



## City of Courtenay Planning Services

830 Cliffe Avenue  
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# GUIDE TO DEVELOPMENT APPLICATIONS

**See *Development Application Procedure Bylaw No. 2459, 2006* for detailed requirements and process.**

## 1.1 INTRODUCTION

This is a general guide to development applications in the City of Courtenay and has been prepared for convenience only. Please consult the *City of Courtenay Development Application Procedure Bylaw No. 2459, 2006* and other documents for specific requirements for your development.

Development applications include OCP and zoning amendments, development permits, development variance permits, and applications to the Agricultural Land Commission. This guide covers each type of application.

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

## 1.2 REQUIRED SUBMISSIONS

**All** development applications are required to submit the following items:

- Completed Application signed by the registered owners and, if applicable, written authority for an agent to act on behalf of the owner and written approval from the Strata Council (if applicable).
- Application fee. See *City of Courtenay Fees and Charges Amendment Bylaw No. 2420, 2005* (Section II, Appendix I) and contact the Planning Department to determine the correct fees.
- A title search dated no more than five business days prior to the date of application.
- Written summary, including a description of the proposed development and the reasons/rationale for the proposal.
- B.C. Land Surveyors sketch plan in **metric** which shows the dimensions and areas of all proposed lot(s) and the location of all existing buildings and structures on the subject property.

Based on the type and scale of development you are proposing, the City of Courtenay may also require architectural and/or landscape submissions. The Planning Department will help you determine your requirements.

## 1.3 ARCHITECTURAL SUBMISSIONS

When architectural submissions are required, you must submit three copies of professionally drawn plans, including one coloured copy. The minimum scale is 1:200 and submissions must contain the following minimum information:

- |   |  |
|---|--|
| <input type="checkbox"/> Location Map   | <input type="checkbox"/> Zoning bylaw compliance   |
| <input type="checkbox"/> Site plan, including any existing buildings on the property in relation to legal property boundaries | <input type="checkbox"/> Parking lot layouts in accordance with ICBC Parking Manual and City standards         |
| <input type="checkbox"/> Elevations, sections, floor plans (and roof plans where requested)                                   | <input type="checkbox"/> Vehicle/pedestrian circulation and turning radius for delivery and emergency vehicles |
| <input type="checkbox"/> North arrow and drawing scales   | <input type="checkbox"/> Road widenings  |
| <input type="checkbox"/> Dimensions, in <b>metric</b> or metric conversions, for all elevations and site plans                | <input type="checkbox"/> Fire hydrant locations  |
| <input type="checkbox"/> Geodetic elevation   | <input type="checkbox"/> Open space  |
| <input type="checkbox"/> Comprehensive building site layout   | <input type="checkbox"/> All watercourses and riparian areas and required setback areas                        |
| <input type="checkbox"/> Exterior building materials and colours  |  |

## 1.4 LANDSCAPE SUBMISSIONS

### 1.4.1 Required Submissions

When required, landscape submissions are to be prepared by a registered BC Landscape architect. Submissions must include a grading plan that shows both existing and proposed grades and underground irrigation system plan that shows water source, type of system and details of system. In addition, a landscape plan is required and must include:

- Indication of all plant material and landscaping features at installed sizes, accurate location and spacing and dimensions of planting areas in **metric**
- Plant list naming all recommended plant material and size specification
- Area of site to be landscaped
- Location of existing trees 20 cm calliper and greater and proposed methods of preservation
- Adjacent landscape/development features, where applicable
- Existing site features, retention/preservation areas
- Property lines, surrounding streets, limit of contract lines, setbacks and easements
- Vehicular and pedestrian paving, planting, fencing and landscape structures
- Location of all engineering services (overhead, underground, light standards, etc) which may affect landscaping

### 1.4.2 Cost Estimate

A landscape cost estimate must provide detailed information itemizing quantities, areas, sizes, equipment, and labour costs required for the total cost of the landscape plan, including fencing, sidewalks, decorative paving areas, retaining walls, recreation equipment, and irrigation system as applicable.

### 1.4.3 Security Deposit

To ensure that the approved landscape plan is followed, the City requires a landscape security deposit. Developers are required to deposit 125% of the cost estimate of the approved landscape plan with the City at the time of securing a building permit.

When landscaping is complete, the landscape architect provides a letter to the City of Courtenay detailing compliance with landscaping standards (see box). Staff then inspect the property and, if the landscaping is substantially completed, the security deposit, less 20% of the cost estimate, is released to the developer. The remaining funds are eligible for release after a five year guarantee period, dated from substantial completion of the landscaping, and upon final inspection by the City of Courtenay.

### 1.4.4 Phased Landscape Plans

For phased developments, a phased landscape plan detailing the cost estimate and area of each phase is required. A security of 125% of the cost estimate for the *entire* project is required at the time of securing a building permit. Upon receipt of written certification that the installed landscaping for each phase substantially complies with the provincial landscape standard and with the approved landscape plan, the City will release the security less 20% of the cost estimate per phase.

#### Landscaping standards

Landscape plans are to include references to the most recent B.C.S.L.A/B.C.N.T.A landscape standard for all landscape construction.

In keeping with the City's stormwater management "Water Balance Model" soil depths are required as follows:

- Planting beds – 450 mm topsoil or amended organic soils
- Lawn areas – 300 mm topsoil or amended organic soils
- Trees – 300 mm topsoil or amended organic soils around and below root ball

Where applicable, all vegetation removal and replacement shall adhere to the "Land Development Guidelines for the Protection of Aquatic Habitat" prepared by the Department of Fisheries and Oceans and the Ministry of Environment.

Riparian Area Regulations are applicable to all development within 30 m of watercourses. See [www.env.gov.bc.ca](http://www.env.gov.bc.ca) for details and assessment procedures.

## 1.5 SIGNAGE REQUIREMENTS

Rezoning and OCP Amendments and applications to exclude land from the ALR require a sign to be erected on the subject property no more than ten days after submitting an application. The sign must be located on a property line which faces a public street. The layout of the sign should be reviewed with the Planning Department prior to its being drawn and must meet the following formatting requirements:

1. 1.8 m in width and 1.2 m in height
2. Lettering in block capitals with headings not less than 20 cm in height, notice copy not less than 13 cm in height and map lettering not less than 8 cm in height

See Schedules 6-D and 6-D2 of the *Development Application Procedure Bylaw No. 2459, 2006* for additional details on sign layout, including the required colours for each type of application.

## 1.6 REQUIRED STUDIES

The *Local Government Act* allows municipalities to ask developers for professionally prepared studies on the anticipated impact of a proposed development on the community. This includes, but is not limited to, the following studies

- Transportation and traffic flow
- Local infrastructure
- Facilities including schools and parks
- Natural environment of the area affected
- Archaeological issues
- Soil agronomy
- Hydrological and hydro-geological issues
- Other issues identified by the City of Courtenay

## 1.7 OTHER BYLAWS & REQUIREMENTS

The City of Courtenay has numerous bylaws that help to guide development and which may apply to your proposal. Please refer to the following documents for additional details:

- *Fill Placement and Soil Removal Bylaw No. 2359, 2004*
- *Floodplain Bylaw No. 1743, 1994*
- *Tree Management and Protection Bylaw No. 2461, 2006*
- *Sign Bylaw No. 2042, 1998*



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# OCP & ZONING AMENDMENTS

See *Development Application Procedure Bylaw No. 2459, 2006* for detailed requirements and process.

## 4.1 INTRODUCTION

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 commerce, 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 1427, 1986*. The zoning bylaw sets out the regulations for development in the City, including specifications for permitted uses, lot size and layout, setbacks and building height limitations.

## 4.2 WHEN AN OCP OR ZONING AMENDMENT IS REQUIRED

When land is proposed for a use or density not consistent with the OCP, an amendment is required. An OCP amendment also requires an amendment to the zoning bylaw, which can be considered at the same time.

When land is proposed for a use or density not permitted in a particular zone in which the land is situated, an application for rezoning is necessary.

## 4.3 APPLICATION PROCESS

OCP and zoning amendments are considered by Council. For most applications, the process is as follows:

1. After receiving a complete application, the application is reviewed by the Planning Department (2-4 weeks)
2. Referrals are issued to other City departments and external agencies (4 weeks)
3. Referrals are returned to the applicant for outstanding issues to be addressed (2-4 weeks)
4. If required, a Public Information Meeting may be held (2 weeks)
5. The Planning Department prepares a report to Council and a bylaw is created for the amendment (2 weeks)
6. First and second readings of the bylaw are considered by Council
7. 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
8. At a subsequent Council meeting final reading of the bylaw is considered
9. 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.

## 4.4 APPLICATION REQUIREMENTS

In addition to the mandatory application requirements detailed in the Part 1.2, the following submissions may be required as part of your application for an OCP or Zoning Amendment:

- Three copies of Architectural and Landscape Submissions as outlined in Parts 1.3 and 1.4 of this guide
- Reduced (11" x 17") copies of the Architectural and Landscape submissions
- Site profile for contaminated sites
- Professionally prepared studies on the anticipated impact of the proposed development on the community
- A sign must be erected on the subject property. See Part 1.5 for sign requirements.



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# DEVELOPMENT PERMITS

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## 2.1 INTRODUCTION

The *Local Government Act* gives Council the authority to designate areas of the City as Development Permit Areas and to use development guidelines in each of these areas. In general, these guidelines aim to protect the environment and farming, protect from hazardous conditions and guide the form and character of commercial, industrial, multi-residential and intensive residential development.

In the City of Courtenay, the following Development Permit areas have been established:

- Downtown
- Shopping Centres
- Multi-residential
- Environmental
- Commercial
- Industrial
- Intensive residential

Development permits regulate form and character, signage, siting, landscaping, screening, lighting and parking. For more information on each Development Permit Area, and the guidelines for development, see Section 8 of the City of Courtenay Official Community Plan.

## 2.2 WHEN A DEVELOPMENT PERMIT IS REQUIRED

Within a Development Permit area, a permit is required for:

- Subdivision
- Construction of, addition to or alteration of a building or structure, land or parking area
- Alteration of land in an environmentally sensitive area or land that is subject to hazardous conditions

A Development Permit is not required for:

- Subdivision involving three or less lots
- Construction of, addition to or alteration of an existing building is less than 25% of the existing floor area (to a maximum of 200 m<sup>2</sup>) or a change to the exterior of the building on any one side is less than 25% of the building face
- Replacing windows or a roof
- Painting the exterior of a building
- Constructing a fence

## 2.3 APPLICATION REQUIREMENTS

In addition to the mandatory application requirements listed in Part 1.2, the following submissions may be required as part of your application for a development permit:

- Three copies of Architectural and Landscape Submissions as outlined in Parts 1.3 and 1.4 of this guide.
- Reduced (11" x 17") copies of the Architectural and Landscape submissions
- Site profile for contaminated sites
- Professionally prepared studies on the anticipated impact of the proposed development on the community. See Part 1.6 of this guide for details.

## 2.4 APPLICATION PROCESS

Development Permits are considered by Council or the Director of Planning. For information on which applications can be considered by the Director of Planning, see Schedule 2 of *Development Application Procedure Bylaw No. 2459, 2006*. For most applications, the process is as follows:

1. After receiving a complete application, the application is reviewed by the Planning Department (2-4 weeks)
2. Referrals are issued to other City departments and external agencies (4 weeks)
3. Referrals are returned to the applicant for outstanding issues to be addressed (2-4 weeks)
4. The Planning Department prepares a report to Council or a memo to the Director of Planning (2 weeks)
5. Council considers the application and may issue, table or refuse the permit or direct that a public meeting be held.
6. If the permit is issued, it is valid for 12 months. If it is refused, no substantially similar application will be considered by Council for 12 months.

## 2.5 SUMMARY OF DEVELOPMENT PERMIT GUIDELINES

This summary is for convenience only. For complete regulations and restrictions, and information on Intensive Residential Development Permits, see Section 8 of the City of Courtenay Official Community Plan.

	Downtown	Commercial	Shopping Centre	Industrial	Multi-Residential
<b>Form and Character</b>	<ul style="list-style-type: none"> <li>- high standard of architecture</li> <li>- reflect heritage of City</li> <li>- pedestrian scale</li> <li>- maintain views</li> </ul>	<ul style="list-style-type: none"> <li>- high standard of architecture</li> <li>- compatible with neighbouring development</li> <li>- pedestrian scale</li> <li>- maintain views</li> </ul>	<ul style="list-style-type: none"> <li>- high standard of architecture</li> <li>- pedestrian scale</li> </ul>	<ul style="list-style-type: none"> <li>- architectural coordination</li> <li>- noise sources located away from residential areas</li> <li>- fencing screened with landscaping</li> </ul>	<ul style="list-style-type: none"> <li>- high standard of architecture</li> <li>- reflect heritage of City</li> <li>- pedestrian scale</li> <li>- compatible with neighbouring development</li> </ul>
<b>Signage</b>	<ul style="list-style-type: none"> <li>- architecturally integrated with overall design</li> <li>- no rooftop signs</li> </ul>	<ul style="list-style-type: none"> <li>- architecturally integrated with overall design</li> <li>- no rooftop signs</li> </ul>	<ul style="list-style-type: none"> <li>- architecturally integrated with overall design</li> <li>- no rooftop signs</li> </ul>	<ul style="list-style-type: none"> <li>- architecturally integrated with overall design</li> <li>- no rooftop signs</li> </ul>	<ul style="list-style-type: none"> <li>- architecturally integrated with overall design</li> <li>- not exceed 2 m in height</li> </ul>
<b>Landscaping</b>	<ul style="list-style-type: none"> <li>- detailed landscape plan</li> <li>- street trees and foundation plantings</li> <li>- underground irrigation</li> </ul>	<ul style="list-style-type: none"> <li>- detailed landscape plan</li> <li>- continuous landscape buffer</li> <li>- street trees and foundation plantings</li> <li>- underground irrigation</li> <li>- environmental analysis</li> </ul>	<ul style="list-style-type: none"> <li>- detailed landscape plan</li> <li>- continuous landscape buffer</li> <li>- street trees and foundation plantings</li> <li>- underground irrigation</li> <li>- environmental analysis</li> </ul>	<ul style="list-style-type: none"> <li>- detailed landscape plan</li> <li>- continuous landscape buffer</li> <li>- street trees and foundation plantings</li> <li>- underground irrigation</li> <li>- environmental analysis</li> </ul>	<ul style="list-style-type: none"> <li>- detailed landscape plan</li> <li>- recreation and play areas provided</li> <li>- continuous landscape buffer</li> <li>- street orientation</li> <li>- environmental analysis</li> </ul>
<b>Screening</b>	<ul style="list-style-type: none"> <li>- garbage and recycling screened with landscaping and fencing</li> </ul>				
<b>Lighting</b>	<ul style="list-style-type: none"> <li>- All new, replacement and upgraded exterior lighting needs to be Full-Cut-Off/Flat Lens luminaries</li> </ul>				
<b>Parking</b>	<ul style="list-style-type: none"> <li>- screened and landscaped</li> <li>- pedestrian connections</li> <li>- bicycle parking</li> </ul>	<ul style="list-style-type: none"> <li>- screened and landscaped</li> <li>- sectioned</li> <li>- pedestrian connections</li> <li>- bicycle parking</li> </ul>	<ul style="list-style-type: none"> <li>- screened and landscaped</li> <li>- sectioned</li> <li>- pedestrian connections</li> <li>- bicycle parking</li> <li>- safe movement of people and vehicles</li> </ul>	<ul style="list-style-type: none"> <li>- screened and landscaped</li> <li>- sectioned</li> <li>- pedestrian connections</li> <li>- bicycle parking</li> <li>- safe movement of people and vehicles</li> </ul>	<ul style="list-style-type: none"> <li>- screened and landscaped</li> <li>- pedestrian connections</li> <li>- sectioned</li> </ul>

## 2.6 ENVIRONMENTAL DEVELOPMENT PERMITS

The Environmental Permit area represents resources that provide habitat areas for aquatic and wildlife species and can serve as a valuable open space and recreation function for the community.

Stream systems that flow through the urban portion of the community provide habitat for fish, birds and wildlife. They also act as natural water storage, drainage, and purifying systems. Riparian areas need to remain in a largely undisturbed state in order to protect habitat, prevent flooding, control erosion and reduce sedimentation and recharge groundwater.

### 2.6.1 Permits & Guidelines

The City of Courtenay has three categories of Environmental Development Permits. For each type, applications will be reviewed in accordance with the Environmental Development Permit guidelines, as outlined in Section 8.7.5 of the OCP. In addition, specific studies and assessments will be required for applications for protection from hazardous conditions or for development in riparian areas.

The following is a summary of the types of permits, their applications and the relevant guidelines. Please see the OCP and Development Applications Procedures Bylaw for full details and requirements:

Permit	Application	Guidelines
Protection of the natural environment, its ecosystems and biological diversity	All land development, subdivision, construction or alteration of a building or structure that is: <ul style="list-style-type: none"> <li>▪ a minimum of 30 m from the Courtenay, Puntledge and Tsolum Rivers, all stream estuaries and Comox Harbour</li> <li>▪ a minimum of 15 m from the Finlay, Morrison, Piercy, Millard and Arden Creeks and from all other water bodies, watercourses, streams, lakes and wetlands</li> <li>▪ All areas outlined on Map #6</li> </ul>	<ul style="list-style-type: none"> <li>▪ General Environmental Development Permit guidelines</li> </ul>
Protection of riparian areas	All residential, commercial and industrial development in riparian assessment areas, as determined by the <i>Riparian Area Regulations</i>	<ul style="list-style-type: none"> <li>▪ General Environmental Development Permit guidelines</li> <li>▪ Riparian area assessment</li> </ul>
Protection of development from hazardous conditions	All land development, subdivision, construction or alteration of a building or structure that is in: <ul style="list-style-type: none"> <li>▪ Areas with grades steeper than 30%</li> </ul>	<ul style="list-style-type: none"> <li>▪ General Environmental Development Permit guidelines</li> <li>▪ Geotechnical report</li> </ul>

### 2.6.2 Exemptions & Guidelines

In certain circumstances, development proposals within Environmental Development Permit areas are exempt from requiring a permit. Please refer to Section 8.7.4 of the OCP for details on exemptions.

#### Riparian Area Regulations

The Riparian Areas Regulation, enacted under Section 12 of the *Fish Protection Act* in July 2004, calls on local governments to protect Riparian Areas during residential, commercial, and industrial development by ensuring that proposed activities are subject to a science based assessment conducted by a Qualified Environmental Professional.

The purpose of the Regulation is to provide protection for the features, functions and conditions that are vital in the natural maintenance of stream health and productivity. These conditions are numerous and varied and include sources of large organic debris (fallen trees and tree roots), areas for stream channel migration, vegetative cover that helps moderate water temperature, provision of food, nutrients and organic matter to the stream, stream bank stabilization and buffers for streams from excessive silt and surface runoff pollution

Within the City of Courtenay, Riparian Area Regulations are applicable to all development within 30 m of all watercourses. See [www.env.gov.bc.ca](http://www.env.gov.bc.ca) for details and assessment procedures.



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# DEVELOPMENT VARIANCE PERMITS

See *Development Application Procedure Bylaw No. 2459, 2006* for detailed requirements and process.

### 3.1 INTRODUCTION

A Development Variance Permit is issued by Council to allow a variation of the zoning, sign or subdivision bylaw requirements. It cannot vary the use or density of a development, as set out in the *City of Courtenay Zoning Bylaw No. 1427, 1986*, or floodplain specifications as determined by the *City of Courtenay Floodplain Bylaw No. 1743*.

### 3.2 WHEN A DEVELOPMENT VARIANCE PERMIT IS REQUIRED

A Development Variance Permit is required whenever a variation to the zoning, sign or subdivision bylaw is required. If compliance with a zoning or subdivision bylaw provision such as setback or building height would cause undue hardship, the applicant could consider applying to the Board of Variance instead of applying for a Development Variance Permit.

Variances can also be considered as part of a Development Permit. Planning staff will work with you to determine your requirements.

### 3.3 APPLICATION PROCESS

Development Variance Permits are considered by Council. For most applications, the process is as follows:

1. After receiving a complete application, the application is reviewed by the Planning Department (2 weeks)
2. If required, referrals are issued to other City departments and external agencies (4 weeks)
3. If required, referrals are returned to the applicant for outstanding issues to be addressed (2-4 weeks)
4. The Planning Department prepares a report to Council (2 weeks)
5. Council considers the application and may pass a resolution to notify adjacent property owners and occupants within 30 m of the subject property of the proposed variance (2 weeks)
6. The application, including any public input received during the notification process, is considered at a Council meeting no less than 10 days after the resolution for notification is passed.
7. Council considers the application and may issue, table or refuse the permit.
8. If the permit is issued, it is valid for 12 months. If it is refused, no substantially similar application will be considered by Council for 12 months.

### 3.4 APPLICATION REQUIREMENTS

In addition to the mandatory application requirements detailed in Part 1.2, the following submissions may be required as part of your application for a Development Variance Permit:

- Site profile for contaminated sites

Please contact the Planning Department to confirm the required submissions for your application.



## City of Courtenay

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# APPLICATIONS TO THE AGRICULTURAL LAND COMMISSION

See *Development Application Procedure Bylaw No. 2459, 2006* for detailed requirements and process and [www.alc.gov.bc.ca](http://www.alc.gov.bc.ca) for ALC application details.

## 5.1 INTRODUCTION

The Agricultural Land Reserve (ALR) is a provincial designation on land in which agriculture is recognized as the priority use. In cases where a proposed development is in the ALR land owners are required to apply to the Agricultural Land Commission (ALC) for development approval. All application materials and fees are to be submitted to the City of Courtenay. Please review the ALC "Application Information Package" before submitting your application.

## 5.2 WHEN AN APPLICATION TO THE ALC IS REQUIRED

Under the *Agricultural Land Commission Act* land owners are required to apply to:

1. Include land in the ALR
2. Exclude land from the ALR
3. Subdivide land within the ALR
4. Use land in the ALR for non-farm purposes
5. Place fill or remove soil for non-farm purposes

Each type of application requires a land owner to complete an ALC application which is reviewed by the City of Courtenay before review by the ALC. In all cases, the ALC makes the final decision.

## 5.3 APPLICATION PROCESS

Applications to the ALC are considered by Council and take approximately 8 – 12 weeks to process.

1. After receiving a complete application, the application is reviewed by the Planning Department (2 weeks)
2. If required, referrals are issued to other City departments and external agencies (4 weeks)
3. If required, referrals are returned to the applicant for outstanding issues to be addressed (2-4 weeks)
4. If required, a Public Information Meeting may be held (2 weeks)
5. The Planning Department prepares a report to Council (2 weeks)
6. A public hearing is set and the Planning Departments notifies all owners and occupants within 100 m of the subject property (2-4 weeks)
7. At a subsequent meeting, Council may approve, table or refuse the application and Council forwards its recommendation to the ALC.

## 5.4 APPLICATION REQUIREMENTS

- Completed ALC form "Application by Land Owner" or, in the case of placing fill or removing soil "Application for Non-farm Use to Place Fill or Remove Soil," including written authority for an agent to act on behalf of the registered owner
- In the case of an application to exclude land from the ALR a sign must be erected on the subject property. See Part 1.5 for sign requirements.
- In the case of an application to exclude land from the ALR proof of Notice of Application, including
  - An original copy of each advertisement in the local newspaper with the date of publication clearly noted
  - A copy of the letter distributed to adjacent properties including date of service and method of delivery
  - A photograph which clearly shows the sign posted on the property
  - Copies of all responses the applicant has received from the Notice of Application



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**DEVELOPMENT APPLICATION**

*See Development Application Procedure Bylaw No. 2459, 2006 for detailed requirements and process.*

**NOTE: All applications are required to complete Parts 1, 3 and 4 and the applicable section of Part 2. Drawings and technical information are required for all applications.**

**PART 1 - to be completed for all applications**

APPLICANT INFORMATION	DESCRIPTION OF PROPERTY
Name(s): _____	Civic address: _____
Address: _____	_____
City: _____ Postal Code: _____	Legal Description: _____
Phone: _____ Fax: _____	_____
E-mail: _____	_____
<b>If applicant is <u>NOT</u> the owner of property:</b>	
Owners Name: _____	Owner's phone/e-mail: _____
Owner's Address: _____	_____

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

**PART 2 – complete applicable section**

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

**DEVELOPMENT PERMIT**  Downtown  Commercial  Shopping Centre  Industrial  Multi-Res  Environmental

Describe project: \_\_\_\_\_

\_\_\_\_\_

**DEVELOPMENT VARIANCE PERMIT**  Zoning  Sign  Other

*(and development permit with variances)*

Bylaw & Section	Requirement	Proposed	Difference

**PART 3 - to be completed for all applications**

**SITE & BUILDING INFORMATION**

Current OCP Designation: \_\_\_\_\_ Current Zoning: \_\_\_\_\_  
Proposed Gross Floor Area: \_\_\_\_\_ Site Coverage (including building coverage): \_\_\_\_\_

**SITE REQUIREMENTS**

	<b>Required:</b>	<b>Proposed:</b>		<b>Required:</b>	<b>Proposed:</b>
Front setback:	_____	_____	Parking spaces:	_____	_____
Rear setback:	_____	_____	Loading spaces:	_____	_____
Side setback:	_____	_____	Handicapped spaces:	_____	_____
Side flanking street:	_____	_____	Landscaped area:	_____	_____
Building height:	_____	_____	Useable open space:	_____	_____

**PART 4**

**APPLICANT/AGENT AUTHORIZATION - Complete ONE of the following:**

**1. If the owners is applying personally:**

- (i) 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
- (ii) 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

\_\_\_\_\_  
Signature of Registered Owner

\_\_\_\_\_  
Date

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

- (i) I am the authorized agent of \_\_\_\_\_ who is the registered owner of the real property, legally described as: \_\_\_\_\_
- (ii) 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