

Alternative Public Information Mail Out Guide

Why am I required to provide the public my application information?

Applicants for Official Community Plan Amendments, Zoning Bylaw Amendments, Temporary Use Permits or Development Variance Permits are required to provide the public information prior to the application being considered by Council as set out in the *Development Procedures Bylaw*. The purpose is to provide an additional opportunity for the public to access information and to inquire about the proposal beyond that available through the standard application referral, and public hearing process. It also lets you gain general feedback from your neighbours regarding your proposal and gives you the opportunity to address any concerns prior to submitting your development proposal to Council.

How do I notify people?

The City will provide you with a list of addresses that you are required to contact. For Official Community Plan Amendments, Zoning Bylaw Amendments or Temporary Use Permits, you are required to notify property owners and tenants within 100 metres of your development site or a specified distance determined by the City. For Development Variance Permits, you are required to notify property owners and tenants within 30 metres of your development site or a specified distance determined by the City. These are the minimum distances required; you may wish to expand the notification radius.

The letter advising the owners and occupants of the properties (as specified above) of the development proposal must include the following information:

1. A detailed description of the proposal (must include address and map of the proposed development site)
2. The web link to the City's Development Applications Website where the application submission can be viewed.
Example: "View relevant documents on The City of Courtenay website www.courtenay.ca/devapptracker (search by file number or address)";
3. The applicant's phone number and email address;
4. A timeframe (minimum of two weeks from the date the letter is mailed) for when comments and questions can be directed to the applicant, Example:

Please return your Comments by:

Comments can be submitted to the City of Courtenay by one of the following methods:

- Drop your comment sheet off in the drop box located at the front entrance of the City of Courtenay or mail: City of Courtenay, Planning Services Department, 830 Cliffe Avenue, Courtenay BC V9N 2J7
- Email your comments to planning@courtenay.ca
- Fax your comments to 250-334-4241

After the meeting, what information do I need to submit to the City?

Applicants are required to submit a summary report of the mail out notification which includes the following information:

- a) Date of mail out;
- b) Number of comments received and by which means (email, mail and phone calls received);
- c) Information provided in the mail out; and
- d) A summary of questions raised /response and major discussion points.



How will the feedback from this process be used?

The input received will be reviewed by staff as part of the application process. Some of the feedback you receive may inform changes to your proposal or require additional information to be provided. Feedback received will be included in a staff report for Council's consideration of a permit or prior to consideration of 1st and 2nd reading of a bylaw amendment. It will also form part of the public record for your application.