

Pre-application consultation is required for Official Community Plan amendments, Industrial and Commercial Development Permits, Temporary Use Permits, Rezoning applications and Site-Specific Exemption to Floodplain Management Bylaw applications. Applications will not be accepted without the completion of a pre-application consultation meeting.

Applicant/Owner information

Property Owner:	Date:
Applicant/Agent:	
Phone:	E-mail:
Requested Meeting Date(s) (please provide more than one date):	

Development Property Details (Refer to your tax assessment notice or certificate of title. Attach additional pages if needed.)

Civic Address
PID BC Assessment Roll No.
Site Area
Site Frontage
RGS Designation
OCP/LAP Designation
Zoning
Site Servicing: CVRD Water Y/N CVRD Sewer Y/N If Private Servicing: number of wells _____ number of septic fields _____

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

For Office Use:

Meeting Scheduled	Date:	Time:	Location:
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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 Legislative Officer at 770 Harmston Avenue, Courtenay, BC or at 250-334-6007.

Declaration

I hereby certify that the documentation and information provided with respect to this pre-application is full and complete and is, to the best of my knowledge, a true statement of the facts related to this proposal. I hereby acknowledge that the pre-application meeting does not constitute in any way support or approval of the proposal presented.

Property Owner	Signature	Date
Agent*	Signature	Date

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

<p>Submit a complete application to</p> <p>Comox Valley Regional District 770 Harmston Avenue Courtenay, BC V9N 0G8</p>	<p>Tel: 250-334-6000; Toll-free: 1-800-331-6007 Fax: 250-334-8156 Email: planning@comoxvalleyrd.ca</p>
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Submission Checklist (For Office Use)

Applications Triggered by Development Proposal	Fee ¹	Submission Requirements ²	
<input type="checkbox"/> RGS Amendment	VARIABLES	<p>For all Applications</p> <ul style="list-style-type: none"> Complete application form Site plan All applicable fees <p>Additional required information</p> <p>Plans</p> <input type="checkbox"/> Certificate of title, covenants and easements <input type="checkbox"/> BC Land Surveyor's certificate <input type="checkbox"/> Development concept plan <input type="checkbox"/> Landscape plan with materials and labour costs list <input type="checkbox"/> Proposed phasing plan <input type="checkbox"/> Farm plan <p>Reports/studies</p> <p>Engineer Reports</p> <input type="checkbox"/> Geotechnical report <input type="checkbox"/> Rainwater management plan <input type="checkbox"/> Erosion and sedimentation control plan <input type="checkbox"/> Floodplain report <p>Environmental reports</p> <input type="checkbox"/> Riparian Area Protection Regulation Assessment Report <input type="checkbox"/> Biophysical assessment <p>Other</p> <input type="checkbox"/> Archaeological impact assessment <input type="checkbox"/> Agrologist's report <input type="checkbox"/> CVRD DarkSky policy confirmation <input type="checkbox"/> Public information meeting required <input type="checkbox"/> Development sign required <input type="checkbox"/> Site disclosure statement <input type="checkbox"/> K'ómoks First Nation Cultural Heritage Investigation Permit <input type="checkbox"/> Other (as determined in the pre-consultation meeting) <input type="checkbox"/> _____ <input type="checkbox"/> _____	
<input type="checkbox"/> OCP Amendment	\$4,000-\$5,000		
<input type="checkbox"/> Zoning Amendment	\$2,000-\$3,000		
<input type="checkbox"/> Temporary Use Permit	\$1,500		
For all Applications			
<input type="checkbox"/> Aquatic and Riparian Habitat DP	\$300		
<input type="checkbox"/> Eagle Nest DP	\$300		
<input type="checkbox"/> Heron Nest DP	\$300		
<input type="checkbox"/> Shoreline Protection Devices DP	\$400		
<input type="checkbox"/> Steep Slopes DP	\$400		
<input type="checkbox"/> Commercial & Industrial DP	\$1,000 +		
<input type="checkbox"/> Farmland Protection DP	\$400		
<input type="checkbox"/> Union Bay – Tourism Highway Commercial DP	\$400-\$1,000		
<input type="checkbox"/> Kensington comprehensive dev. DP	\$400-\$1,000		
<input type="checkbox"/> Mount Washington DP	\$1,000 +		
For all Applications			
<input type="checkbox"/> Development Variance Permit	\$500		
<input type="checkbox"/> Board of variance	\$500		
<input type="checkbox"/> Floodplain Management Bylaw Relaxation	\$600		
<input type="checkbox"/> Home Occupation/Domestic Industrial Use	\$150		
<input type="checkbox"/> Subdivision (Incl. strata conversion) (application to Ministry of Transportation and Infrastructure)	\$750-\$1,000 +\$100 per additional lot		
<input type="checkbox"/> Application under Agricultural Land Commission Act	Varies		
<input type="checkbox"/> Voluntary Community Amenity Contribution			
<input type="checkbox"/> Security Deposit fees			
<input type="checkbox"/> Development cost charges -parks -water	- \$1,417.63/lot - Varies		
<input type="checkbox"/> Park dedication/cash in lieu (subdivision)			
Total Fees:			

¹ Refer to the Planning Procedures and Fees Bylaw.

² As every application is unique, there may be further requirements identified during the review of an application in accordance with CVRD's 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 statute, the required application fees and a 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 for is valid for 3 months.**

Property Owner	Signature	Date
Agent*	Signature	Date

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

Staff and Agency Signature (For Office Use Only)

Development Planning Staff	Signature	Date
Engineering Staff	Signature	Date
Strategic and Long Range Planning Staff	Signature	Date
Building Staff	Signature	Date
Fire Services Staff	Signature	Date
Parks Staff	Signature	Date

Minimum Submission requirements for all applications

Complete application form

Applicant must provide a complete application form including a description of the proposed works. The written explanation must be accompanied by a justification and explanation that illustrates the need for the request.

Land title

The application, as part of the application must provide a Land Title dated no more than 2 weeks prior to time of application. In addition, copies of all covenants, easements and encumbrances registered on title shall be provided. If the applicant is unable to provide these documents, CVRD staff can obtain the documents at the applicants cost.

Site plan

Site plans must be prepared by a BC Land Surveyor, and they shall include:

- Location and all applicable setbacks of all existing and proposed buildings
- Dimensions and floor area of all existing and proposed buildings
- Location of septic field/tank or sewage disposal system, noting lot line setbacks
- Location and setbacks of any natural features, such as watercourses (including ditches), steep banks and steep slopes
- Identification of uses and buildings
- North arrow and scale
- PID, Civic address (if applicable) and adjacent road names
- Rights-of-way and easements
- Location of driveways, fire hydrants, gas lines, hydro, telecommunication poles and other geographic features

All measurements and information must be in metric. All drawings submitted must be clearly drawn to proper scale from 1:100 to 1:500. Where applicable, drawings must include an authorized professional's signature and seal. If required, the applicant shall enter into a map sharing agreement with the regional district. All digital mapping information submitted must be in a shape, form and format that satisfy the requirements of the regional district.

Application Fees

Provide all application fees as per the fee schedule in the Planning Fees and Procedures Bylaw, amended from time to time, and in force at the time of application.

Plans

Concept plan

Concept plans should include detailed drawings of the proposed development, including layout plan, building sections, elevations and floor plans. Some DP applications require information regarding building form and character, such as exterior finish and colours. If applicable, a project summary sheet should be provided to outline gross site area, density and number of dwelling units, site coverage, heights, setbacks, off-street parking (required and actual) and other relevant information.

Landscape plan with materials and labour costs list

The landscape plan must be professionally prepared and shall:

- Include supporting documentary evidence pertaining to landscape specifications, irrigation requirements, detailed planting lists, cost estimates, and the total value of the work
- Identify existing vegetation by type and identify areas which are to be cleared
- Provide for the landscape treatment of the applicable development, such as entire frontage of the building site abutting onto existing or future public roads

All proposed plant materials shall be suitable for local environmental conditions, and should consider FireSmart suitability. All landscaping and screening shall meet or exceed the British Columbia Society of Landscape Architects', and British Columbia Landscape and Nursery Trades Association's standards.

Proposed phasing plan

If the proposal involves more than one phase, submit a proposed phasing plan. The plan shall indicate the sequence and timing of construction where a development is to be constructed in several phases.

Farm Plan

A farm plan is a document that outlines the current and proposed future farming and non-farming activities on the property. This plan may also provide strategies for the farm succession.

Reports/Studies

Engineer reports

All engineer plans and reports must be signed and sealed by a professional engineer. The requirements of the engineer report are different depending on the application. In general, the engineer should certify that the works and measures should be sufficient to satisfy the guidelines, conditions and requirements of the application; attest that they will supervise and have been authorized by the applicant to

supervise such works and measures; and upon completion of such works and measures, certify that all conditions, guidelines and requirements were followed

Geotechnical report

A geotechnical report certified by a professional engineer shall contain the following:

- Slope stability conditions prior to development, identification of any areas subject to erosion, sloughing, flooding, landslide, landslip, rockfall, windthrow, excessive run-off, siltation and if applicable design guidelines to avoid stormwater runoff that could destabilize the slope
- Information on soil types, depths and conditions
- Anticipated removal or addition of soil, sand or gravel
- Erosion control and mitigation measures during and after construction
- Plans outlining the siting of all buildings and other structures, utilities, services, driveways, parking and all other impervious surfaces
- Plans and analyses of watercourse channelling and drainage systems
- Measures to safeguard adjacent properties and structures from hazards arising from the siting, the preparation of the site and the construction of the proposed development
- Recommendations for vegetation protection, enhancement or retention where applicable.

Rainwater management plan

The rain water management plan shall strive to protect water quality, and to maintain post-development peak flows to those of pre-development flow patterns and volumes over the entire water season. This plan shall be prepared by a professional engineer and should make use of such devices as permeable surface treatments, wet or dry detention ponds, constructed wetlands or other devices as deemed suitable and consistent with best management practices. The discharge of rain water runoff from storage areas shall be accomplished with appropriate structures and flow control mechanisms to prevent contamination of receiving water bodies. The plan is intended to be a master plan to illustrating the on-site flows and providing strategies that achieve the matching of pre and post development flows.

Erosion and sedimentation control plan

The erosion and sedimentation control plan (ESCP) is required to illustrate the strategies to protect the water quality during site construction. The report must be stamped and signed by a professional engineer.

Structural Engineer Report

Where a structural engineer report is required, the report must be completed by a qualified professional.

Environmental Reports

Riparian Area Protection Regulation Assessment

If a development proposal triggers *Riparian Areas Protection Regulation*, a qualified environmental professional is hired by the applicant to assess habitat and the potential impacts to the habitat; develop mitigation measures; and avoid impacts from development to fish and fish habitat.

Biophysical assessment

The biophysical assessment shall be prepared by a biologist or person of similar qualifications, complete with a site plan and background report that shall outline the reasons for the proposed work, the alternatives that have been considered, environmental values to be protected during and after development, and the nature of the precautionary or mitigation measures to be used. For eagle and blue heron nest development permits, the biophysical assessment should be prepared by an ornithologist or person of similar qualifications.

Other

Archeological impact assessment

The archaeological impact assessment must be completed as per the Province of BC archaeological impact assessment guideline. The assessment must be completed by a qualified individual eligible to hold an archaeological permit in BC.

Agrologist's report

An agrologist must provide a report assessing the impact of the proposed development on the soil resources and agricultural capacity of a site.

CVRD DarkSky policy confirmation

Applicant must supply cut sheets illustrating the proposed luminaries meet the International DarkSky Association standards. Applicants should supply a detailed description of the strategies employed to meet dark sky compliance. Elevations of the chosen darksky strategies with diagrams that illustrate the proposed light spill from the each summary, fixture or lighted sign showing that there will be no up lighting and limited light trespass.

Public information meeting

Additional public information meetings are required for proposals that are deemed to affect public interest. The applicants are responsible for the full cost and delivery of the public information meetings.

Notice of development sign

The Planning Procedures and Fees Bylaw contains the dimensions, specifications and timing for a development proposal notice. The printing, installation and later removal of the sign are to be completed by the applicants at their expenses.

Site Disclosure Statement

A site disclosure statement must be completed and submitted to the CVRD. If a Schedule 2 of *Contaminated Sites Regulation* activity has been identified on the site disclosure statement, the document will be forwarded to the Province for decision. The applicants are required to pay the application fee as listed in the Planning Procedures and Fees Bylaw.

K'ómoks First Nation Cultural Heritage Investigation Permit

If the subject property is within an area identified by the K'ómoks First Nation that requires a Cultural Heritage Investigation Permit, the applicants are to contact the band office at 250-339-4545 for further guidance.

Other (as determined in accordance with the CVRD's Development Approval Information Area Bylaw)

Other reports or studies specifically dealing with the anticipated impact of the proposed development may be requested.