Pre-Application Consultation

Pre-application consultation is required for the following permits:

- Official Community Plan Amendment
- Industrial and Commercial (Form & Character) Development Permit
- Mt. Washington Mixed Use Development Permit
- Kensington Comprehensive Development Permit
- Rezoning (Zoning Bylaw Amendment)
- Union Bay Tourism Highway Commercial Development Permit
- Temporary Use Permit
- Heritage Alteration Permit
- Site-Specific Floodplain Exemption

These applications will not be accepted without the completion of a pre-application consultation meeting.

Owner/Applicant Information	
Name(s) of all owners or Company on title:	
Agent (if applicable):	
Phone (cell):	Email:

Requested Meeting Dates (please provide more than one)	
Date:	Time:
Date:	Time:
Date:	Time:

Property information (Refer to your tax assessment notice or certificate of title.)		
Civic Address		
PID	Roll No.	
Site Area	Site Frontage	
RGS Designation	OCP/LAP Designation	
Zoning		
Site Servicing		
CVRD Water	CVRD Sewer	If private servicing:
☐ Yes ☐ No	☐ Yes ☐ No	Number of wells ____ Number of septic fields____

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

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 Comox Valley Regional District (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 Officer at 770 Harmston Avenue, Courtenay, BC 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 complete[1] 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.

Property Owner	Signature	Date
Property Owner	Signature	Date
Agent*	Signature	Date

**Agent must provide an agent authorization form prior to signature of this document.*

Submit a complete pre-application request form to:

Comox Valley Regional District
770 Harmston Avenue
Courtenay, BC V9N 0G8

Tel: 250-334-6000; Toll-free: 1-800-331-6007
Fax: 250-334-8156
Email: planningdevelopment@comoxvalleyrd.ca

Submission Checklist:

Applications Triggered by Development Proposal	Fee[1]	Submission Requirements[2]
RGS Amendment	Varies	**For All Applications:** • Complete application form • Site plan • All applicable fees **Additional Required Information** ☐Certificate of title, covenants and easements ☐ BC Land Surveyor's certificate ☐ Development concept plan ☐ Landscape plan with materials and labour costs list ☐ Proposed phasing plan ☐ Farm plan **Reports/Studies** ***Engineer Reports*** ☐ Geotechnical report ☐ Rainwater management plan ☐ Erosion and sedimentation control plan ☐ Floodplain report ***Environmental Reports*** ☐ Riparian Area Protection Regulation Assessment ☐Biophysical assessment **Other** ☐ Archeological impact assessment ☐ Agrologist's report ☐CVRD DarkSky policy confirmation ☐ Public information meeting required ☐ Development sign required ☐ Site Disclosure statement ☐ K'ómoks First Nation Cultural Heritage Investigation Permit (CHIP) ☐ Other (as determined during meeting) ☐ _____ ☐ _____
OCP Amendment	$5280-6600	
Zoning Amendment	$2640 -3960	
Coastal DP	$396	
Freshwater DP	$396	
Eagle Nest DP	$396	
Heron Nest DP	$396	
Steep Slopes DP	$528	
Farmland Protection DP	$528	
Commercial and Industrial DP	$1320+	
Mt. Washington Mixed Use DP	$1320+	
Union Bay Tourism Highway Commercial DP	$528-$1320+	
Kensington Comprehensive DP	$528-$1320+	
Development Variance Permit	$500-600	
Board of Variance	$660	
Temporary Use Permit	$990-1980	
Home Occupation	$198	
Site-Specific Floodplain Exemption	$792	
Heritage Alteration Permit	$250-1000	
Property Information Request	$198	
Subdivision (incl. strata conversion) (application to the Ministry of Transportation and Transit)	$990-1320+	
Agricultural Land Commission application (ALC)	Varies	
Voluntary Community Amenity Contribution		
Security Deposit fees		
Development Cost Charges • Parks • Water	 • $1417.63/lot • Varies	
Park dedication/cash in lieu (subdivision)		
Total Fees:		

[1] Refer to the Planning Fees, Procedures and Delegation Bylaw No. 899, 2026

[2] As every application is unique, there may be further requirements identified during the review of an application in accordance with CVRD Development Approval Information Area Bylaw

Proponent Signature

In signing this agreement, I acknowledge that the drawings, plans, reports, studies, and other requirements indicated above constitute a complete application and must be submitted along with a complete application form, any other materials required by the statute, the required application fees and copy of this agreement in order for the planning application to be considered complete. I acknowledge that incomplete applications will not be accepted. Lastly, I hereby acknowledge that the CVRD maintains the right to request additional information during

the processing of an application not identified during the pre-application meeting. **This pre-application consultation is valid for three (3) months.**

Property Owner	Signature	Date
Property Owner	Signature	Date
Agent*	Signature	Date