



CITY OF COURTENAY

Planning Services
830 Cliffe Avenue
Courtenay, BC V9N 2J7
Tel: 250-334-4441 Fax: 250-334-4241
Email: planning@courtenay.ca

DEVELOPMENT PERMIT APPLICATION GUIDELINES

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.

DEVELOPMENT PERMIT AREAS ESTABLISHED WITHIN THE CITY OF COURTENAY

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| <ul style="list-style-type: none"> • Downtown • Commercial • Shopping Centres • Industrial | <ul style="list-style-type: none"> • Duplex, Carriage House & Secondary Suite • Multi-Residential • Intensive Residential | <ul style="list-style-type: none"> • Old Orchard & Area • South Courtenay • Environmental |
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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.

WITHIN A DEVELOPMENT PERMIT AREA, A PERMIT IS REQUIRED FOR THE FOLLOWING

- 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
- *Unless exempted under one of the conditions in the following section.**

A DEVELOPMENT PERMIT IS NOT REQUIRED FOR THE FOLLOWING

- Subdivision involving three or less lots (unless located within an *Environmental Development Permit Area*)
- Construction of, addition to or alteration of an existing building that is less than 25% of the existing floor area (to a maximum of 200 m²) or a change to the exterior of the building on any one side is less than 25% of the building face (unless located within an *Environmental Development Permit Area*)
- Replacing windows or a roof
- Painting the exterior of a building
- Constructing a fence (unless located within an *Environmental Development Permit Area*)

APPLICATION PROCESS

Development Permits are considered by Council or the Director of Development Services. For information on which applications can be considered by the Director of Development Services, see Section 15 of the *Development Application Procedure Bylaw No. 2790, 2014*. For most applications, the process is as follows (please note that these time frames are approximate and that more complex applications can take up to 12 months or longer):

1. Applicant is encouraged to arrange a pre-application meeting pursuant to Section 17 of *Development Application Procedure Bylaw No. 2790, 2014*
2. After receiving a complete application, the application is reviewed by the Planning Department (2-4 weeks)
3. Referrals are issued to other City departments and external agencies (4 weeks)
4. The applicant will conduct a Public Information Meeting if the application includes a variance
5. Referrals are returned to the applicant for outstanding issues to be addressed (2-4 weeks)
6. The Planning Department prepares a report to Council or a memo to the Director of Development Services (2 weeks)
7. Council or the Director of Development Services considers the application and may issue, table or refuse the permit or direct that a public meeting be held
8. If the application is approved a notice will be placed on the property Title referencing the permit

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.



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DEVELOPMENT PERMIT APPLICATION

BEFORE SUBMITTING YOUR APPLICATION IT IS IMPORTANT TO NOTE THE FOLLOWING:

1. Incomplete applications will be returned to the applicant;
2. 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;
3. 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;
4. Applications that are inactive for a period of 6 months or more may be closed at the discretion of the City.

APPLICANT INFORMATION		DESCRIPTION OF PROPERTY
Business Name:		Civic Address:
Contact Name:		
Address:		
City:	Postal:	Legal Description:
Tel:	Fax:	
Email:		

IF APPLICANT IS NOT THE OWNER OF THE PROPERTY

Owner's Name(s):	Tel:
Address:	Email:

DEVELOPMENT PERMIT REQUIRED FOR (SELECT APPLICABLE FROM THE FOLLOWING)

<input type="checkbox"/> DOWNTOWN	<input type="checkbox"/> COMMERCIAL	<input type="checkbox"/> DUPLEX/CARRIAGE/SECONDARY
<input type="checkbox"/> ENVIRONMENTAL	<input type="checkbox"/> INDUSTRIAL	<input type="checkbox"/> INTENSIVE RESIDENTIAL
<input type="checkbox"/> MULTI RESIDENTIAL	<input type="checkbox"/> OLD ORCHARD & AREA	<input type="checkbox"/> SOUTH COURTENAY
<input type="checkbox"/> SHOPPING CENTRE	<input type="checkbox"/> AMENDMENT TO DP	<input type="checkbox"/> EXTEND EXISTING DP

BRIEF PROJECT DESCRIPTION

SITE & BUILDING INFORMATION

CURRENT OCP DESIGNATION:	CURRENT ZONING:
PROPOSED GROSS FLOOR AREA:	SITE COVERAGE (INCLUDING BUILDING COVERAGE):

SITE INFORMATION

	REQUIRED	PROPOSED		REQUIRED	PROPOSED
FRONT SETBACK			PARKING SPACES		
REAR SETBACK			LOADING SPACES		
SIDE SETBACK			LANDSCAPED AREA		
SIDE FLANKING STREET			USABLE OPEN SPACE		
BUILDING HEIGHT			FENCE HEIGHT		
LANDSCAPE SETBACKS					

PROPOSED VARIANCES (IF REQUIRED)

Zoning Sign Other

BYLAW & SECTION	REQUIREMENT	PROPOSED	DIFFERENCE

APPLICANT/AGENT AUTHORIZATION

Complete ONE of the following:

IF THE OWNER IS APPLYING PERSONALLY:

- a. 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
- b. I hereby agree to indemnify and save 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:

Signature of Registered Owner:

Date:

IF AN AGENT IS APPLYING ON BEHALF OF THE OWNER:

a. I am the authorized agent of _____ who is the registered owner of the real property, legally described as: _____

b. 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:

Signature of Registered Owner:

Date:

This checklist outlines the mandatory requirements for a complete submission. Please ensure you have included all required documentation and drawings or your application will not be processed. Please note that further submission materials may be required during application processing.

REQUIRED SUBMISSIONS

- | | |
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| <input type="checkbox"/> | Completed Application signed by the registered owners, or written authority for an agent to act on behalf of the owner and written Strata Council approval (if applicable) |
| <input type="checkbox"/> | Certificate of Title * dated no more than 5 business days prior to the date of the application
* Copy of Certificate of Title shall also include copies of any easements and covenants (this information is available from the Land Title Office). |
| <input type="checkbox"/> | Application Fee |
| <input type="checkbox"/> | BC Land Surveyors sketch plan in metric including any existing buildings on the property in relation to legal property boundaries and showing proposed variances |
| <input type="checkbox"/> | Site Profile for Contaminated Sites |
| <input type="checkbox"/> | Written statement on conformance to <i>Sustainability Evaluation Checklist</i> |
| <input type="checkbox"/> | Written statement on conformance to the <i>Affordable Housing Policy</i> |
| <input type="checkbox"/> | Written summary, including a description of the proposed development and reasons/rationale for the proposal. The written summary must include a completed "The written summary must explain how the proposal complies with the applicable development permit guidelines. When an element of the proposal does not comply with a guideline a justification stating the divergence and the reason shall be included" |
| <input type="checkbox"/> | Electronic submissions of all drawings (must be in PDF format) |

ARCHITECTURAL SUBMISSIONS

See Schedule 8 of Development Application Procedure Bylaw No. 2790, 2014 for detailed information

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| <input type="checkbox"/> | <p>Three copies of professionally drawn Architectural Submissions (one large copy, one reduced color 11 x 17 copy and one electronic/pdf copy) and must include the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Location Map <input type="checkbox"/> Elevations, sections, floor plans (and roof plans where requested) <input type="checkbox"/> North arrow and drawing scales <input type="checkbox"/> Dimensions, in metric or metric conversions, for all elevations and site plans <input type="checkbox"/> Geodetic elevation <input type="checkbox"/> Comprehensive building site layout <input type="checkbox"/> Exterior building materials and colours <input type="checkbox"/> Zoning bylaw compliance <input type="checkbox"/> Parking lot layout in accordance with City standards, including bicycle parking <input type="checkbox"/> Waste and recycling storage and pickup areas, for commercial, institutional, industrial and multi-residential <input type="checkbox"/> Vehicle/pedestrian circulation and turning radius for delivery and emergency vehicles including waste and recycling pick up services <input type="checkbox"/> Road widening <input type="checkbox"/> Fire hydrant locations <input type="checkbox"/> Open space <input type="checkbox"/> All watercourses and riparian areas, trees to be retained and any other sensitive environmental features including required setback areas <input type="checkbox"/> For applications within a Tree Management and Protection area, location of all existing trees greater than 20cm DBH shall also be included |
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LANDSCAPING SUBMISSIONS

These requirements will vary depending on the nature of the application. Please discuss these requirements with Planning staff prior to submission. See *Schedule 9 of Development Application Procedure Bylaw No. 2790, 2014* for detailed information.

- Three copies of professionally drawn Landscape Submissions (one large copy, one reduced color 11 x 17 copy and one electronic/pdf copy) and must include the following:
 - Location of existing trees 20 cm calliper and greater and proposed methods of preservation for trees to be retained
 - All watercourses, riparian areas and all sensitive environmental features including required setback areas
 - Property lines, surrounding streets, limit of contract lines, setbacks, easements
 - Existing site features, retention/preservation areas
 - Vehicular and pedestrian paving, planting, fencing and landscape structures
 - Location of all engineering services (overhead, underground, light standards, etc) which may affect landscaping
 - Adjacent landscape/development features, where applicable
 - Indication of all plant material and landscaping features at installed sizes, accurate location and spacing and dimensions of planting areas in **metric**
 - Underground irrigation system plan showing water source, type and details of the irrigation system
 - Plant list naming all recommended plant material and size specification, location, spacing and dimensions
 - Area of site to be landscaped in **metric**
 - Include references to the most recent BCSLA/BCNTA landscape standard for all landscape construction
 - Minimum soil depths for planting
 - Detailed Landscape and maintenance specifications
- Detailed landscaping cost estimate itemizing quantities, areas, sizes, equipment and labour costs, including supervision, monitoring and approvals, required for the total cost of the construction of the plan, including plant material, fencing, sidewalks, decorative paving areas, retaining walls, recreation equipment, and irrigation system where applicable. For phased projects, a detailed landscape cost estimate which indicates the area and work to be undertaken for each phase must be provided

ADDITIONAL STUDIES

The following studies may be required to support your application. Please contact Planning and or Engineering staff prior to submission. See *Part 6 of Development Application Procedure Bylaw No. 2790, 2014* for detailed information.

<input type="checkbox"/> Environmental Impact Assessment including Environmentally Sensitive Features	<input type="checkbox"/> Acoustical Impact Study
<input type="checkbox"/> Construction and Environmental Management Plan	<input type="checkbox"/> Hydrological Study including Groundwater Management Assessment
<input type="checkbox"/> Tree Assessment Study including Wind Study	<input type="checkbox"/> Stormwater Management and Drainage Study
<input type="checkbox"/> Geotechnical Study	<input type="checkbox"/> Soil Agrology Study
<input type="checkbox"/> Transportation and Traffic Impact Study	<input type="checkbox"/> Greenhouse Gas emission profile
<input type="checkbox"/> Site Access and Servicing including Municipal Infrastructure Impacts	<input type="checkbox"/> Wildfire Hazard Assessment
<input type="checkbox"/> Demand for Local Community Service Study	<input type="checkbox"/> Archaeological Assessment
<input type="checkbox"/> Visual Impact Study	<input type="checkbox"/> Other Studies as Deemed Necessary