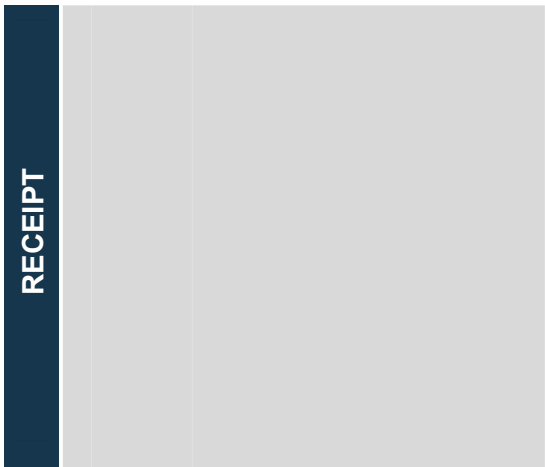




# DEVELOPMENT APPLICATION FORM



Development Services Department  
301 St. Ann's Road,  
Campbell River, BC, V9W 4C7  
Tel: 250-286-5725 Fax: 250-286-5761  
Email: [planning@campbellriver.ca](mailto:planning@campbellriver.ca)  
Website: [campbellriver.ca](http://campbellriver.ca)

## 1. APPLICATION TYPE(S)

Select all application types being applied for

Major Development Permit (MJP)

- General Form, Character & Performance
  - Multi-Family Residential (10 or more dwelling units)
  - Commercial (greater than 92.9 m<sup>2</sup>)
  - Industrial (greater than 92.9 m<sup>2</sup>)
  - Manufactured Home Parks & Subdivisions of 10 or more dwelling units with an average lot size of less than 450 m<sup>2</sup>
- With Variance (MJV)
- Community Energy & Emissions

Minor Development Permit (MIP)

- General Form, Character & Performance
  - Multi-Family Residential (3-9 dwelling units)
  - Commercial & Industrial (less than 92.9 m<sup>2</sup>)
  - Manufactured Home Parks & Subdivisions of less than 10 dwelling units with an average lot size of less than 450 m<sup>2</sup>
- Community Energy & Emissions (3-9 dwelling units)
- Comprehensive Environmental (outside UCB)
- Bald Eagle Tree
- Streamside Protection
- Campbell River Estuary
- Foreshore (outside Campbell River Estuary)
- Drinking Watershed
- Hazardous Conditions – Steep Slopes
- Hazardous Conditions – Flood Hazard
- Interface Fire Hazard

Development Variance Permit (DVP)

Board of Variance (BOV)

Official Community Plan Amendment

Concurrent with Zoning Bylaw Amendment

Current OCP Designation: \_\_\_\_\_

Proposed OCP Designation: \_\_\_\_\_

**Zoning Bylaw Amendment (ZON)**

**Map Amendment**

(if changing the zoning on your property)

**Text Amendment**

(if changing the wording of the zoning bylaw)

Current Zoning: \_\_\_\_\_

Proposed Zoning: \_\_\_\_\_

**Subdivision (Preliminary Review)**

**Please note:** A separate application must be submitted for Final Subdivision Approval.

**Fee-Simple Subdivision (SUB)**

Total No. of Lots in proposed Subdivision: \_\_\_\_\_

**Bare Land Strata Subdivision (STR)**

Total No. of Lots in proposed Subdivision: \_\_\_\_\_

**Minor Lot Line Adjustment**

**Strata Conversion**

No. of Strata Units: \_\_\_\_\_

**Other (please specify):** \_\_\_\_\_

**Discharge/Modify a Charge on Title**

**Liquor Licence (LL)**

**New Liquor Licence**

**Relocation of Liquor Licence**

**Change of Operating Hours**

**Lounge or Special Event Endorsements**

**Increase Occupant Load/Structural Change**

**Cannabis Licence (CAN)**

**New Non-Medical Cannabis Retail Store Licence**

**Change to existing Non-Medical Cannabis Retail Store Licence**

**Temporary Use Permit (TUP)**

**Telecommunications Tower (REF)**

**Agricultural Land Commission (ALR)**

**Non-Adhering Residential Use**

**Non-Farm Use**

**Subdivision**

**Inclusion**

**Exclusion**

**Latecomer Agreement**

**New Conceptual Development Plan**

**2. PROPERTY(IES)** *List ALL properties involved. If insufficient space, please attach a separate sheet.*

Civic Address: \_\_\_\_\_

Parcel Identifier (PID): \_\_\_\_\_

Legal Description: \_\_\_\_\_  
\_\_\_\_\_

Civic Address: \_\_\_\_\_

Parcel Identifier (PID): \_\_\_\_\_

Legal Description: \_\_\_\_\_  
\_\_\_\_\_

Civic Address: \_\_\_\_\_

Parcel Identifier (PID): \_\_\_\_\_

Legal Description: \_\_\_\_\_  
\_\_\_\_\_

Civic Address: \_\_\_\_\_

Parcel Identifier (PID): \_\_\_\_\_

Legal Description: \_\_\_\_\_  
\_\_\_\_\_

Civic Address: \_\_\_\_\_

Parcel Identifier (PID): \_\_\_\_\_

Legal Description: \_\_\_\_\_  
\_\_\_\_\_

Civic Address: \_\_\_\_\_

Parcel Identifier (PID): \_\_\_\_\_

Legal Description: \_\_\_\_\_  
\_\_\_\_\_

### 3. REGISTERED PROPERTY OWNER(S)

List all registered property owners as they appear on title or as they appear on the registered copy of the Form A Freehold Transfer. (If insufficient space, please attach a separate sheet.)

- a.  If the registered property owner(s) is/are **individual person(s)**, please complete the signature block below:

<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Signature of Registered Owner	<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Signature of Registered Owner
Print Name: _____	Print Name: _____
Address: _____	Address: _____
_____	_____
Phone: _____	Phone: _____
Email: _____	Email: _____

- b.  If the registered property owner is an **Incorporated Company, Registered Society or Not for Profit Organization**, please complete the signature block below and attach a **BC Company Summary**.  
 If more than one Company/Society, attach additional completed pages with required signatures.  
 By signing, you confirm that you are an authorized signatory of the company. Proof must be provided at time of application.

\_\_\_\_\_  
 Name of Corporation/Society/Organization  
 By its Authorized Signatory(ies)

<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Signature of Witness	<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Signature of Authorized Signatory
Print Name: _____	Print Name: _____
Phone: _____	Date: _____

<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Signature of Witness	<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Signature of Authorized Signatory
Print Name: _____	Print Name: _____
Phone: _____	Date: _____

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#### 4. APPLICANT / AGENT / LEASEE

COMPANY NAME (IF APPLICABLE): \_\_\_\_\_

PRIMARY CONTACT NAME (REQUIRED): \_\_\_\_\_

ADDITIONAL CONTACT NAME(S) (IF APPLICABLE): \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

\_\_\_\_\_ POSTAL CODE: \_\_\_\_\_

OFFICE PHONE: \_\_\_\_\_

MOBILE: \_\_\_\_\_

DIRECT LINE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

(REQUIRED)

*Please note that all correspondence will be sent to the Primary Contact at the mailing or email address provided (maximum one email address).*

## 5. LETTER OF AUTHORIZATION

This section must be completed if the Registered Property Owner(s) (per Title Search and BC Corporate Search) is/are not the Applicant/Agent OR if there is more than one Registered Property Owner and not all of the Registered Property Owners are signing as Applicants. Those Registered Property Owners who are not signing as Applicants must provide their written approval for (all of) the Applicant/Agent(s) acting on their behalf by signing this Letter of Authorization.

I/We, (list all Registered Property Owner(s) on Title - attach additional completed sheets if necessary) \_\_\_\_\_

\_\_\_\_\_ (the "Owner"),

own the lands described within this application form listed under Section 2 and confirm the appointment of:

\_\_\_\_\_  
(Applicant/Agent Company Name (if Applicable))

\_\_\_\_\_  
All Contact Names Permitted to Work on This Application (**Required**)

with the following contact information: \_\_\_\_\_

\_\_\_\_\_  
Applicant/Agent's Mailing Address (**Required**)

\_\_\_\_\_ as agent (the "Applicant")

\_\_\_\_\_  
Applicant/Agent's Phone Number (**Required**)

\_\_\_\_\_  
Applicant/Agent's Email Address (**Required**)

with respect to this Development Application (the "Application") regarding the lands described in Section 2.

It is understood, that:

1. the City of Campbell River shall deal exclusively with the above-noted applicant with respect to all matters pertaining to the Application(s);
2. the above-noted applicant/agent has authority to make all necessary arrangements with the City of Campbell River, to perform all matters and proceed as necessary with respect to the Application(s);
3. a written letter from the Owner and a completed change of Agent Authorization Form are required to cancel this appointment; and
4. the registered owner(s) will be copied on all formal correspondence as instructed below.  
Specify  Yes or  No if the owner should be copied on all formal correspondence.

If Registered Owners are **individual persons and are not the applicant**, they must complete the signature block below. If there are more owners than signature blocks provided, attach additional *completed* versions of this page signed by those owners, as required.

**By signing this authorization/application, I hereby agree that all information, including personal information, contained on this document including all attachments will be made available to the public.**

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Signature of Owner

Print Name: \_\_\_\_\_

Print Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Signature of Owner

Print Name: \_\_\_\_\_

Print Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Date: \_\_\_\_\_

## 6. ACKNOWLEDGEMENT OF NOTICE OF COLLECTION OF PERSONAL INFORMATION

I/We have attached to this development application form the required documents as noted in **Sections 6 & 7**, along with the required application fee, and hereby agree to submit further information deemed necessary for processing this application.

- I/We understand that for **each occasion** on which I/We initiate changing the **Applicant or Primary Contact**; we need to provide a Change of “*Agent Authorization Form*,” which must be signed by all owners.

Personal information collected on this form is collected for the purpose of processing this application and for administration and enforcement. The personal information is collected under the authority of the *Local Government Act*, the City's bylaws and Section 26 of the *Freedom of Information and Protection of Privacy Act*. It will be used or disclosed only for the purpose for which it was collected, except with consent of the individual named or otherwise in accordance with law.

Please direct questions about this collection and use of your personal information to the Deputy City Clerk at 250-286-5700 or [front.reception@campbellriver.ca](mailto:front.reception@campbellriver.ca), City of Campbell River, 301 St. Ann's Road, Campbell River, BC, V9W 4C7.

**By signing this application, I hereby agree that all information, including personal information, contained on this document including all attachments will be made available to the public.**

- If the Applicant is an Incorporated Company, Society or Not for Profit Organization, check this box to confirm that all contacts are authorized signatories of the company and they have authority to sign on the company's behalf.** If this box is not checked, a letter on Company Letterhead is required to outline confirm permission of contacts.

\_\_\_\_\_  
Signature of Primary Contact (Applicant)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Additional Contact(s) (if applicable)

\_\_\_\_\_  
Date

## 7. DOCUMENTATION\* REQUIRED FOR ALL APPLICATIONS

- Pre-Application Review Meeting with a Development Planner:** *The applicant is responsible to book a pre-application meeting prior to submitting full application by contacting the Development Services Department at 250-286-5725 or [planning@campbellriver.ca](mailto:planning@campbellriver.ca)*
- Fully completed Development Application Form
- Application **Fees** (*fees are payable by cash, debit, or cheque*) **as described in Section 8.**
- Letter of Intent** should include:
  - Background of the proposal including rationale for the application
  - Justification for any proposed variances or amendments; including;
    - a summary of the current bylaw requirements and the proposed variance(s) potential impacts to neighbouring properties (i.e. views, shadows etc.) applicable photographs/images/drawings of the site or building elevations which show the location of proposed building(s) or structures and the requested variances
  - Board of Variance applications must explain why current bylaw requirements cause hardship”
- Title Search(es) for lands described in Section 2** (*retrieved within the last 10 business days*).
- Electronic copies of any **covenants, easements and statutory rights-of-way** registered on title as a **charge** or listed as a **legal notation and modification** to those, and any charges on other parcels **in favour of** the City (*note: this **does not include** mortgages, priority agreements, leases, liens, statutory building schemes, undersurface rights, or assignments of rents*).
- Letter of Authorization** (Section 5 of this form – if required)
- BC Company Summary** (*retrieved within last 10 business days if property owner is an incorporated company or society*)
- If the subject property(ies) undergoes a sale after the application has been submitted, we require a letter confirming who the new property owner(s) are, their intentions to continue with the application and a copy of the new land title search showing the new owner(s)**

\* Section 11 of this form describes the format that documents are required to be submitted.



## 8. DOCUMENTATION REQUIRED FOR SPECIFIC APPLICATIONS

APPLICATION TYPE	REQUIRED DOCUMENTATION*
<b>Major Development Permit</b>	
<input type="checkbox"/> General Form, Character & Performance	B,C,D,E,F,G,H,L,(N)
<input type="checkbox"/> With Variance	A
<input type="checkbox"/> Community Energy and Emissions	M
<b>Minor Development Permit</b>	
<input type="checkbox"/> General Form, Character & Performance	B,C,D,E,F,G,H,L,(N)
<input type="checkbox"/> Community Energy and Emissions	M
<input type="checkbox"/> Comprehensive Environmental (outside Urban Containment Boundary)	B,L,Z,BB (Y)
<input type="checkbox"/> Bald Eagle Tree	B,L,Z
<input type="checkbox"/> Streamside Protection	B,L,Y,BB
<input type="checkbox"/> Campbell River Estuary	B,L,Y,Z,BB,
<input type="checkbox"/> Foreshore** (outside Campbell River Estuary)	B,L,Z,BB,
<input type="checkbox"/> Drinking Watershed	A,B,L,Z,AA,BB,(Y)
<input type="checkbox"/> Hazardous Conditions - Steep Slope	B,L,P,BB,CC,(Z)
<input type="checkbox"/> Hazardous Conditions - Flood Hazard	B,L,Z,BB,CC
<input type="checkbox"/> Interface Fire Hazard	B,L,Z,(JJ)
<b>Development Variance Permit</b>	A,B,E,L (C)
<b>Board of Variance</b>	A,B,E
<b>Official Community Plan Amendment</b>	Q
<b>Zoning Bylaw Amendment – Map Amendment</b>	E,L,(B),(C),(I),(J),(K),(O),(Q), (R),(S),(T),(X)
<b>Zoning Bylaw Amendment – Text Amendment</b>	E,L,(I),(J),(K),(O),(R),(S),(T),(X)
<b>Subdivision</b>	
<input type="checkbox"/> Fee Simple Subdivision	L,U
<input type="checkbox"/> Bare Land Strata Subdivision	L,U
<input type="checkbox"/> Strata Conversion	L,V,(U)
<input type="checkbox"/> Minor Lot Line Adjustment	L,U
<b>Discharge/modify a Charge on Title</b>	applicable LTSA forms
<b>Liquor Licence – New or Amendment</b>	B,D,E,DD
<b>Cannabis Licence – New or Amendment</b>	B,C,E,DD,EE,(FF prior to Council Review)
<b>Temporary Use Permit</b>	B,E,(C),(F)
<b>Telecommunications Tower</b>	B,C,KK,(Z)
<b>Agricultural Land Commission</b> (Non-adhering Residential Use, Non-Farm Use, Subdivision, Inclusion and Exclusion)	E,GG,(HH)
<b>Agricultural Land Commission</b> (Exclusion only)	GG,HH,II
<b>Latecomers Agreement</b>	W
<b>New Conceptual Development Plan</b>	Q

\* Required documentation will be confirmed by Development Services Department staff at pre-application meeting.

( ) Documents listed in brackets ( ) may be required for some applications and are site dependent. City staff will confirm if they are required following the pre-application meeting.

- A. Site Survey** completed by a B.C. Land Surveyor consisting of a sketch plan in metric where existing buildings and/or structures are located on the property in relation to legal property boundaries and showing any proposed variances. If a property is vacant, submission of a Legal Plan is sufficient.
  
- B. Site Plan** must be no more than one year old. All site plans require:
  - All Dimensions (metric) and Scale
  - Property Line
  - Project Title and Address
  - Date, Drawing Number and Author
  - North Arrow
  - Lot Size
  - Road Names
  - Any stand-alone structures (buildings, mailboxes, bike parking, free-standing signs, garbage and recycling enclosures)
  - Parking spaces including different types labeled (small car, disabled, loading), curb stops and curbs for landscaping beds, and numbered parking space clusters
  - Site access(es), including driveways, edges of pavement, pedestrian and circulation elements
  - Outline of building structures (clearly labelling what is existing and proposed) including building foundation, stairs and roof/deck overhangs and building supports
  - All existing easements and statutory rights-of-ways
  - If multi-family, commercial, mixed-use, industrial, intensive residential, display any outdoor amenity space
  - If a variance is proposed, then confirmation of the proposed variance dimension from a land surveyor is advised
  - If the application is for a secondary suite, display the proposed parking lot layout
  
- C. Coloured Building Elevations** must be no more than one-year old and submitted in colour. All elevations require:
  - Dimensions (metric) and Scale
  - Property Line
  - Project Title and Address
  - Date, Drawing Number and Author
  - Building Height (based on the Zoning Bylaw's definition)
  - Colour Elevations
    - All sides of buildings and structures
    - Details of finishing materials, cladding and artwork (including materials list and accompanying legend, colours list including pantone number, photo or image of cladding materials)
    - Display infrastructure (duct work, mechanical equipment)
    - Display light fixtures
    - Labelled elevations (ie. north elevation, east elevation)
    - Setback lines and, if applicable, proposed variance

- D. Floor Plans**
  - Dimensions (metric) and Scale
  - Project Title
  - Date, Drawing Number and Author
  - For industrial, commercial and mixed-use development, label floor plans with intended use by area
  - For multi-family residential and mixed-use development, floor plans must display and label any indoor amenity space
  - For liquor licences, floor plans must be stamped with occupancy load
  
- E. Zoning Bylaw Compliance Table**

Can be provided on the site plan and must be provided as a table and include:

  - Zoning bylaw provision category, the zoning bylaw requirement, and the proposal's specific dimension or number
  - Include uses (existing and proposed), density, lot coverage, floor area ratio, building height, parking space calculations, setbacks, etc.
  - If the parking space requirement is based on whichever is greater (per employee or floor area), then the number of employees and floor space must both be provided
  
- F. Coloured Landscape Plan**
  - Dimensions and scale
  - Full plant list including a legend, quantity, botanical and common names, and spacing
  - Site amenities such as gazebos, community garden, common areas with dimensions
  - Hardscape items such as fences and retaining structures with height and location clearly labelled
  - Elevations where necessary
  - Precedent images as necessary
  
- G. Landscape Cost Estimate**
  - Itemized quote of all material, site grading and labour for landscaping (including hard landscaping elements)
  
- H. Lighting Details** should be provided on the site plan and building elevations from your Designer or Architect as described below:
  - On the site plan show:
    - the location of all proposed lighting fixtures
    - Summary table with number and type of all proposed lighting fixtures
  - On the colour building elevations show:
    - the location of all lighting fixtures
    - pictures or examples of all proposed lighting fixtures
    - list the manufacturer and colour of the light fixtures (if available)
  
- I. Visual Impact Assessment**

Must be prepared by a Qualified Professional. The report will:

  - Analyze visual impacts
  - Address the nature, significance and magnitude of view corridors, shadows, glare, prominent features, landscape character and experiential characteristics
  - Assess the compatibility of the proposed development or temporary use with adjacent land uses, neighbourhood character, form, scale and aesthetic quality
  
- J. Noise Impact Assessment** must be prepared by a Qualified Professional. The report will:
  - Analyze noise and vibration impacts; and confirm that they will not exceed City noise regulations
  - Assess compatibility of the proposed development or temporary use with adjacent land uses

- K. Shadow Impact Assessment**

Must be prepared by a Qualified Professional. The report will:

  - Include a written analysis of the shadow the proposed development will cast
  - Demonstrate the impact of the development in terms of sun and daylight access to the surrounding buildings, public realm, and public open space
  - Describe how the impacts will be mitigated (if applicable)
  
- L. Site Disclosure Statement** is a Ministry of Environment form that includes a basic land description and information on the past and present uses of the site. Site disclosure statements are used as screening tools to identify potentially contaminated industrial and commercial sites. Triggers for submission of a site disclosure statement are related to site closure and redevelopment. See the ministry's [site identification](#) web page for more information.
  
- M. Community Energy & Emissions Development (CEED) Checklist**

All development applications that propose any commercial development, residential development of three or more dwelling units on one lot (including strata development proposals and bare land strata development applications), intensive residential development, including mobile home parks or subdivision of three or more residential lots are subject to a CEED Development Permit approval. The objective of the CEED Permit Area designation is to ensure development is aligned with the Sustainable Official Community Plan by reducing energy use in and greenhouse gas emissions from buildings. The checklist verifies how each CEED Permit Area guideline was considered in the design process.
  
- N. Crime Prevention through Environmental Design (CPTED) Report**

Must be prepared by a Qualified CPTED Professional. The report will:

  - Address the four main principles of CPTED (natural surveillance, territoriality, natural access control and maintenance and management) and apply it to the property, neighbourhood and proposed development
  - Provide an assessment of the surrounding area, including aerial photographs and land use review (including day and nighttime site visits)
  - Provide an assessment of the proposed development in comparison to CPTED principles, area of concern, including all buildings, parking areas, landscaping plan and lighting plan
  - Provide considerations for proposed development and crime and loss prevention
  - Explain how the design incorporates CPTED concepts to enhance public safety
  
- O. Traffic Impact Assessment**

Must be prepared by a Professional Transportation Engineer. The report will:

  - Estimate the number of additional vehicle trips per day to be generated by the proposed development or temporary use
  - Include an intersection review
  - Propose solutions to mitigate increased traffic, such as improving pedestrian and cyclist safety, facilitating cycling and transit use, enhancing accessibility, and ensuring network connectivity
  - Assess the compatibility of the proposed development or temporary use with applicable strategies and plans related to transportation, transit, parks and greenways
  - Provide onsite parking and loading requirements, and show internal circulation routes
  - Cost estimate where road, laneway or intersection changes are needed

- P. Arborist Report** must be prepared by a Certified Arborist and will include:
  - Tree Survey including all trees with a minimum 20cm DBH (Diameter at Breast Height) and a list of all identified tree species (excluding trees within streamside protection or undevelopable areas)
  - Tree Condition Assessment including identifying hazardous trees and specifying the assessment targets
  - Tree Protection Precautions (i.e. Tree Protection Zones)
  - Tree Removal Mitigation and Replacement Plan (mitigation is encouraged wherever possible)
  
- Q. OCP or Zoning Amendment Scoping Meeting**  
A meeting with staff may be required to discuss:
  - Traffic generation or change in traffic patterns
  - Servicing requirements for water, sanitary, and stormwater
  - Impacts to neighbourhood character (change in land-use, building size, massing, height)
  - Impacts to neighbourhood-scale views (ocean and mountains)
  - Changes to or destruction of features of environmental value
  
- R. Community Services Report** prepared by a Registered Professional Planner or equivalent. The report will:
  - Assess community services and uses that would be affected by the proposed development or temporary use, such as parks, trails, recreation, protective services, transit and solid waste management
  - Examine the potential financial impacts of the proposed development or temporary use on the community services and public facilities
  - Outline any potential costs and identify potential funding sources for the provision of additional community services and public facilities
  
- S. Water Supply, Sanitary, and Storm Water Infrastructure Impacts Report**  
Must be prepared by a Professional Civil Engineer. The report will:
  - Estimate water demand and sewage production from the proposed development or temporary use
  - Evaluate the quality and quantity of the existing and ultimate water supply, and analyze options available for the proposed development or temporary use
  - Evaluate the quality and capacity of the existing sewage treatment and disposal, and analyze options available for the proposed development or temporary use
  - Provide preliminary stormwater management plan for proposed development
  - Identify any new capital works and their costs estimates
  
- T. Archaeology and Heritage Reports** must be prepared by an Archaeologist. The report will:
  - Identify cultural heritage values of resource(s)
  - Assess impact of the proposed development or temporary use on those values
  
- U. Preliminary Lot Layout Plan** prepared by a B.C. Land Surveyor outlining the lot dimensions and sizes for each proposed lot, road names, existing structures on the lands, and existing charges (i.e. statutory right of way, statutory easement, etc).

- V. Strata Conversion Documents** as per the *Strata Property Act* (Section 242) and “Schedule A - Council Policy on Strata Conversions” within the *Subdivision and Development Servicing Bylaw No 3419, 2010*:
  - Proposed **Strata Plan**, prepared by a BC Land Surveyor
  - Certificate** by a Health Consultant confirming that the premises are free of infestation
  - Certificate** by a Qualified Engineer/Architect confirming that the building(s) conform to the Zoning Bylaw and to the current standards of the BC Building Code, including the life expectancy of the building, outlining the projected major increases in maintenance costs due to the condition of the building
  - Written confirmation** from the applicant stating he/she agrees to pay the tenants moving expenses (refer to council policy) and outlining any proposal for the relocation of the tenants
  
- W. Latecomers Agreement Analysis** prepared by a Qualified Professional Engineer.
 

The analysis will:

  - Determine the portion of infrastructure that constitutes excess or extended services
  - Identify lands that have development potential
  - Determine proportion of cost for benefitting lands
  - Certified actual costs for excess or extended services
  
- X. Economic and Socio-economic Impacts Report**

Must be prepared by a Qualified Professional. The report will:

  - Analyze economic indicators, such as market analysis, competition, absorption rates and build-out timing
  - Analyze socio-economic indicators, such as demographics, housing types, average housing costs, vacancy rates, public amenities, neighbourhood stability and sociocultural issues
  - Examine economic and socio-economic impacts on special events
  
- Y. Riparian Area Protection Regulation Assessment**

Must be prepared by a Qualified Environmental Professional (QEP) and will include:

  - If a watercourse is present within 50 metres of the proposed development, prepare a Riparian Areas Protection Regulation Reports (RAPR) in accordance with provincial detailed assessment methodology to determine the Streamside Protection and Enhancement Area (SPEA) and in accordance with the City’s Streamside Development Permit Area Guidelines
  - As per the provincial methodology, the measures to protect the SPEA must address the removal of hazard trees and include tree replacement options as required, windthrow, slope stability, encroachment, erosion and sediment control measures, floodplain concerns and on-site stormwater management
  - QEP must sign off that the development meets the provincial riparian area protection standard;
  - The report must establish the required SPEA, identify the RAPR measures, assesses current conditions and impacts associated with the encroachment and provide detailed restoration/mitigation recommendations
  - Include a site survey prepared by a B.C. Land Surveyor showing the location of the stream boundary for streams, top of bank for ditches, and high-water mark for wetlands. Streamside Protection and Enhancement Area (SPEA) must also be shown.
  - Include a complete itemized security cost estimate for any recommended mitigation measures and all monitoring and post development reporting requirements
  - Development permits cannot be submitted until the Provincial Notification System has approved the report and notified the City of Campbell River that the report meets the assessment methods

- Z. Environmental Assessment Report (EAR)** prepared by a Qualified Environmental Professional (QEP). See Environmental and Hazard Conditions Development Permit Area Reporting Terms of Reference for more detail specific to each type of Development Permit Area:
  - Submit in colour, dated, signed and sealed by the relevant Qualified Environmental Professionals (QEPs)
  - Include a site and project description including timing of events with all photos captioned and dated
  - Describe roles and responsibilities of the owner, agent or construction manager and the QEP in ensuring that the environmental obligations contained in the EAR are met
  - Outline spill, waste and hazardous materials management protocols
  - Include site survey and plan (as per items A and B in the Additional Required Items of this Development Application form) that shows all Environmentally Sensitive features, applicable development permit areas and the designated setback(s)
  - Include a checklist of relevant provincial and federal regulations and a determination on whether or not they apply to the project (for example: tenure approvals, *Water Sustainability Act* approvals, *Wildlife Act*)
  - For those provincial and federal regulations that do apply, provide copies of the notifications, authorizations or permits with the development permit application and development conditions incorporated into the EAR
  - EARs should reference the applicable City integrated stormwater management plan
  - If the site specific erosion and sediment control and stormwater management plans are being prepared separately by an engineer, the EAR report must demonstrate that the QEP and the engineer are in communication and the QEP must sign off on those aspects of the plans that affect the environmental feature(s)
  - All reports must address how invasive plants and noxious weeds, as listed in the City of Campbell River *Environmental Protection Bylaw* No. 3551, 2014, will be controlled and disposed
  - Explain how encroachment into Environmentally Sensitive Area (ESA) buffers will be addressed over the long term
  - Reference the need to conduct and submit a QEP post development report to the City of Campbell River (and other government agencies as required)
  - Reasonable attempt must be made to locate and incorporate findings of previous QEP reports that may have been conducted on the property. If previous QEP reports provide differing guidance such as sizes in setbacks, attempts must be made to explain and reconcile these differences in professional opinions
  - Contain a literature / reference section that includes references to the scientific literature, provincial guidance documents and other relevant City and QEP documents where appropriate
  - Include a complete, itemized environmental security cost estimate for:
    - Materials and labour to reduce damage during construction including temporary fencing, erosion and sediment control measures, signs and grading
    - Environmental monitoring and reporting during development
    - Marking the SPEA by a BC Land Surveyor;
    - Post-development inspections and reporting;
    - Tree protection plans and mitigation work
    - Revegetation and restoration plans including material, labour, monitoring and reporting
    - Permanent fencing to protect the SPEA if required



- AA. Watershed Development Permit Documents** must be prepared by the appropriate Qualified Professionals and will include:
  - Environmental Impact Assessment
    - Must be prepared by a Qualified Environmental Professional and is required to define and evaluate the cumulative effects of a proposed development on the lakes and watercourses, including the impact on water quality and quantity (ground and surface water), hydrology, air quality, aquatic biology, fauna, flora, soils and micro-climate
    - A cost estimate of the landscaping work (within the vegetated riparian setbacks), repair caused by construction damage or site disturbance (including sediment drainage maintenance and/or dock/wharf construction) prepared by a Qualified Professional must be provided
  - Mitigation Management Plan
    - Must outline how the impacts identified in the Environmental Impact Assessments will be mitigated
  - Vegetation Management Plan
    - Must outline the species of plants permitted within the watershed setback and outline required landscaping maintenance
    - Can be included in the Environmental Impact Assessment
    - A cost estimate of the landscaping work, within the vegetated riparian setbacks, prepared by a Qualified Professional must be provided (this can be included in the Environmental Impact Assessment)
  - Sediment Drainage Management Plan
    - Can be included in the Environmental Impact Assessment
    - The Plan must outline how erosion, sediment and run-off will be managed during the proposed construction, to reduce turbidity impacts to water quality.
  - Construction Plans
    - Must outline specific details of dock construction including: name of legal owner, legal description of the property, sketch plan indicating lot and proposed location of dock, list the type of construction materials and type installation
  - Letter from Geotechnical Engineer and a Letter from a Public Health Inspector
    - Must confirm if a sewage disposal system site is suitable and presents no risks to the quality of water within the adjacent lake and the system complies with both applicable Provincial regulations and conditions specified in the "Permit to Construct."
  - Letter from Applicant (could be included in Letter of Intent) outlining how they will address:
    - On-site oil / sediment / water separator
    - Sewage disposal (if applicable)
    - Fuel storage and/or refueling facilities (if applicable)
- BB. Erosion and Sediment Control Plan** must be signed and sealed by a Professional Engineer (or Qualified Professional) and meet all requirements of *Section 5 Erosion & Sediment Control, 2010 Design Standards of the Subdivision and Development Servicing Bylaw, No. 3419, 2010*. See Environmental and Hazard Conditions Development Permit Area Reporting Terms of Reference for more detail.



- CC. Geotechnical and Hazardous Conditions Reports** must be signed and sealed by a Professional Engineer with the appropriate field of expertise. The report will:

**for Steep Slopes:**

- Include a completed “APEG Guidelines” *Appendix D: Landslide Assessment Assurance Statement*
- Assess the geomorphology, topography and soil composition of the land to be developed;
- Analyze hazardous conditions, such as mud flow, debris torrents, erosion, land slip, rock falls, subsidence, avalanche, wildfire, flood, inundation and storm waves
- Provide professional geotechnical recommendations to mitigate against any hazardous conditions from the development sequence and siting of buildings and infrastructure, and earthworks (e.g., excavation and filling)
- Address all issues related to site drainage, soil slippage (surface and deep seated), seismic constraints, site clearing, vegetation retention and how this relates to development use, setbacks and design
- Be coordinated with an applicable environmental reports required by the other City Development Permit Areas to create a combined solution that mitigates both hazard and environmental impacts and protects environmentally valuable resources
- Ensure risk slope stabilization addresses bioengineering approaches prior to hard engineering solutions
- Certify that the land and proposed site layout is safe for the use intended

**for Flood Hazard:**

- A review of the EGBC Professional Practice Guidelines for Legislated Flood Assessments in a Changing Climate, including the completion of Appendix 1: Flood Hazard and Risk Assurance Statement
- A review of Campbell River’s Sustainable Official Community Plan and Bylaws for Hazard Areas, and associated flood plain management reports
- A view of the Province of British Columbia’s Ministry of Water, Land and Air Protection’s Flood Hazard Area Land Use Management Guidelines
- A review of the completed Sea Level Rise Study, Phase 2 – Estuary Assessment (Final Report, December 11, 2018)
- An analysis of Flood Construction Level for the subject property
- Confirmation by a qualified professional engineer that the land may be used safely for the use intended
- Confirmation that the underside of the floor system for living space for all buildings intended for residential occupancy is above the identified flood levels
- For all other development including floor space ancillary to residential occupancies (such as underground or grade level parking) and floor space for commercial or industrial occupancies, confirmation that all electrical and mechanical equipment is located above the identified flood levels or where a qualified engineer has confirmed they maybe be safely located below the calculated floor level

- DD. Copy of Liquor & Cannabis Regulation Branch (LCRB) Licence Application** including:
  - Floor plan of existing establishment and seating layout stamped with occupancy load
  - New applications require “Application Summary Report” from LCRB
  - Amendments require the original to be signed by the Director of Planning at time of or shortly after time of application (please note: a copy will be made for your application and the original will be returned to you for submission to the LCRB)
  
- EE. Copy of Provincial Cannabis Referral** from Liquor and Cannabis Regulation Branch.
  
- FF. Confirmation from the Liquor and Cannabis Regulation Branch** that the cannabis store applicant has successfully passed their “Fit and Proper” Assessment prior to Council’s review.
  
- GG. Copy of Provincial Agricultural Land Commission (ALC) Application Submission** including ALC Application ID Number.
  
- HH. Agricultural Land Commission Soil Classification Map**  
Provide a pdf copy of Agricultural Land Commission Soil Classification Map.  
The map must show the property and the responding soil classification(s) of the property.
  
- II. Agricultural Land Commission Exclusion Application Documents**
  - Proof of newspaper advertisement
  - Proof of notification to neighbours
  - Confirmation of onsite signage
  
- JJ. Wildfire Mitigation Report** must be prepared by a Registered Professional Forester or Qualified Professional with experience in fire safety. It will indicate that the susceptibility to wildfire has not increased and outline recommendations to mitigate fire hazard to the development.
  
- KK. Telecommunications Tower Documents** will include:
  - As part of the letter of intent, information regarding coverage and capacity of the existing Antenna Systems in the general area and a summary of opportunities for co-location potentials on existing or proposed Antenna Systems within 500 metres of the subject property.
  - Visual rendering(s) of the proposed Antenna System superimposed to scale including dimensions and height.
  - A map showing the horizontal distance between the property boundary of the proposed site and nearest residential property.
  - For Antenna Systems requiring public consultation, a map showing all properties located with the prescribed distance from the proposed Antenna System.
  - An attestation that the Antenna System will respect Health Canada’s Safety Code 6, which sets safe radiofrequency emission levels for these devices.

Development Category	Application Fee
Pre-Application Meeting	\$450
<p style="text-align: center;"><b>OCP Amendments</b></p> <p style="text-align: center;">&lt;= 4,000m<sup>2</sup> of site area</p> <p style="text-align: center;">4,001m<sup>2</sup> – 20,000m<sup>2</sup> of site area</p> <p style="text-align: center;">20,001m<sup>2</sup>-40,000m<sup>2</sup> of site area</p> <p style="text-align: center;">&gt;40,000m<sup>2</sup> of site area</p>	<p style="text-align: center;">\$3,000 + PH Fee</p> <p style="text-align: center;">\$6,000 + PH Fee</p> <p style="text-align: center;">\$9,000+PH Fee</p> <p style="text-align: center;">\$12,000+PH Fee</p>
<p style="text-align: center;"><b>Zoning Amendments</b></p> <p style="text-align: center;">&lt;= 4,000m<sup>2</sup> of site area</p> <p style="text-align: center;">4,001m<sup>2</sup> – 20,000m<sup>2</sup> of site area</p> <p style="text-align: center;">20,001m<sup>2</sup>-40,000m<sup>2</sup> of site area</p> <p style="text-align: center;">&gt;40,000m<sup>2</sup> of site area</p>	<p style="text-align: center;">\$3,000 + PH Fee if required</p> <p style="text-align: center;">\$6,000 + PH Fee if required</p> <p style="text-align: center;">\$9,000+PH Fee if required</p> <p style="text-align: center;">\$12,000+PH Fee if required</p>
<p style="text-align: center;">OCP/Zoning Combined application</p>	<p style="text-align: center;">Base fees reduced by 25% + \$2,000 PH Fee</p>
<p>Fees for Public Hearings on all applications requiring a public hearing or for additional public hearings on revised applications.</p>	<p style="text-align: center;">\$2,000</p>
<p>Fees for public notices in newspaper/online or other media, other than public hearings</p>	<p style="text-align: center;">\$500/notice</p>
<p>Fee for ads and notices for not holding a public hearing</p>	<p style="text-align: center;">\$750</p>
<p style="text-align: center;">Amendment or Discharge of Existing Land Use Contract</p>	<p style="text-align: center;">\$2000 + PH Fee if required</p>

Development Category	Application Fee
Major Development Permit  Non Residential Escalator  Residential Escalator	\$4,000 + escalator  \$3/m2 after first 100m2  \$100/unit  Maximum fee \$10,000
Minor Development Permit (Form and Character DPs are separate applications from Environmental DPs)	\$2,000 base fee +\$500 per Development Permit Area
Amendments, Time Extensions to existing Permits not requiring approval by Council	\$750
Amendments, Time Extensions (renewals) to existing Permit requiring approval by Council	\$1,000
Development Variance Permits	\$1,500
Time Extension to Development Variance Permit	\$750
Amendments to an Existing Development Variance Permit	\$750
Registration Fee for all applications requiring a notice on title	\$50
Temporary Use Permit	\$2,500
Renewals for Temporary Use Permits	50% of original fee
Land owner application for Exclusion, Subdivision or Non- farm use on ALR Lands	LRC FEE = \$750 (Direct to ALC)  CITY FEE = \$750 (Direct to City)
Board of Variance	\$500

Development Category	Application Fee
Application for Discharge of a Charge on Title	\$400
Fee Simple (Base Fee to obtain Preliminary Subdivision Review)	\$750 + \$250/lot Max Fee \$15,000
Bare Land Strata Subdivision (Base Fee to obtain Preliminary Subdivision Review)	\$750 + \$250/lot Max Fee \$15,000
Minor lot line adjustment	\$2,000
Strata Title Conversion of existing buildings where no public hearing or circulation to other agencies is required	\$750 + \$150/unit
Engineering Review and Monitoring Fees for Subdivision or Building Permit	\$500 + 2.5% of Engineers Estimate of the Cost of the Works and Services for the first \$200,000 and 1% of the remainder
Final approvals or revisions on Phased Strata Developments (Per phase)	\$500
Subdivision, Bare Land Strata Final Approval	\$500 + \$250/lot
Time Extension or Amendment to Preliminary Layout approval	\$1000
Road Closure Application (Through Corporate Services)	\$1,500
Telecommunications Referral	\$5,000

Development Category	Application Fee
Legal Fees for preparation of documents	At cost.
Liquor/Cannabis Application Requiring a public hearing	\$1,000 + \$2,000 PH Fee
Liquor/Cannabis Application Requiring only a Council Resolution	\$1,000
Liquor/Cannabis Application Not Requiring a Council Resolution	\$500
Latecomers Agreement Application	\$1000
Property Record Request	\$50 Residential (up to 3 units) \$70 Commercial/Industrial/Multi-Family (residential 4 units and above, and non-residential)
Title search (for properties within the City's jurisdiction only)	\$30
Plan search (for properties within the City's jurisdiction only)	\$30
Document search (for charges relating to the City only)	\$30
Contaminated Site Profile	\$100
Zoning and Official Community Plan Maps (1 Plotted Map Page)	\$20
Full Set of Official Community Plan Map Sheets (30 Plotted Map Sheets)	\$500

Development Category	Application Fee
Full Set of Zoning Map Sheets (30 Plotted Map Sheets)	\$500
Zoning and Official Community Plan Maps (11/17 or 13/19 Format)	\$20
Zoning and Official Community Plan Maps (8 <sup>1/2</sup> /11 or 8 <sup>1/2</sup> /14 Format)	\$20

## 9. SUBMITTING YOUR APPLICATION

- Call 250-286-5725 or email [planning@campbellriver.ca](mailto:planning@campbellriver.ca) to schedule a Development Application Submission meeting with a City Planner or Approving Officer (depending on application type). This meeting will take approximately 30 minutes and is required to ensure that the application is complete so that it can be processed as efficiently as possible. Only complete applications will be accepted.
  
- All required documentation must be submitted in **both electronic and paper copy** format unless otherwise specified.
  
- Electronic copies must be in PDF format and should not be secured by password. These must be received by the City **at time of application**, either prior to submission via email to the City Planner / Approving Officer (or their delegate) or brought with the application package on a flash drive. **Applications without required electronic copies are considered incomplete and will not be accepted.**
  
- Paper copies:
  - One set of full-size (24" x 36") drawings and one set of 8.5"x11" drawings
  - One colour, paper copy of required reports and plans



### For Office Use Only

▶ If application is incomplete, indicate reason(s) and return to applicant:

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▶ Complete application reviewed and accepted by a planner or approving officer:

Date Stamp:

Reviewed by: \_\_\_\_\_

▶ Application fees processed by:

Date Stamp:

Received by: \_\_\_\_\_