applicant is invited to meeting



Board considers recommendations from EASC



Applicant is notified of decision; if approved, corporate legislative officer will execute permit

² These processes are simplified for illustrative purposes only.