

**Pre-application consultation is required for official community plan amendments, industrial and commercial development permits, temporary use permits and rezoning applications. Applications will not be accepted without the completion of a pre-application consultation meeting.**

**Applicant/Owner information**

Property Owner:	Date:
Applicant/Agent:	
Contact Information: 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.)

Legal Description	
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    Private Serving: water    sewer    System name:	

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

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**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 600 Comox Road, 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.

**Submit a complete application to**

Comox Valley Regional District  
600 Comox Road  
Courtenay, BC V9N 3P6

Tel: 250-334-6000; Toll-free: 1-800-331-6007  
Fax: 250-334-8156  
Email: [propertyservices@comoxvalleyrd.ca](mailto:propertyservices@comoxvalleyrd.ca)

**Submission Checklist (For Office Use)**

Application Type	Fee <sup>1</sup>	Submission Requirements <sup>2</sup>
<input type="checkbox"/> RGS amendment		<p><b>For all Applications</b></p> <ul style="list-style-type: none"> <li>• Complete application form</li> <li>• Land title</li> <li>• Site plan</li> <li>• All applicable fee</li> </ul> <p><b>Additional required information</b></p> <p><b>Plans</b></p> <input type="checkbox"/> Certificate of title, covenants and easements <input type="checkbox"/> BC Land Surveyor's certificate <input type="checkbox"/> Site plan <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"/> Waste minimization and recycling plan <input type="checkbox"/> Farm plan <p><b>Reports/studies</b></p> <p><b>Engineer Reports</b></p> <input type="checkbox"/> Geotechnical report <input type="checkbox"/> Rain water management plan <input type="checkbox"/> Erosion and sedimentation control plan <p><b>Structural report</b></p> <input type="checkbox"/> On-site drainage plan <p><b>Environmental reports</b></p> <input type="checkbox"/> Riparian area assessment and report <input type="checkbox"/> Biophysical assessment (ornithologist report) <p><b>Other</b></p> <input type="checkbox"/> Archaeological impact assessment <input type="checkbox"/> Agrologist's report <input type="checkbox"/> CVRD DarkSky policy confirmation <input type="checkbox"/> Sustainability checklist <input type="checkbox"/> Public information meeting required <input type="checkbox"/> Development sign required <input type="checkbox"/> Site profile <input type="checkbox"/> Other (as determined in the pre-consultation meeting) <input type="checkbox"/> _____ <input type="checkbox"/> _____
<input type="checkbox"/> OCP amendment		
<input type="checkbox"/> Zoning amendment		
<input type="checkbox"/> Aquatic DP		
<input type="checkbox"/> Eagle nest trees DP		
<input type="checkbox"/> Heron nest sites DP		
<input type="checkbox"/> Shoreline protection devices DP		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/> Steep slopes DP		
<input type="checkbox"/> Commercial & industrial uses DP		
<input type="checkbox"/> Resort tourism DP		
<input type="checkbox"/> Buffer for land designated as ALR DP		
<input type="checkbox"/> Union Bay – tourist highway comm. DP		
<input type="checkbox"/> Kensington comprehensive dev. DP		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/> Mount Washington DP		
<input type="checkbox"/> Development variance permit		
<input type="checkbox"/> Board of variance		
<input type="checkbox"/> Floodplain management bylaw relaxation		
<input type="checkbox"/> Home occupation / domestic industrial use		
<input type="checkbox"/> Mobile home park permit		
<input type="checkbox"/> Strata conversion of existing building		
<input type="checkbox"/> Temp occupation of additional dwelling		
<input type="checkbox"/> Temporary use permit		
<input type="checkbox"/> Subdivision (Incl. strata conversion)		
<input type="checkbox"/> ALR		
<input type="checkbox"/> Security fees		
<input type="checkbox"/> Development cost charges -parks -water		
<input type="checkbox"/> Park dedication/cash in lieu		
<b>Total Fees:</b>		

<sup>1</sup>. Refer to the Planning Procedures and Fees Bylaw or contact CVRD staff for assistance.

<sup>2</sup> As every application is unique, there may be further requirements at the direction of the CVRD. These requirements may include, but not limited to, heritage site analyses; registered onsite wastewater practitioner compliance letter and septic report.

**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 statues, the required application fees and a copy of this agreement in order for the planning application to be considered complete. In addition, I have read and agreed to the notes listed above. 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 is pre-application consultation for is valid for 3 months.**

Property Owner	Signature	Date

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

**Staff and Agency Signature (For Office Use Only)**

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 areas (if more than one storey) 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
- Civic address and road names
- Rights-of-way and easements
- Location of driveways, fire hydrants, fire department connections, 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.

## **Plans**

### **D: 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.

### **E: 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. 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.

### **F: Proposed phasing plan**

If the proposal involves one phase, a proposed phasing plan is not required. 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.

### **G: Waste minimization and recycling plan**

The waste minimization and recycling plan must describe how waste and recycling are managed during the development of the proposal. For more information, review a copy of the CVRD development waste minimization and recycling information.

### **H: 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

### **I: 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. Recommendations contained in the report shall form conditions of the development permit

### **J: Rain water 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. RWMP focus on larger areas a typically are required during subdivision for more than two lots. The RWMP 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.

### **K: 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 in good standing with the Association of Professional Engineers of BC. Contact the CVRD for details regarding the required content of the ESCP.

### **L: Structural Engineer Report**

Where a structural engineer's report is required, the report must be completed by a qualified professional in good standing with the APEG.

### **M: On-site drainage plan**

The onsite drainage 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 strategies deemed suitable and consistent with best management practices. The plan should illustrate how erosion will be controlled on the site post-construction. On site drainage plan focus is on smaller areas, typically focus on the area that will be directly impacted by the proposed development. In the case of subdivision, on site drainage plans would typically address less than three lots. Where an RWMP exists, the onsite drainage plan must reference and follow the RWMP.

## ***Environmental Assessments/Studies***

### **Riparian area assessment and report**

If a development proposal triggers the *Riparian Areas Regulation*, a qualified environmental professional (QEP) 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. More information is available on the Ministry of Environment's web site ([www.env.gov.bc.ca](http://www.env.gov.bc.ca)).

### **Biophysical assessment**

The biophysical assessment 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, including a cost estimate. A biological assessment is required for the eagle and blue heron nest development permits. This requires the assessment be completed by

an ornithologist. Please note the eagle nest assessment should be consistent with the provincial guidelines for raptor conservation.

**Other:**

**Archeological impact assessment**

The archaeological impact assessment must be completed as per the Province of BC archaeological impact assessment guidelines ([www.for.gov.bc.ca/archaeology](http://www.for.gov.bc.ca/archaeology)). The assessment must be completed by a qualified individual eligible to hold an archaeological permit in BC.

**Agrologist's report**

An agrologist must provide report assessing the impact of the proposed development on the soil resources and agricultural capacity of a site. Report must be completed by an agrologist registered with the BC Institute of Agrologists.

**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.

**Sustainability checklist**

Sustainability checklist is applicable for RGS amendment, OCP amendment, zoning amendment and significant development permit applications. Prepare a written brief on how the proposed development complies with the sustainability checklist. Contact CVRD staff for a copy of the sustainability checklist.

**Public information meeting**

Additional public information meetings are required for proposals that are deemed to affect public interest. The proponent of 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.

**Site profile**

A site profile must be completed and submitted to the CVRD for all commercial and industrial sites. More information on the site profiles and the contamination site registry can be found at [www.env.gov.bc.ca/epd/remediation/site\\_profiles](http://www.env.gov.bc.ca/epd/remediation/site_profiles).

**Other (as determined in the pre-application consultation meeting)**

Other reports or studies specifically dealing with the unique nature of each site may be requested.