

Urban Agriculture on City Lands Application Process and Requirements

Application Process:

1. Meet with the Programme Coordinator from the City to discuss your vision for the site. Staff from Long Range Planning and Sustainability will work with the Programme Coordinator to review next steps and landscape design.
2. Submit a Concept plan and all required documents to the Long Range Planning and Sustainability Department. City staff will review and refer to internal departments as required.
3. Applicants can choose to appear before Council as a delegation, presenting their proposal.
4. Applicants hold a Neighbourhood Public Meeting, notifying all owners and occupants with a 100m radius (address labels supplied by the City).
5. City staff circulate the application for comments. (Note: Step 4 and 5 are concurrent).
6. Property Management Department drafts a Licence of Use Agreement, which the applicants agree to in-principle.
7. City sends out a Notice of Intent to surrounding neighbours no less than 10 days prior to Council meeting and advertises the Notice of Intent in *City Currents* between 14 and 3 days prior.
8. Upon Long Range Planning and Sustainability staff approval, submit combined report to Council.
9. Council either approves or denies application.
10. If approved, the Licence of Use Agreement is signed by the applicant and City staff.
11. Applicant is required to submit proof of insurance at this time, which includes:
 - Comprehensive General Liability insurance for a minimum of \$3 million, naming the City of Campbell River as an additional insurance. The certificate MUST SHOW PROOF of a cross liability clause/severability of interest

Application Requirements:

- Written statement of intent outlining the proposed use of the subject property and the reasons/rationale for the proposal, including how it will benefit the surrounding neighbourhood.
- Complete Urban Agriculture Concept Plans which include:
 - Detailed plan showing measurements and description of site layout including garden design and plant types, structures and materials (ie. raised beds and fencing), relationship to adjoining lands and development, site access, and any other information which may be deemed relevant to the proposal; and
 - One (1) set of 8 ½ x 11 drawings.
- Cost estimate for project, which includes the funding sources.