



**CITY OF COURTENAY**  
 Development Services  
 830 Cliffe Avenue  
 Courtenay, BC V9N 2J7  
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# DEVELOPMENT PERMIT APPLICATION INFORMATION

The *Local Government Act* gives Council the authority to designate areas of, and uses within, the City as Development Permit Areas (DPA) and to establish guidelines to inform development proposals. In general, these guidelines aim to (where applicable) protect the environment and farming, protect from hazardous conditions, and guide the form and character of commercial, industrial, multi-residential, mixed-use, and intensive residential development. This can include aspects such as siting and massing, landscaping, screening, lighting and signage, parking, etc. More than one DPA may apply and applicants must conform to all relevant DPA guidelines. Information on the DPAs including maps and guidelines available at: [www.courtenay.ca/DPA](http://www.courtenay.ca/DPA)

## DEVELOPMENT PERMIT AREAS (DPA) ESTABLISHED WITHIN THE CITY OF COURTENAY

**DPA-1: Form & Character:** Commercial, Industrial, Mixed-use & Multi-residential with 3+ units (There are specific guidelines within this category for the Downtown, Old Orchard, & Terminal Addition neighbourhoods)

**DPA-2: Form & Character:** Intensive Residential for Duplexes, Detached Secondary Residences, Heritage Neighbourhoods, Bare Land Strata and Mobile Home Developments (There are specific guidelines within this category for the Old Orchard, Terminal Addition, and 40 Houses Heritage neighbourhoods)

**DPA-3: Farm Protection**      **DPA-4: Environmental**      **DPA-5: Hazardous Conditions – Steep Slopes**

## 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\*

<ul style="list-style-type: none"> <li>• Institutional uses;</li> <li>• Normal Farm Practices;</li> <li>• Painting the exterior of a building;</li> <li>• Replacing windows;</li> <li>• Constructing a roof*;</li> <li>• Constructing a fence*;</li> </ul>	<ul style="list-style-type: none"> <li>• Minor alterations to an existing building that do not:*             <ul style="list-style-type: none"> <li>- Increase site coverage more than 25% of the approved coverage;</li> <li>- Alter more than 25% of the existing floor area (to a maximum of 200 m<sup>2</sup>);</li> <li>- Change the exterior of the building on any one side more than 25%.</li> </ul> </li> </ul>	<p>* In or near environmentally sensitive areas, Environmental DPAs are often required even if a form &amp; character permit is not required. Access the Environmental DPA exemptions and guidelines at: <a href="http://www.courtenay.ca/DPA">www.courtenay.ca/DPA</a></p>
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## APPLICATION PROCESS

Development Permits (DPs) are approved by the Director of Development Services.

The ***Development Procedure Bylaw No. 3106, 2023*** provides more detailed information to the general application process identified below. Please note that listed 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;
2. After receiving a complete application, the application is reviewed by Planning Department staff (2-4 weeks);
3. Referrals are issued to other City departments and external agencies (4 weeks);
4. If the application includes a variance, the applicant may require a *community information meeting*.
5. Referral comments are returned to the applicant for outstanding issues to be addressed (2-4 weeks);
6. Staff prepares a report to the DP approval authority (2 weeks);
7. The DP approval authority considers the application and may issue, table, or refuse the permit or direct that a *community information 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 24 months.**



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# DEVELOPMENT PERMIT APPLICATION FORM

**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.
5. **The City may distribute and publicize a report containing development approval information pertaining to this application.**

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 ALL APPLICABLE FROM THE FOLLOWING)**

<input type="checkbox"/> <b>DPA-1:</b> Commercial, Industrial, Mixed-use, Multi-residential	<input type="checkbox"/> Is the DPA-1 project in the downtown?	<input type="checkbox"/> Is the DPA-1 project in the Old Orchard or Terminal Addition Neighbourhood?
<input type="checkbox"/> <b>DPA-2:</b> Intensive Residential including Bare Land Strata	<input type="checkbox"/> Is the DPA-1 project in the Old Orchard or Terminal Addition Neighbourhood?	<input type="checkbox"/> Is the DPA-2 project in the 40 Houses Neighbourhood?
<input type="checkbox"/> <b>DPA-3:</b> Farm Protection	<input type="checkbox"/> <b>DPA-4:</b> Environmental*	<input type="checkbox"/> <b>DPA-5:</b> Steep Slopes
<input type="checkbox"/> Amendment to an Existing DP	<input type="checkbox"/> Extend an Existing DP	

\*K'ómoks First Nation (KFN) has enacted a Cultural Heritage Investigation Permit (CHIP), which is required for development works within a certain proximity of watercourses and all areas having a high archeological potential. Where applicable, staff and Council advise applicants to contact KFN directly to learn if a CHIP is required. The CHIP is administered by KFN. For more information contact the KFN administrative office at 250-339-4545 extension 112, or visit <https://komoks.ca/department/lands-program/>. Please indicate if you have contacted KFN.

YES	NO
<input type="checkbox"/>	<input type="checkbox"/>

\*Where applicable, staff and Council encourage applicants to work with the Comox Valley Conservation Partnership ([referrals@cvlandtrust.ca](mailto:referrals@cvlandtrust.ca)) early in the design stages of a project to obtain valuable feedback on design options that could help mitigate, improve or adapt to environmental conditions of the development site. Please indicate if you have contacted them.

YES	NO
<input type="checkbox"/>	<input type="checkbox"/>

**PROJECT DESCRIPTION**

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**SITE & BUILDING INFORMATION**

<b>CURRENT OCP DESIGNATION:</b>	<b>CURRENT ZONING:</b>
<b>PROPOSED GROSS FLOOR AREA:</b>	<b>LOT COVERAGE (INCLUDING BUILDING COVERAGE):</b>

**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)**

BYLAW & SECTION	<i>Zoning</i>		DIFFERENCE
	<i>Sign</i>	<i>Other</i>	
	REQUIREMENT	PROPOSED	

**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: PROVIDE AGENT AUTHORIZATION FORM**

- 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:**

**These checklists outline the requirements for a complete application 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

	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).
	Certificate of Title * dated no more than 30 days prior to the date of the application * <b>Copy of Certificate of Title shall also include copies of any easements and covenants (this information is available from the Land Title Office).</b>
	Application Fee.
	BC Land Surveyors sketch plan in <b>metric</b> including any existing buildings on the property in relation to legal property boundaries and showing proposed variances.
	Site Disclosure Statement for Contaminated Sites.
	Separate written summary including a description of the proposed development and reasons/rationale for the proposal. 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.
	Electronic submissions of all drawings (must be in PDF format).

### ARCHITECTURAL SUBMISSIONS

\*These requirement may vary depending on the nature of the application. Please discuss these requirement with planning staff prior to submission.

Electronic (PDF) copy of professionally drawn Architectural Submissions including the following:

- Location Map, including north arrow and drawing scales for all drawings;
- Elevations, sections, floor plans (and roof plans where requested);
- Dimensions, in metric or metric conversions, for all elevations and site plans;
- Geodetic elevation;
- Comprehensive building site layout;
- Exterior building materials and colours;
- Zoning bylaw compliance;
- Parking lot layout in accordance with City standards, including bicycle parking;
- Waste and recycling storage and pickup areas, for commercial, institutional, industrial, multi-residential, and mixed-uses;
- Vehicle/pedestrian circulation and turning radius for delivery and emergency vehicles including waste and recycling pick up services;
- Road widening;
- Fire hydrant locations;
- Open space; and,
- All watercourses and riparian areas, trees to be retained in conformance with *Tree Protection and Management Bylaw No. 2850, 2017*, and any other environmentally sensitive areas including required setbacks.

## LANDSCAPING SUBMISSIONS

**These requirements will vary depending on the nature of the application. Please discuss these requirements with Development Services staff prior to submission.**

Electronic (PDF) copy of professionally drawn Landscape Submissions in metric including the following:

- Property lines, surrounding streets, limit of contract lines, setbacks, easements;
- All watercourses, riparian areas, and environmentally sensitive areas including required setback areas;
- Any other notable site features including retention/preservation areas;
- Conformance with the *Tree Protection and Management Bylaw No. 2850, 2017* which requires that 50 trees per hectare be included. Properties over 4000m<sup>2</sup> in size shall include *existing* tree retention where possible. Drawings must identify proposed methods of preservation for trees to be retained;
- Vehicular and pedestrian paving, planting, fencing, and landscape structures including dimensions;
- Location of all engineering services (overhead, underground, light standards, etc) which may affect landscaping;
- Adjacent landscape/development features, where applicable;
- Area of site to be landscaped and all plant material and landscaping features at installed sizes, accurate location, spacing, minimum soil depths for planting;
- 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;
- Include references to the most recent BCSLA/BCNTA landscape standard for all landscape construction;
- 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. This includes plant material, fencing, sidewalks, decorative paving areas, retaining walls, recreation equipment, and irrigation system where applicable. For phased projects, detailed information for each phase must be provided.

## CIVIL INFRASTRUCTURE (DEVELOPMENT ENGINEERING) SERVING SUBMISSIONS

**Complete Detailed Design drawing are not required at time of Development Permit (DP) application – however prior to approval of the DP applicants are required to have submitted Civil Infrastructure design drawings and the drawings will need to have been reviewed, revised as necessary and approved. For more detailed information on how to prepare these submissions, see the Specifications for Development Engineering Drawings document available online. For any questions or to review site specific submittal requirements please contact Development Services staff.**

A Site Servicing Report and/or Design Narrative with initial submission of construction drawings to inform of relevant design criteria that govern the submission.

Electronic (PDF) copy of professionally drawn development engineering submissions, including the following:

- Overall Servicing, Road, Water, Sanitary, and Storm Sewer Plans and Profiles;
- Lot Grading Plan;
- Typical Cross-Sections;
- Curb Return Details;
- Street lighting Plans;
- Signage and Line Painting Plans;
- Third Party Private Utility Coordination Plans;
- Erosion and Sediment Control Plans;
- Street Tree Plans.

### ADDITIONAL STUDIES

The following studies may be required to support your application. Please contact Development Services staff prior to submission.

Archaeological Impact Assessment	Acoustical Impact Study
Environmental Impact Assessment of Environmentally Sensitive Areas	Visual Impact, View Corridors, Solar Orientation, and Shadow Impacts Studies
Urban Forest and/or Tree Assessments including Wind Study	Housing Affordability Assessment
Geotechnical Study including Slope Stability and/or Flooding	Soil Agrology Study
Traffic Impact and Transportation Demand Management Studies	Greenhouse Gas emission profile and/or electricity demand study
Hydrological Study including Groundwater Management Assessment	Wildfire Hazard Assessment
Demand for Local Community Service Study	Construction and Environmental Management Plan
Universal Accessibility Study	Other Studies as Deemed Necessary