



CITY OF COURTENAY

Planning Services

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Courtenay, BC, V9N 2J7
Tel: 250-334-4441 Fax: 250-334-4241
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OCP & ZONING AMENDMENTS APPLICATION

For detailed requirements and process
See *Schedule 1 of Development Application Procedure
Bylaw No. 2790, 2014*

The *City of Courtenay Official Community Plan Bylaw No. 2387, 2005* (OCP) is a statement of broad objectives and policies regarding the form, character and density of existing and future land use and servicing requirements for the City of Courtenay. It sets the direction for the future locations of commercial, recreation, institutional and residential uses and determines the use and density of land in the City of Courtenay.

The City of Courtenay is divided into designated land use categories or zones, pursuant to the *City of Courtenay Zoning Bylaw No 2500, 2007*. The zoning bylaw sets out the regulations for development in the City, including specifications for permitted uses, lot size and density, setbacks and building height limitations.

WHEN AN OCP OR ZONING AMENDMENT IS REQUIRED

An OCP amendment is required when a proposed land use is not consistent with the land use designations of the OCP.

A zoning amendment is required when a proposed land use is not permitted under the current zoning for a property.

Where the use is also inconsistent with the OCP land use designation the OCP and zoning amendment can be processed together

APPLICATION PROCESS

OCP and zoning amendments are considered by Council. For most applications, the process is as follows (please note that these time frames are approximate and that more complex applications can take up to 12 months or longer).

Prior to submitting an application, you are advised to discuss the proposal including specific application requirements for your project and required fees with the Planning Department.

1. The applicant is encouraged to arrange for a pre-application meeting pursuant to *Section 17 of Development Procedure Bylaw No. 2790, 2014*.
2. After receiving a complete application, the application is reviewed by the Planning Department (2-4 weeks)
3. The applicant will conduct a Public Information Meeting
4. Referrals are issued to other City departments and external agencies (3 weeks)
5. Referrals are returned to the applicant for outstanding issues to be addressed (2-4 weeks)
6. Conditions/requirements that may arise from the Public Information Meeting will be addressed between staff and applicant prior to proceeding to Council
7. The Planning Department prepares a report to Council and a bylaw is created for the amendment (2 weeks)
8. First and second readings of the bylaw are considered by Council
9. A public hearing is set and the Planning Departments notifies all owners and occupants within 100 m of the subject property (2-4 weeks). Third reading of the bylaw may be considered following the public hearing
10. Planning staff will work with applicant for the preparation of any required covenants, statutory rights of way, phased development agreements, or development agreements (all legal fees incurred by the City shall be reimbursed by the applicant prior to final consideration of bylaw by Council)
11. At a subsequent Council meeting final reading of the bylaw is considered
12. If the amendment is adopted, it takes place immediately. If it is refused, no substantially similar application will be considered by Council for 12 months.



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BEFORE SUBMITTING YOUR APPLICATION IT IS IMPORTANT TO NOTE THE FOLLOWING:

1. Incomplete applications will be returned to the applicant;
2. It is the applicant's responsibility to be familiar and knowledgeable of all requirements, policies and applicable bylaws within the City of Courtenay, and to clearly represent how the application conforms to these requirements, policies and bylaws before the application will be accepted;
3. The coordinating professional must ensure that the submissions, including all plans are internally consistent. Plans that are not internally consistent will be returned to the coordinating professional with no further review;
4. Applications that are inactive for a period of 6 months or more may be closed at the discretion of the City.

APPLICANT INFORMATION	DESCRIPTION OF PROPERTY
Name(s): _____ Address: _____ _____ City: _____ Postal Code: _____ Phone: _____ Fax: _____ E-mail: _____	Civic address: _____ _____ Legal Description: _____ _____ _____

If applicant is NOT the owner of property:

Owner's Name(s): _____	Owner's phone/e-mail: _____
Owner's Address: _____	

Written Strata Council Approval (if applicable) to be included with application.

OFFICIAL COMMUNITY PLAN AMENDMENT	ZONING AMENDMENT
Current OCP Designation: _____	Current Zoning: _____
Proposed Designation: _____	Proposed Zoning: _____

BRIEF PROJECT DESCRIPTION

Staff and Council encourage applicants to work with the Comox Valley Conservation Partnership (referrals@cvlandtrust.ca) early in the design stages of a project to obtain valuable feedback on design options that could help mitigate, improve or adapt to environmental conditions of the development site. Please indicate if you have contacted them.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
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SITE & BUILDING INFORMATION

	Existing:	Proposed:		Existing:	Proposed:
Front setback:	_____	_____	Parking Spaces:	_____	_____
Rear setback:	_____	_____	Loading Spaces:	_____	_____
Side setback:	_____	_____	Landscaped Area:	_____	_____
Side flanking street:	_____	_____	Useable Open Space:	_____	_____
Building height:	_____	_____	Fence height:	_____	_____
Landscape setbacks:	_____	_____			
Proposed Gross Floor Area:			Lot Coverage (including building coverage):		

APPLICANT/AGENT AUTHORIZATION

Complete ONE of the following:

1. If the owners is applying personally:

- a. I am the owner of the real property, legally described as: _____ and that I am registered as such in the Land Registry Office in Victoria, BC; and that
- b. I hereby agree to indemnify and save harmless the City of Courtenay and its employees against all claims, liabilities, judgements, costs and expenses of whatsoever which may in any way occur against the said City and its employees in consequence and of incidental to, the consideration of the application

Signature of Registered Owner

Date

Signature of Registered Owner

Date

***If multiple owners are listed or the property(ies) are owned by a company, the signatures of all owners or required company signatories must be included.**

Please Initial here that all required signatures are shown on this form. _____

2. If an agent is applying on behalf of the owner:

- a. I am the authorized agent of _____ who is the registered owner of the real property, legally described as: _____
- b. I hereby agree to indemnify and keep harmless the City of Courtenay and its employees against all claims, liabilities, judgements, costs and expenses of whatsoever which may in any way occur against the said City and its employees in consequence and of incidental to, the consideration of the application;

It is understood that until the City of Courtenay is advised in writing that I am no longer acting on behalf of the undersigned registered owner, the City of Courtenay shall deal exclusively with me with respect to all matters pertaining to the proposed application;

I hereby declare that the foregoing information is true and proper and I make this declaration knowing that it is of the same force and effect as if made under oath and by virtue of the Canada Evidence Act.

Signature of Agent

Date

Signature of Registered Owner

Date

Signature of Registered Owner

Date

This checklist outlines the mandatory requirements for a complete submission. Please ensure you have included all required documentation and drawings or your application will not be processed. Please note that further submission materials may be required during application processing.

REQUIRED SUBMISSIONS

- Completed Application signed by the registered owners, or written authority for an agent to act on behalf of the owner and written Strata Council approval (if applicable)
- Certificate of Title * dated no more than 5 business days prior to the date of the application
*** Copy of Certificate of Title shall also include copies of any easements and covenants (this information is available from the Land Title Office).**
- Application Fee
- BC Land Surveyors sketch plan in **metric** including any existing buildings on the property in relation to legal property boundaries
- Site Disclosure Statement for Contaminated Sites
- Written statement on conformance to *Sustainability Evaluation Checklist*
- Written statement on conformance to the *Affordable Housing Policy*
- Written summary, including description of proposed development and reasons/rationale for the proposal. The written summary must explain how the proposal complies with the applicable development permit guidelines. When an element of the proposal does not comply with a guideline a justification stating the divergence and the reason shall be included
- Electronic submissions of all drawings to be provided with all applications (must be in PDF format)

ARCHITECTURAL SUBMISSIONS

See Schedule 8 of Development Application Procedure Bylaw No. 2790, 2014 for detailed information

- Three copies of professionally drawn Architectural Submissions (one large copy, one reduced color 11 x 17 copy and one electronic/pdf copy) and must include the following:
 - Location Map
 - Elevations, sections, floor plans (and roof plans where requested)
 - North arrow and drawing scales
 - Dimensions, in **metric** or metric conversions, for all elevations and site plans
 - Geodetic elevation
 - Comprehensive building site layout
 - Exterior building materials and colours
 - Zoning bylaw compliance
 - Parking lot layout in accordance with City standards, including bicycle parking
 - Waste and recycling storage and pickup areas, for commercial, institutional, industrial and multi-residential
 - Vehicle/pedestrian circulation and turning radius for delivery and emergency vehicles including waste and recycling pick up services
 - Road widening
 - Fire hydrant locations
 - Open space
 - All watercourses and riparian areas, trees to be retained and any other sensitive environmental features including required setback areas
 - For applications within a Tree Management and Protection area, location of all existing trees greater than 20cm DBH shall also be included

LANDSCAPE SUBMISSIONS

These requirements will vary depending on the nature of the application. Please discuss these requirements with Planning staff prior to submission.

See Schedule 9 of Development Application Procedure Bylaw No. 2790, 2014 for detailed information

- Three copies of professionally drawn Landscape Submissions (one large copy, one reduced color 11 x 17 copy and one electronic/pdf copy) and must include the following:
 - Location of existing trees 20 cm calliper and greater and proposed methods of preservation for trees to be retained
 - Indication of all plant material and landscaping, features at installed sizes, accurate location and spacing and dimensions of planting areas in **metric**
 - All watercourses, riparian areas and all sensitive environmental features including required setback areas
 - Property lines, surrounding streets, limit of contract lines, setbacks, easements
 - Existing site features, retention/preservation areas
 - Vehicular and pedestrian paving, planting, fencing and landscape structures
 - Location of all engineering services (overhead, underground, light standards, etc) which may affect landscaping
 - Adjacent landscape/development features, where applicable
 - Indication of all plant material and landscaping features at installed sizes, accurate location and spacing and dimensions of planting areas in **metric**
 - Underground irrigation system plan showing water source, type and details of system
 - Plant list naming all recommended plant material and size specification, location, spacing and dimensions
 - Area of site to be landscaped in **metric**
 - Include references to the most recent BCSLA/BCNTA landscape standard for all landscape construction
 - Minimum soil depths for planting
 - Detailed Landscape and maintenance specifications
- Underground irrigation system plan showing water source, type of system, details of system
- Detailed landscaping cost estimate itemizing quantities, areas, sizes, equipment and labour costs, including supervision, monitoring and approvals, required for the total cost of the construction of the plan, including fencing, sidewalks, decorative paving areas, retaining walls, recreation equipment, and irrigation system where applicable. For phased projects, a detailed landscape cost estimate which indicates the area and work to be undertaken for each phase must be provided

ADDITIONAL STUDIES

The following studies may be required to support your application. Please contact Planning and or Engineering staff prior to submission.

See Part 6 of Development Application Procedure Bylaw No. 2790, 2014 for detailed information

<input type="checkbox"/> Environmental Impact Assessment including Environmentally Sensitive Features	<input type="checkbox"/> Acoustical Impact Study
<input type="checkbox"/> Construction and Environmental Management Plan	<input type="checkbox"/> Hydrological Study including Groundwater Management Assessment
<input type="checkbox"/> Tree Assessment Study including Wind Study	<input type="checkbox"/> Stormwater Management and Drainage Study
<input type="checkbox"/> Geotechnical Study	<input type="checkbox"/> Soil Agrology Study
<input type="checkbox"/> Transportation and Traffic Impact Study	<input type="checkbox"/> Greenhouse Gas emission profile
<input type="checkbox"/> Site Access and Servicing including Municipal Infrastructure Impacts	<input type="checkbox"/> Wildfire Hazard Assessment
<input type="checkbox"/> Demand for Local Community Service Study	<input type="checkbox"/> Archaeological Assessment
<input type="checkbox"/> Visual Impact Study	<input type="checkbox"/> Other Studies as Deemed Necessary