City of Campbell River

BYLAWS

DEVELOPMENT APPLICATIONS PROCEDURES AND DELEGATION

BYLAW NO. 4025, 2026



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City of Campbell River

Development Applications Procedures and Delegation

Bylaw No. 4025, 2026

ADOPTED November 26, 2026

PURPOSE

This bylaw sets out to define procedures under which an owner of land may apply for an amendment to the Official Community Plan or Zoning Bylaw or for the issue of a permit under the Local Government Act.

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The Council of the City of Campbell River enacts as follows:

PART 1: Title

1.1 This bylaw may be cited for all purposes as the "Development Applications Procedures and Delegation Bylaw No. 4025, 2026.

PART 2: Development Applications

2.1 All applications shall be made by the owner of the land(s) involved or by a person or company authorized in writing by the owner, to be referred to hereinafter as the applicant.

2.2 All applications shall be made to the Development Services Division of the City of Campbell River on the applicable form(s).

2.3 Development applications that are applicable to this Bylaw include:

a) Agricultural Land Reserve;

b) Application to discharge/modify a charge on title (in favour of the City).

c) Board of Variance;

d) Cannabis Licence;

e) City road right of way closures;

f) Development Permit(s)

g) Development Variance Permits;

h) Heritage applications;

i) Latecomer agreements;

j) Liquor Licence;

k) Official Community Plan amendments;

l) Subdivision (Fee Simple and Strata);

m) Temporary Use Permits;

n) Telecommunication Towers; and

o) Zoning Bylaw amendments.

DEVELOPMENT APPROVAL INFORMATION

2.4 In accordance with the City's Official Community Plan, the City may require information on the anticipated impact of a proposed activity or development on the community ("Development Approval Information"), including but not limited to the following matters:

a) transportation patterns including traffic flow,

b) local utility infrastructure,

c) rainwater management,

d) market/economic assessments,

e) public facilities including schools and parks,

f) community services, and

g) any report deemed required to assess the proposed development, at the discretion of the Director of Development Services or their designate.

2.5 Development Approval Information must be provided by the applicant at the applicant's expense, in the form of a report containing Development Approval Information that fulfils the requirements of this Bylaw (a "Report") certified and signed by a qualified professional licensed to practice in British Columbia and having expertise and qualifications in the relevant area of practice.

2.6 The Report must be prepared in accordance with the relevant professional practice standards and include the signature and seal of all Qualified Professionals involved in its creation.

2.7 The City may distribute the Report, publicize the results of any Report, and rely on the findings and conclusions contained in the Report.

2.8 If the City determines that a Report is incomplete or deficient, it will notify the applicant in writing of the nature of the deficiencies. The applicant will be required to submit a new or updated Report to address the deficiencies.

2.9 Technical reports submitted are deemed valid for 12 months, if a report submitted is older than 12 months either the professional that signed the report, or another professional with the same designation, must provide a memo confirming the data, findings, and/or recommendations in the report are still valid, or if the report is no longer deemed valid, a new technical report must be submitted with the application, this is at the discretion of the Director of Development Services or their designate.

PRE-APPLICATION MEETINGS

2.10 A pre-application meeting and submission of the pre-application fee are required for the following:

a) Form and Character Development Permits for over 9 units;

b) Zoning Bylaw Amendments;

c) Official Community Plan Amendments; and

d) Temporary Use Permits.

2.11 An Applicant can request a pre-application meeting even if the application type is not listed above, at their request, the pre-application fee will be applicable.

2.12 A pre-application meeting is not required for a Development Permit application where the proposed development is substantially the same as the development concept considered as part of a Zoning Amendment Bylaw that has been adopted by Council within the last year.

GENERAL CONDITIONS

2.13 If it is deemed by Development Services staff that an application is incomplete or deficient, the applicant will be notified in writing of the nature of the deficiencies and the timeframe to resubmit the required application.

2.14 Where Council or the Director of Development Services or their designate approves the issuance of a development permit, the date of the approval will be deemed to be the date of

issuance.

2.15 Where an application, amendment bylaw, or an amendment to a permit has been refused by Council or an Approving Authority for the City of Campbell River, the Development Services Division shall notify the applicant in writing within fifteen (15) days immediately following the date of refusal, including any reasons for rejection where applicable.

2.16 Re-application for a bylaw amendment or permit that has been refused by Council or an Approving Authority at the City of Campbell River shall not be considered within a six (6) month period immediately following the date of refusal. The Development Services Division will immediately consider and process a "new" application that is significantly different from an amendment or permit that has been refused by Council.

2.17 Application requirements and processes for subdivisions (fee simple and strata), including consideration of extensions are at the sole discretion of the Approving Officer.

PART 3: Notifications and Development Sign

NOTIFICATIONS

3.1 All notifications for Official Community Plan, Zoning Bylaw amendments, or Temporary Use Permits, must be mailed or otherwise delivered by the City to the owners and any tenants in occupation of all properties within a 100 metre radius of the lot lines of the land subject to the application.

3.2 All notifications for a Development Variance Permit application that is not deemed minor must be mailed or otherwise delivered by the City to the owners and any tenants in occupation of all properties within a 50 metre radius of the lot lines of the land subject to the application.

3.3 If the Director of Development Services or their designate has denied a minor variance request and the applicant appeals to take the application to Council for consideration, notifications must be sent out to properties within 50m of the subject property prior to Council making a determination.

NEIGHBOURHOOD PUBLIC MEETING

3.4 In the case of applications to amend the Official Community Plan or Zoning Bylaw, or a Development Variance Permit or a combined Development Permit with variance that is not minor, the applicant is required to hold a Neighbourhood Public Meeting, unless specified elsewhere in this Bylaw.

3.5 If a proposed Zoning Bylaw Amendment is consistent with the Official Community Plan, and Council decides not to hold a public hearing (s.464(2) of the *Local Government Act,* as amended) or Council is prohibited from holding a public hearing (s.464(3) of the *Local Government Act*, as amended), a Neighbourhood Public Meeting is not required.

3.6 If the applicant is required to hold a Neighbourhood Public Meeting, the applicant must present the results of the Neighbourhood Public Meeting in a summary report to the Development Services Division a minimum of 3 weeks prior to Council's consideration of approval.

a) The Applicant must submit the notice of the Neighbourhood Public Meeting to the Development Services Division for review prior to mailing or delivering the notice.

3.7 A Neighbourhood Public Meeting is not required for:

a) Any minor variance as defined in section 4.2 of this bylaw;

b) Phased Building Strata setbacks that will be zoning compliant once construction is complete; or

c) City-led rezoning on City property.

3.8 Notwithstanding Sections 3.6, the Director of Development Services or their designate may authorize the use of the following Alternate Neighbourhood Public Meeting process:

a) The applicant must mail or otherwise deliver a letter advising the owners and tenants in occupation of the properties within a 50 metre radius of the subject property for a Development Variance Permit or combined Development Permit with variance, and within a 100 metre radius for Official Community Plan amendments and Zoning Bylaw amendments. The letter must describe the proposed development and include the following:

i. A detailed description of the proposal and all variances;

ii. The applicant's phone number and email address;

iii. A timeframe (minimum of three weeks from the date the letter is mailed) when comments and questions can be directed to the applicant; and

iv. The contact information for the City's Development Planning Department.

v. Following the minimum three-week timeframe, the applicant must provide the Development Services Division with a summary report of the process documenting the information provided and the questions and comments received.

3.9 Where a Neighbourhood Public Meeting has been held in association with any application, the summary report is required to include comment on how, or if, the application has been amended or refined as a result of feedback received during the meeting.

DEVELOPMENT PROPOSAL SIGN

3.10 In the case of applications to amend an Official Community Plan, a Zoning Bylaw, or applications for Temporary Use Permits, the applicant shall be responsible for installing a Development Proposal Sign to the specifications outlined in Schedule "C" and Schedule "D" attached herein, and forming part of this bylaw.

PART 4: Delegation of Authority

4.1 Council herein delegates the following to the Director of Development Services, and the Chief Administrative Officer, or Development Planning Manager as alternates in the absence of the Director (Approving Authority):

a) The authority to designate the form of any permit issued under this bylaw;

b) The authority to designate the form and content of application forms;

c) The authority to require Development Approval Information;

d) The authority to provide approvals/concurrence to the following Liquor Licence applications: Entertainment Endorsement Applications and Temporary Extension of Licensed Area for special events;

e) The authority to require security for landscaping including re-vegetation works to restore degraded natural environments;

f) The authority to require security for environmental monitoring to ensure that all mitigation measures are completed and continue to function as described in a permit;

g) The authority to require security to remedy an unsafe condition or damage to the natural environment that may result as a consequence or a contravention of a condition in a permit;

h) The authority to guarantee the performance of the terms of a Temporary Use Permit;

i) The authority to approve, issue, and amend all Development Permits where variances are not requested, or where variances are considered minor;

j) The authority to renew all Development Permits that have been issued and lapsed provided there are no major variances;

k) The authority to approve and issue a Development Variance permit or combined Development Permit with variance if the proposed variance:

   i. is a minor variance, and

   ii. varies the provisions of a bylaw under any of the following:

      1. Zoning bylaws respecting siting, size and dimensions of buildings, structures;

      2. Off-street parking and loading space requirements;

      3. Regulation of signs; and

      4. Screening and landscaping to mask or separate uses or to preserve, protect, restore and enhance natural environment.

4.2 The criteria for determining whether a proposed variance is minor is as follows:

Variances	Deemed minor variance
Zoning: Setbacks – Front, Rear, and Side Yards	Less than or equal to 40% of the minimum required setback.
Zoning: Setbacks related to Phased Building Stratas and Fee Simple	A reduction of less than or equal to 100% of the interior side yard minimum setback for attached

attached housing (Front, rear, sides)	units only. A reduction of less than or equal to 100% of the setback between a strata building that is part of a phased development and a fee simple parcel that will form part of the same phased development.
Zoning: Building Height	Less than or equal to 10% above the stipulated maximum building height; except for lots along the Island Highway from 6TH Avenue south to the Evergreen ROW and the Evergreen Road ROW south to Simms Creek, where such variances will not be considered minor variances.
Zoning: Lot Coverage	Less than or equal to 10% of permitted maximum lot coverage.
Zoning: Off-Street Parking	A reduction less than or equal to 25% of the minimum parking space requirement. An increase less than or equal to 25% of the maximum allowance small car stalls.
Signs	Less than or equal to an additional 20% of maximum sign height or area.
Fences, and Retaining Walls	Less than or equal to 15% of the maximum height.
Ancillary Building Area	Less than or equal to 25% of the permitted maximum area.

4.3 When issuing Development Variance Permits and combined Development Permits with minor variances, the Director of Development Services or their delegate, must consider the relevant Official Community Plan policies and the development permit guidelines if, in their opinion, the proposed variance would result in any of the following:

a) Result in inappropriate development of the site;

b) Adversely affect the natural environment;

c) Substantially affect the use and enjoyment of adjacent land;

d) Vary permitted uses and densities under the applicable bylaw; or

e) Defeat the intent of the bylaw.

4.4 All of the following apply to any decision by the Director of Development Services, or their designate, under Section 4.1(k):

a) Any owner of property that is dissatisfied with the decision made by the Director of Development Services is entitled to have the decision reconsidered by Council in accordance with this section;

b) An owner who wishes to have Council reconsider a decision must apply in writing to the Director of Development Services within thirty (30) days after the decision has been communicated in writing to the owner, setting out all of the following:

i. The name of the delegate who made the decision, the date of the decision and the nature of the decision;

ii. The reasons why the owner/applicant wishes Council to reconsider the decision;

iii. The new decision the owner/applicant requests Council to make, with brief reasons to support the new decision; and,

iv. A copy of any materials the owner/applicant considers relevant to the reconsideration.

c) Council must reconsider the decision at a Regular Meeting of Council held within at least thirty (30) days after the date on which the application is delivered to the Director of Development Services.

d) The Director of Development Services or their designate must compile a report with a recommendation to be considered by Council.

e) The Director of Development Services or their designate must:

i. Place each reconsideration application on the agenda of a Regular Meeting of Council;

ii. Before each reconsideration by Council, deliver to each Council member the materials that were provided by the owner/applicant. as well as a copy of the report from the Director of Development Services.

f) In reconsidering a decision, Council must consider the material that was considered by the Director of Development Services or their designate in making the decision;

g) At a reconsideration of a decision, the owner/applicant and any other person who is interested in the decision are entitled to be heard by Council;

h) Council is entitled to adjourn a reconsideration of a decision; and

i) After having reconsidered a decision, Council must either confirm the decision or may set aside the decision and substitute the decision of Council.

CANNABIS RETAIL STORE LICENCE REFERRALS

4.5 When the City receives a referral respecting a Cannabis Retail Store licence application under the Cannabis Control and Licensing Act, notice of the application shall be mailed to owners and occupants of property located within 100 meters of the subject property under consideration at least 10 days before consideration by Council.

4.6 Staff shall prepare a report to Council respecting the application.

4.7 Council will consider the application, the staff report, and any comments received through the City's public notification process. Staff will provide written comments and recommendations that:

a) include the views of the City on the general impact of the proposed store on the community;

b) include the views of residents, if any, and the method used to gather those views;

c) recommend whether the licence should be issued, amended, or not issued or amended; and

d) include the reasons for the recommendation.

LIQUOR LICENCE REFERRALS

4.8 When the City receives a referral respecting a liquor licence application under the Liquor Control and Licensing Act, notice of the application shall be mailed to the owners and occupants of property located within 100 meters of the subject property under consideration at least 10 days before consideration by Council.

4.9 Staff shall prepare a report to Council respecting the application.

4.10 Council will consider the application, the staff report and any comments received through the City's public notification process. Staff will provide written comments and recommendations that:

a) Include the views of the City respecting the impact of noise on the community in the immediate vicinity of the establishment, where applicable;

b) Include the views of the City respecting the general impact of the application on the community;

c) Where the City has gathered the views of residents, include the views of residents and description of the method used to gather those views;

d) Recommend whether the application should be approved or reject; and

e) Include the reasons for the recommendation.

4.11 All Liquor licensing applications require a Council resolution, other than those types specified in Section 4.1 (d).

4.12 Where the Director of Development Services determines that a public hearing is an appropriate method to gather the views of residents respecting a liquor licence or a cannabis licence application, a public hearing shall be held. Notices will be mailed to surrounding property owners and tenants in occupation within a 100-meter radius of the limits of the subject lands under consideration, delivered at least 10 days before the public hearing is held. Further notification of the public hearing will also be published online and in an issue of the local newspaper, the last publication to appear not less than 3 and not more than 10 days before the public hearing.

PART 5: Applicant Costs

LANDSCAPE SECURITY AND COST ESTIMATE

5.1 Landscape Cost Estimates are detailed itemized breakdowns of all on-site hard and soft landscaping components, service structures, including materials, labour, and installation costs. These estimated costs shall reflect the full scope of proposed landscaping works.

a) Required information shall include but is not limited to the following components:

i. Soft Landscaping: Planting materials (trees, shrubs, groundcover), soil preparation, mulch, turf, and irrigation systems.
ii. Hard Landscaping: Retaining walls, fencing, paving stones, boulders and decorative features.
iii. Site Amenities: Gazebos, pergolas, benches, community gardens, playgrounds, communal gathering areas, and other site furnishings.
iv. Service Structures: Garbage/recycling enclosures, bike racks
v. Site Preparation: Grading, excavation, and soil stabilization related to landscaping works.
vi. All labour and installation costs.

5.2 When required as a condition of a permit, landscape security in an amount equal to 110% of the Landscape Cost Estimate must be provided and paid prior to building permit issuance or prior to permit issuance in the case where a building permit is not required.

5.3 Landscape securities will be returned as follows:

a) 80% of the landscape security shall be returned after one (1) calendar year, subject to inspection and confirmation by the City that the landscaping works have been completed and are performing as intended.
b) The remaining 20% of the landscape security shall be returned after the following calendar year, subject to inspection and confirmation by the City.
c) Phased landscape security returns will only be considered if initially set out in the original Development Permit approval.

ENVRIONMENTAL SECURITY AND COST ESTIMATE

5.4 Environmental Cost Estimates shall be prepared by a Qualified Environmental Professional (QEP) and provide an itemized breakdown of all environmental protection, monitoring, restoration, mitigation and enhancement measures that are required as a condition of a Development Permit or any other applicable permit.

5.5 Environmental Cost Estimates may include, but are not limited to the following:

a) Erosion and Sediment control measures, including silt fencing, temporary or permanent fencing and related installation and maintenance costs;
b) Environmental Monitoring report, post development monitoring report, reporting requirements and site inspections by a QEP, and any recommendations related to measures identified in the QEP report; and
c) Labour, equipment and materials associated with installation and maintenance costs.

5.6 When required as a condition of a permit, environmental security in an amount equal to 110% of the Environmental Cost Estimate must be provided and paid prior to Development Permit issuance.

5.7 Environmental securities will be returned as follows:

a) 100% of the Environmental security will be returned upon receipt of the reports required by the Development Permit and confirmation from the Qualified Environmental Professional that all environmental protection, mitigation, restoration, enhancement, monitoring and reporting requirements have been completed in accordance with the approved plans and supporting environmental reports.

b) Where ongoing monitoring is required, the City may retain a portion of the environmental security until all required monitoring reports have been submitted and satisfied.

HAZARDOUS CONDITIONS SECURITY AND COST ESTIMATE

5.8 Hazardous Conditions Cost Estimates shall be prepared by a Qualified Environmental Professional (QEP) that specializes in that field.

5.9 Hazardous Conditions Cost Estimate may include, but are not limited to the following:

a) Structural protective works (such as debris retaining walls, deflection berms or barriers);
b) Slope stabilization and erosion control measures;
c) Vegetation retention, vegetation management, and required planting;
d) Flood protection works and associated site improvements;
e) Site restoration works associated with hazard mitigation measures; and
f) Labour, equipment, materials, installation, and costs associated with completing the required works.

5.10 When required as a condition of a permit, hazardous conditions security in an amount equal to 110% of the Hazardous Conditions Cost Estimate must be provided and paid prior to Development Permit issuance.

5.11 Hazardous Condition Securities will be returned as follows:

a) 100% of the Hazardous Condition Security will be returned upon confirmation from the Qualified Environmental Professional that all required hazard mitigation measures have been installed and completed in accordance with the approved plans and supporting reports.
b) Where ongoing monitoring may be required, the City may retain a portion of the hazardous conditions security until all monitoring requirements and reports have been completed.

LEGAL AGREEMENTS

5.12 Legal documents associated with development applications (zoning amendments, development permits, temporary use permits, etc.) will be prepared and/or reviewed by the City's solicitor, at the cost of the applicant. Final approval of applications will not occur until legal documents have been confirmed via certificate of title from the Land Titles Office and the City's legal fees are paid.

LATECOMER INTEREST RATE

5.13 Latecomer payments assessed under Section 508 of the Local Government Act shall bear interest at a rate prescribed by the Lieutenant Governor in Council under Section 11(3) of the Taxation (Rural Area) Act.

PART 6: File Closures Due to Inactivity

6.1 Where no submission of outstanding or required application materials has been made by the applicant on an Application file for any six (6) month period, or such longer time, as the City may determine. The applicant shall be notified in writing and if no response/required materials is received within thirty (30) days, the application file will be closed.

PART 7: Severability

7.1 If any section, subsection, paragraph, clause, phrase or word within this bylaw is for any reason held to be invalid by the decision of a court or competent jurisdiction, such decision does not affect the validity of the remaining portions of this bylaw.

PART 8: Repeal

8.1 Development Applications Procedures Bylaw No. 3955, 2024 as amended, is hereby repealed.

READ THE FIRST TIME this 12 day of November, 2026

READ THE SECOND TIME this 12 day of November, 2026

READ THE THIRD TIME this 12 day of November, 2026

ADOPTED this 26 day of November 2026

Signed by the Mayor and Corporate Officer this 27 day of November 2026

Kermit Dahl, MAYOR

Elle Brovold, CORPORATE OFFICER

SCHEDULE "A"

DEVELOPMENT APPLICATION FEES

This schedule sets out the fees imposed for development related activities such as Official Community Plan and Zoning Bylaw amendments, Agriculture Land Reserve applications, Development Permits, Development Variance Permits, Board of Variance appeals and inspection fees for subdivisions.

Development Category	Application Fee
Pre-Application Meeting	$450
OCP Amendments <= 4,000m2 of site area 4,001m2 – 20,000m2 of site area 20,001m2-40,000m2 of site area >40,000m2 of site area	 $3,000 + PH Fee $6,000 + PH Fee $9,000+PH Fee $12,000+PH Fee
Zoning Amendments <= 4,000m2 of site area 4,001m2 – 20,000m2 of site area 20,001m2-40,000m2 of site area >40,000m2 of site area	 $3,000 + PH Fee if required $6,000 + PH Fee if required $9,000 + PH Fee if required $12,000 + PH Fee if required
Zoning Bylaw Text Amendments Adding additional uses	$2,000 base fee for up to 4 new uses proposed + PH fee if required. More than 5 new uses proposed is charged base zoning amendment fees based on land area.
OCP/Zoning Combined application	Base fees reduced by 25% + $2,000 PH Fee
Fees for Public Hearings on all applications requiring a public hearing or for additional public hearings on revised applications.	$2,000
For Statutory Notices if required	$500/notice
Development Category	**Application Fee**

Fee for ads and notices for not holding a public hearing	$750
Amendment or Discharge of Existing Land Use Contract	$2000 + PH Fee if required
Form and Character Development Permit (10 dwelling units or more) Non-Residential Escalator Residential Escalator	$4,000 + escalator $3/m² after first 100m² $100 / unit Maximum fee $10,000
Form and Character Development Permit (5-9 dwelling units)	$2,000
Environmental, Hazardous Conditions and Fire Interface Development Permit Area	$2,000 base fee +$500 per additional Environmental, Hazardous Conditions and Fire Interface Development Permit Area
Technical Documents Review: (When submitted to City for review prior to receiving external agency approval, and the agency requires changes to the report, resulting in a resubmission)	$500 per review after submission
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 Category	**Application Fee**

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
Application for Discharge of a Charge on Title	$400 per PID
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

Development Category	Application Fee
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
City road right of way closure (Through Property Services)	$1,500
Telecommunications Referral	$5,000
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
Development Category	**Application Fee**

Latecomers Agreement Application	$1000
Property Record Request	$50 Residential (up to 3 units) per PID $70 Commercial/Industrial/Multi-Family (residential 4 units and above, and non-residential) per PID
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 Disclosure Statement Referral	$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
Full Set of Zoning Map Sheets (30Plotted Map Sheets)	$500
Zoning and Official Community Plan Maps (11/17 or 13/19 Format)	$20
Zoning and Official Community Plan Maps ($8^{1/2}$/11 or $8^{1/2}$/14 Format)	$20

SCHEDULE "B"

REFUNDABLE AMOUNTS AND RETURN OF PERFORMANCE SECURITY

Official Community Plan Amendment and Zoning Amendment Applications

Stage of Application	Refund Eligible
Prior to circulation	90%
After circulation but prior to preparation of a staff report or recommendation	50%
After Council has given first and second reading to the bylaw and prior to scheduling of a Public Hearing	30%
Where a Public Hearing is not required, after first and second reading and prior to further consideration by Council	30%
After a public hearing has been held, public notification has been complete, the application has been decided, or the application has been placed on an agenda for consideration	No refund

Development Permit, Development Variance Permit, Temporary Use Permit, Liquor/Cannabis Licence, Board of Variance, Development Permit Amendment, Heritage Applications, Telecommunication Tower, Latecomer Agreements, City Road Right of Way Closure, and Agricultural Land Reserve applications.

Stage of Application	Refund Eligible
Prior to circulation	90%
After circulation but prior to preparation of a staff report or recommendation	50%
Prior to Neighbourhood Public Meeting (where required)	50%
After Neighbourhood Public Meeting or public notice has been completed, the application has been placed on an agenda, or the application has been decided	No refund
If at any point it is determined by the City, that despite an application for a Development Permit having been made, a Development Permit is not	Full refund

required for the full works proposed within the application	
Before a Statutory Notice is sent out	Full refund for the fees associated with the statutory notices

Subdivision Applications

Stage of Application	Refund Eligible
Prior to circulation	90%
After circulation and prior to issuance of a Preliminary Subdivision Review	70%
After issuance of a Preliminary Subdivision Review	No refund

Return of Performance Security

1. Development permits and any associated performance security are transferable with property. Purchasers of property subject to ongoing development permit requirements should be aware of these requirements.
2. Performance security will be refunded to the current property owner, which may be different from the person or company who applied for a permit and/or paid any performance securities.
3. It is a property owner's responsibility to request a return of securities once conditions have been met.

SCHEDULE "C"

DEVELOPMENT PROPOSAL SIGN REQUIREMENTS

For Applications to Amend the Official Community Plan, Zoning Bylaw and for Temporary Use Permits:

Specifications:

1. The Development Proposal Sign(s) shall be constructed of plywood or other durable material. Size and wording of the Development Proposal sign shall be in accordance with Schedule "C' and "D". The sign shall include:
   a) Site Map that is white with dark blue or black highlights.
   b) Lettering will be in a legible *sans serif* font.
   c) White lettering with a dark blue background.
2. Where the sign is mounted on a building, it must be unobstructed from the street, and the bottom edge shall be a minimum of 4 feet from the ground.

Locations:

1. The Development Proposal Sign shall be posted in a location unobstructed to view from the street:
   a) No further than 6 (six) metres (20 feet) from the property line abutting a street; and
   b) Where property abuts two or more streets, excluding lanes, a sign shall be posted no further than 6 (six) metres (20 feet) from each abutting street or alternatively from the intersection point of the two streets at a 45-degree angle; or
   c) Where placement of a required sign on a property is not feasible, the notice may be posted on an abutting road right of way, subject to approval by the City of Campbell River.

Timing:

1. The Development Proposal Sign(s) shall be posted no less than three (3) weeks before an application's first scheduled appearance before Council.

Sign Removal:

1. The Development Proposal Sign(s) shall be removed by the applicant within fourteen (14) days following:
   i. The final consideration of an application by Council or approving authority; or
   ii. The abandonment or cancellation of the application.

Posting:

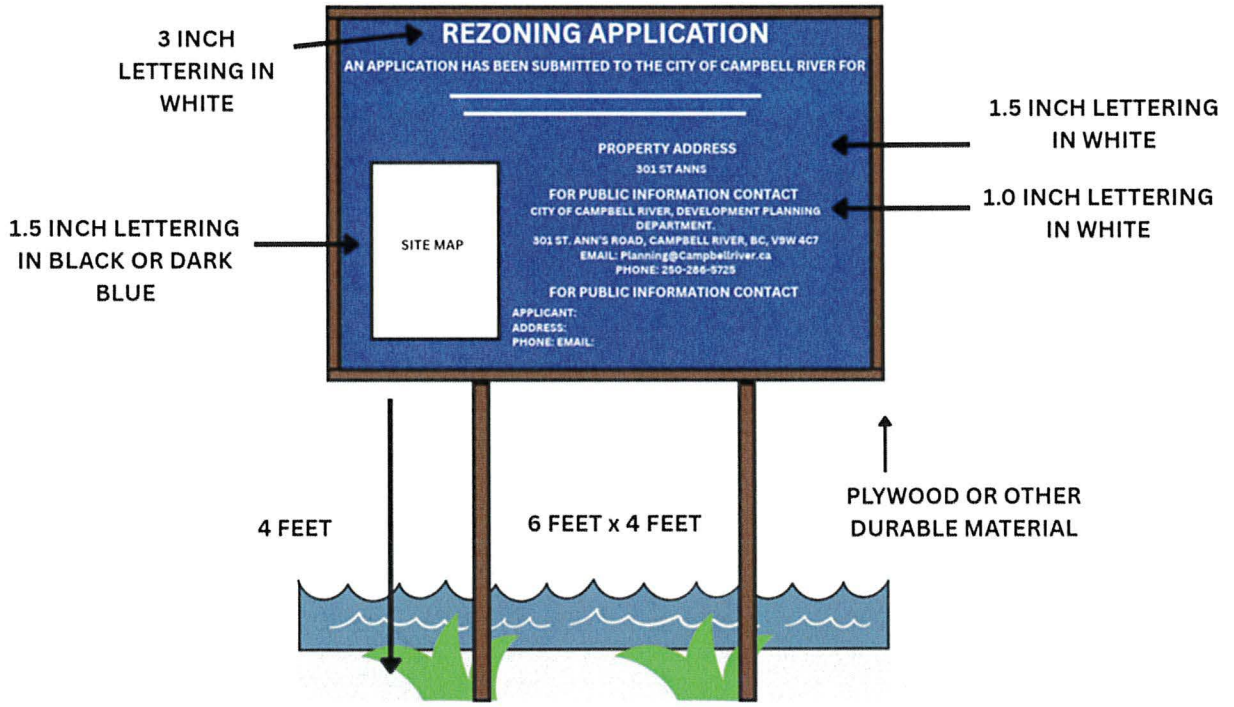
1. It is the responsibility of the applicant to make, buy, or rent the sign(s) and to post the sign maintaining them in good condition. Failure to install the sign(s) according to these requirements will result in a postponement in the processing of the application.

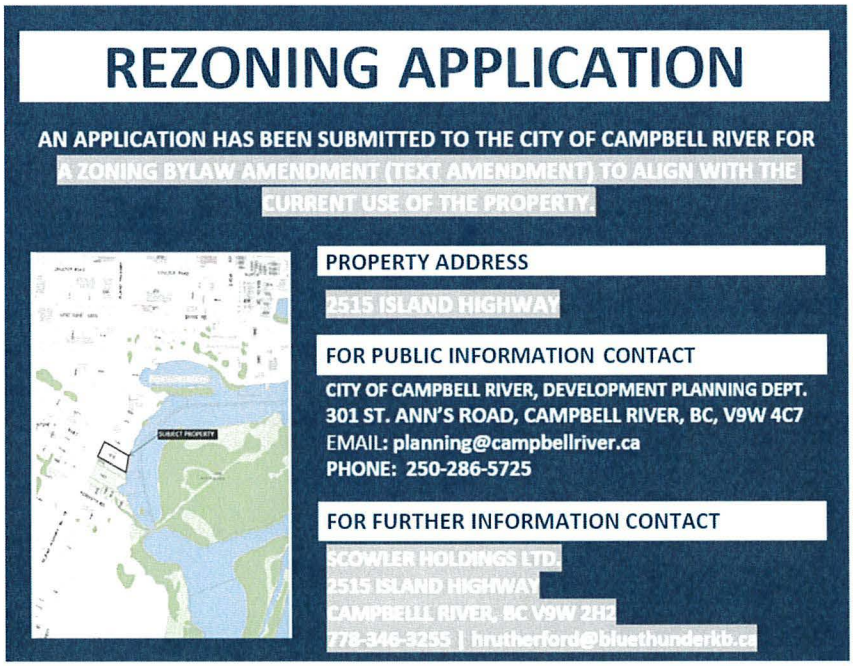
Exemption:

City-initiated map amendments involving multiple properties, and text amendments affecting multiple properties, are exempt from requirements to install development proposed signs.

SCHEDULE "D"

DEVELOPMENT PROPOSAL SIGN







City of
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River

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