



**CITY OF COURTENAY**  
**Development Services**

830 Cliffe Avenue  
 Courtenay, BC, V9N 2J7  
 Tel: 250-334-4441 Fax: 250-334-4241  
 Email: [planning@courtenay.ca](mailto:planning@courtenay.ca)

# ENVIRONMENTAL DEVELOPMENT PERMIT

## APPLICATION AND GUIDELINE COMPLIANCE CHECKLIST

The following checklist provides a quick reference list of required components of a complete application for Environmental Development Permit (EDP). It also contains a quick reference section on guidelines contained within Section 8.7 Environmental Development Permit Area of the City of Courtenay Official Community Plan No. 2387, 2005. Please make sure your application addresses the application requirements and guidelines listed as well as meets all application requirements listed in the City's Development Permit Application Form and Guidelines available on the City's website. Where an element of the development proposal does not comply with a guideline, a justification stating the divergence and the reason shall be made. A separate sheet may be used to provide comment. **Incomplete forms will result in application delays.**

**Please note** that there are a number of additional application requirements and guidelines for different types of Environmentally Sensitive Areas (ESA). All applications must fill out Sections 1 A & B, and may also be required to fill out Sections 2, 3, 4 and/or 5.

<b>Project Address:</b>	<b>Date:</b>
<b>Applicant:</b>	<b>Signature:</b>

**APPLICATION REQUIREMENTS To be filled out by applicant**

SECTION 1A: APPLICATION REQUIREMENTS FOR ALL EDP APPLICATIONS	Yes	No	Comment
1. Has a Registered Professional Biologist (RP Bio) been retained to advise on the application, including professional reports associated with it?	<input type="checkbox"/>	<input type="checkbox"/>	
2. Has an Environmental Impact Assessment (EIA) been submitted?	<input type="checkbox"/>	<input type="checkbox"/>	
3. Does the EIA contain information on both: a) the Ecological Inventory and Assessment of the property and development proposal, and b) Impact Assessment and Mitigation measures?	<input type="checkbox"/>	<input type="checkbox"/>	
4. Was the Terms of Reference of the EIA confirmed with staff prior to being undertaken?	<input type="checkbox"/>	<input type="checkbox"/>	
5. Have development/site plans that show the following information been submitted with the application: non-disturbance areas, erosion and sediment control measures, tree protection measures?	<input type="checkbox"/>	<input type="checkbox"/>	
6. Has an implementation-focused Construction Environmental Management Plan (CEMP) been submitted with the application? (Please confirm with staff if this is required).	<input type="checkbox"/>	<input type="checkbox"/>	
7. Does the application clearly outline what protection measures will be used to delineate and protect the non-disturbance zones outlined in the EIA and development/site plans, including the duration those protection measures shall be maintained, and who will be responsible for ensuring their maintenance until development activities have concluded?	<input type="checkbox"/>	<input type="checkbox"/>	
8. Where temporary fencing is required, does it meet the requirements of minimum height of 1.2m and supported by poles placed at 2.5m intervals? (If you are uncertain, please confirm with staff if temporary fencing is required).	<input type="checkbox"/>	<input type="checkbox"/>	

9. Where permanent fencing is required, does it meet the requirements of allowing for wildlife passage and including appropriate signage in order to prevent encroachment into the protected areas? (Please confirm with staff if permanent fencing is required).	<input type="checkbox"/>	<input type="checkbox"/>	
10. Are recommended timing windows for environmentally sensitive activities included as part of the implementation of the development?	<input type="checkbox"/>	<input type="checkbox"/>	
11. Does the EIA include information on compliance with Senior Government regulations?	<input type="checkbox"/>	<input type="checkbox"/>	
12. Is restoration/replanting/invasive species removal recommended?	<input type="checkbox"/>	<input type="checkbox"/>	
13. If yes to Number 12, have securities been submitted for the proposed works?	<input type="checkbox"/>	<input type="checkbox"/>	
14. Is an environmental monitoring strategy included in the EIA?	<input type="checkbox"/>	<input type="checkbox"/>	
15. Have environmental monitoring securities been submitted with the application? (Please confirm with staff if monitoring securities are required).	<input type="checkbox"/>	<input type="checkbox"/>	
<b>SECTION 1B: DEVELOPMENT PERMIT GUIDELINES FOR ALL EDP APPLICATIONS</b>	<b>Yes</b>	<b>No</b>	<b>Comment</b>
16. Has dedication of the ESA been considered by the applicant?	<input type="checkbox"/>	<input type="checkbox"/>	
17. Have opportunities for clustering development impact away from the ESA been considered?	<input type="checkbox"/>	<input type="checkbox"/>	
18. Has the applicant considered requesting variances to the zoning bylaw to minimize encroachment into the ESA such as setback reductions and parking requirement reductions?	<input type="checkbox"/>	<input type="checkbox"/>	
<b>SECTION 2: ADDITIONAL APPLICATION REQUIREMENTS AND GUIDELINES FOR DEVELOPING NEAR FRESHWATER ECOSYSTEMS</b>	<b>Yes</b>	<b>No</b>	<b>Comments</b>
19. Is the proposed riparian buffer 30 meters?	<input type="checkbox"/>	<input type="checkbox"/>	
20. Has a Riparian Area Assessment (RAA) been submitted to the Ministry of Environment and Fisheries Oceans Canada, and copied to the City?	<input type="checkbox"/>	<input type="checkbox"/>	
<b>SECTION 3: ADDITIONAL APPLICATION REQUIREMENTS AND GUIDELINES FOR DEVELOPING NEAR THE COURTENAY RIVER AND ESTUARY</b>	<b>Yes</b>	<b>No</b>	<b>Comments</b>
21. Is the proposed natural buffer 30 meters?	<input type="checkbox"/>	<input type="checkbox"/>	
22. If developing on the Courtenay River, are the Riparian Area Regulations applicable? (RP Bio to determine)	<input type="checkbox"/>	<input type="checkbox"/>	
23. Are restoration activities recommended?	<input type="checkbox"/>	<input type="checkbox"/>	
24. If yes to Number 23, have securities for restoration activities been submitted?	<input type="checkbox"/>	<input type="checkbox"/>	
25. Is there opportunity for public access?	<input type="checkbox"/>	<input type="checkbox"/>	
26. Have shoreline scenic or aesthetic qualities derived from natural or cultural features been identified on site?	<input type="checkbox"/>	<input type="checkbox"/>	
27. If yes to Number 26, have they been preserved in the development proposal?	<input type="checkbox"/>	<input type="checkbox"/>	
28. Is the Green Shores Coastal Development Rating System used to inform the development?	<input type="checkbox"/>	<input type="checkbox"/>	

<b>SECTION 4: ADDITIONAL APPLICATION REQUIREMENTS AND GUIDELINES FOR DEVELOPING NEAR RAPTOR AND GREAT BLUE HERON NESTS</b>	<b>Yes</b>	<b>No</b>	<b>Comments</b>
29. Is the recommended buffer distance (Section 6.3.1 of the EDP section of the OCP) included in the development proposal?	<input type="checkbox"/>	<input type="checkbox"/>	
30. Are any perch trees identified on the property?	<input type="checkbox"/>	<input type="checkbox"/>	
31. If yes to Number 30, are they identified as non-disturbance areas on the development plans?	<input type="checkbox"/>	<input type="checkbox"/>	
32. If no to Number 30, are any trees identified on site that may be suitable for perching, with modification to the tree?	<input type="checkbox"/>	<input type="checkbox"/>	
33. Will the work occur during the breeding season?	<input type="checkbox"/>	<input type="checkbox"/>	
34. If yes to Number 33, are the recommended breeding season 'quiet' buffers included in the development plans?	<input type="checkbox"/>	<input type="checkbox"/>	
<b>SECTION 5: ADDITIONAL APPLICATION REQUIREMENTS AND GUIDELINES FOR DEVELOPING NEAR HAZARDOUS CONDITIONS</b>	<b>Yes</b>	<b>No</b>	<b>Comments</b>
35. For slopes greater than 30%, has a report prepared by a professional geotechnical engineer been submitted?	<input type="checkbox"/>	<input type="checkbox"/>	
36. For development within the Floodplain, are conditions from the Courtenay Floodplain Management Bylaw No.1743 adhered to?	<input type="checkbox"/>	<input type="checkbox"/>	