

Pre-application meeting preparation guide

<https://www.courtenay.ca/pre-app>

What is a pre-application meeting?

A pre-application meeting helps you understand what is required before you submit a formal application. City staff will identify potential issues, confirm required applications, and explain next steps. Not all applications require a pre-application meeting.

When is a pre-application meeting required?

A meeting is typically required for:

- Official community plan amendment
- Zoning amendment
- Subdivision
- Development permit (DPA-1 large buildings)
- Development permit (DPA-2 form and character)
- Development permit (DPA-3 farm protection)
- Development permit (DPA-4 environmental)
- Development permit (DPA-5 hazardous conditions – steep slopes)
- Development variance permit (minor or major)

If you are unsure whether your project requires a meeting, contact development services before applying.

Before you request a meeting

To make the meeting productive, please prepare the following information.

Required information

Submit the materials below in PDF format at least one week before the meeting.

- Proposed application type
- Civic address and legal description
- Owner or strata authorization, if applicable
- Current land survey prepared by a certified surveyor
- Preliminary site plan
- Development permit compliance checklist, if applicable
- Written summary of the proposal
- List of questions for staff

Incomplete materials may delay scheduling.

Helpful but not required

Providing additional information allows staff to give more detailed feedback.

- Recent title search, including registered charges
 - Site disclosure statement, if applicable
 - Preliminary architectural drawings
 - Preliminary landscape concept
 - Preliminary civil or servicing concept
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During the meeting

Be prepared to describe:

- What you are proposing
- How the proposal complies with zoning and other applicable bylaws
- Known site constraints such as environmental areas, slopes, access, or servicing

Staff will:

- Identify applicable policies and bylaws
- Confirm submission requirements
- Outline potential technical studies
- Confirm if your project is eligible for the Downtown Revitalization Tax Exemption:
<https://www.courtenay.ca/RTE>
- Explain next steps and timelines

Pre-application meetings are advisory only. They do not guarantee approval.

After the meeting

- Staff will provide written meeting notes summarizing key points and next steps.
- Notes are typically issued within one week.
- You may be advised to revise materials before submitting a formal application.