



**City of Courtenay
Planning Services**

830 Cliffe Avenue
Courtenay, BC, V9N 2J7
Tel: 250.334.4441
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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: _____	_____
If applicant is <u>NOT</u> the owner of property:	
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

	Required:	Proposed:		Required:	Proposed:
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