



**City of Courtenay**  
 Planning Services  
 830 Cliffe Avenue  
 Courtenay, BC, V9N 2J7  
 Tel: 250-334-4441  
 Fax: 250-334-4241

## CHECKLIST FOR DEVELOPMENT APPLICATIONS

**(TO BE COMPLETED BY APPLICANT)**

### 1. PRIOR TO APPLICATION

Prior to submitting any application, you are advised to discuss the proposal including specific application requirements for your project and required fees with the Planning Department and to check the current zoning and OCP designation of the property.

Note: In the case of application to amend the Zoning Bylaw, the submission will require details required for an application for a Development Permit.

**\*Incomplete applications will be returned to the applicant**

**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.**

**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.**

### 2. REQUIRED SUBMISSIONS

Items to be Submitted	Submitted (please check)		Comments
	Yes	No	
1. Registered owner and letter of authorization (if applicable)			
2. Identify contact person / coordinating professional			
3. Legal description from and copy of Certificate of Title *			
4. Address of subject property			
5. Architect/designer phone/fax numbers/email			
6. Completion of Section 1.2 of <i>Guide to Development Applications (Required Submissions)</i> including Sections 2-5 where applicable			
7. Completion of Section 1.3 of <i>Guide to Development Applications (Architectural Submissions)</i>			
8. Completion of Section 1.4 of <i>Guide to Development Applications (Landscape Submissions)</i>			
9. Completion of Section 1.5 of <i>Guide to Development Applications (Signage Requirements)</i>			
10. Completion of Section 1.6 of <i>Guide to Development Applications (Required studies)</i>			
11. Completion of Section 1.7 of <i>Guide to Development Applications (Other Bylaws &amp; Requirements)</i>			
12. Written statement on conformance to <i>Sustainability Evaluation Checklist</i>			
13. Written statement on conformance to the <i>Affordable Housing Policy</i>			

**\* Copy of Certificate of Title should include copies of any easements and covenants (this information is available from the Land Title Office).**

### 3. APPLICANT CERTIFICATION

1. I hereby certify that this application and the plans and information accompanying it are completed.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

2. I hereby certify that the plans have been prepared in compliance with the *Architects' Act of British Columbia*.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date