

File No.

**Property information** (Refer to your tax assessment notice or certificate of title.)

Legal description	
Civic address	
PID	BC Assessment roll No.

**Application type** (If more than one application is needed, check the additional applicable boxes.)

<b>Bylaw amendment</b>		
<input type="checkbox"/> Official community plan	<input type="checkbox"/> Zoning bylaw (i.e., rezoning)	
<b>Development permit</b>		
<input type="checkbox"/> Coastal	<input type="checkbox"/> Eagle Nest	<input type="checkbox"/> Blue Heron Nest
<input type="checkbox"/> Freshwater	<input type="checkbox"/> Steep Slopes (Hazardous Conditions)	<input type="checkbox"/> Farm Land Protection
<input type="checkbox"/> Mt. Washington mixed use development	<input type="checkbox"/> Union Bay Tourism Highway Commercial	<input type="checkbox"/> Kensington Comprehensive Development
<input type="checkbox"/> Commercial and Industrial (Form & Character)		
<b>Variance</b>		
<input type="checkbox"/> Development variance permit	<input type="checkbox"/> Board of variance	
<b>Others</b>		
<input type="checkbox"/> Temporary use permit	<input type="checkbox"/> Site specific amendment to floodplain	<input type="checkbox"/> Strata conversion
<input type="checkbox"/> Home occupation, bed and breakfast...	<input type="checkbox"/> Temporary occup. of additional dwelling	<input type="checkbox"/> Property information request

**Owner information**

Name(s)	Company	
Mailing address	City	
	Province	Postal code
Phone(s)	Email	

**Applicant information** (If the applicant is not the owner(s), complete this and the agent authorization sections. All communication will be forwarded to the applicant only.)

Name(s)	Company	
Mailing address	City	
	Province	Postal code
Phone(s)	Email	

**Agent authorization** (Complete only if the applicant is not the owner(s).)

I/we, (owner's name)

declare that I am/we are the property owner(s) noted on this form, and hereby authorize

(agent's name)

to act as agent in the matter of this/these application(s).

Owner's name 1

Signature

Owner's name 2

Signature

All owners shown on the certificate of title must sign. Attach a separate page with additional signatures.

**Development proposal** (Describe the present and intended uses, and reasons for proposal. Attach additional pages if needed.)

**Notice of collection of personal information**

Personal information on this application form is collected for the administration, enforcement and processing of this application. The personal information is collected under the authority of the *Freedom of Information and Protection of Privacy Act* (FIPPA), *Local Government Act* and CVRD bylaws. All documentation, drawings, plans and information submitted in support of this application can be made available for public inspection pursuant to the FIPPA. For questions about the collection of personal information, please contact the corporate legislative officer at 770 Harmston Avenue, Courtenay BC V9N 0G8 or at 250-334-6070.

## Declaration

I, the undersigned, have attached the required documentation, as noted on the submission checklist, along with the required application fee and hereby agree to submit further information deemed necessary for processing this application. I hereby certify that the documentation and information provided with respect to this application is full and complete<sup>1</sup> and is, to the best of my knowledge, a true statement of the facts related to this application. Lastly, I hereby acknowledge that an incomplete application will not be processed and will be returned to me, and that any fees paid are non-refundable except as noted in the Planning Procedures and Fees Bylaw.

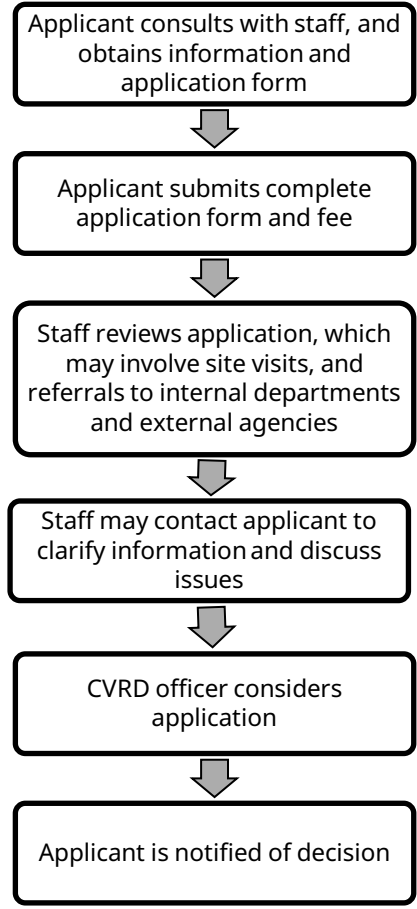
Signature	Date
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<sup>1</sup> A complete application includes: application form properly filled out and all fees paid; plans and supporting information compiled by applicant into a complete, required set; compliance with existing development agreements on certificates of title and conditions of previous planning approvals; identification of existing easements and rights-of-way. Incomplete applications will not be processed and will be returned.

## Office use

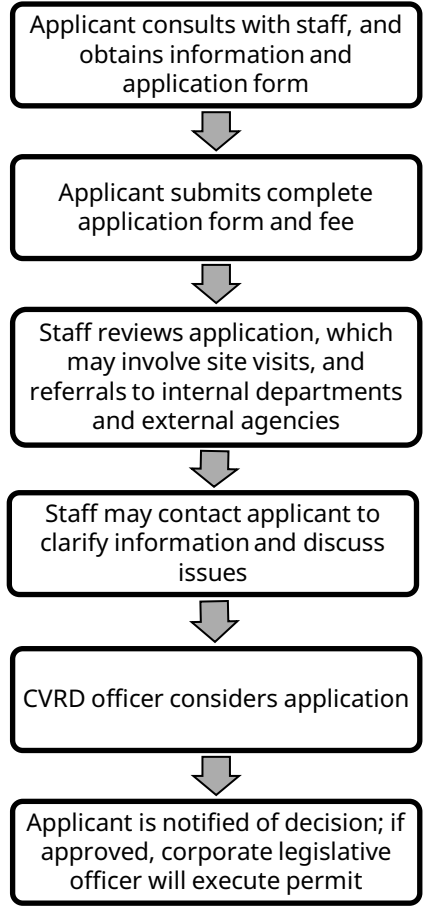
<b>PSR</b>	Date received	Received by
	Fee \$	Security deposit \$
<b>Planning staff</b>	Date assigned	Assigned to

**Generalized process for a home occupation / domestic industrial use application<sup>2</sup>**



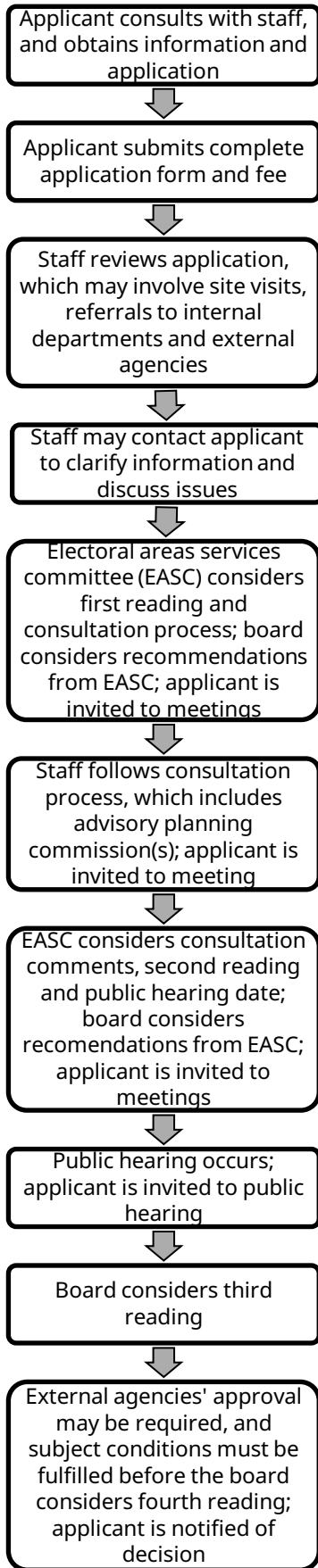
**Generalized process for a DP application that requires CVRD officer consideration**

(e.g., coastal, freshwater, eagle nest trees, heron nest sites, and steep slopes)<sup>2</sup>



<sup>2</sup> These processes are simplified for illustrative purposes only.

**Generalized process for an OCP amendment or zoning bylaw amendment application<sup>2</sup>**



**Generalized process for a DP application that requires board consideration or a development variance permit application<sup>2</sup>**



<sup>2</sup> These processes are simplified for illustrative purposes only.