APPENDIX A

APPLICATION & DOCUMENT REQUIREMENTS

DOCUMENTS REQUIRED FOR ALL APPLICATIONS:

☐ **1. Pre-Application Review Meeting with a Development Planner:** Before proceeding with a Development Application, the applicant must complete and return Form A then schedule a pre-application meeting with a Development Planner by contacting the Development Services Department at 250-286-5725 or via email at planning@campbellriver.ca.

☐ **2. Fully Completed Development Application Form** (Complete Application includes Form A and Form B).

☐ **3. Letter of Intent:**
- ☐ Background of the proposal including rationale for the application.
- ☐ Justification for any proposed variances or amendments including:
  - ☐ Summary of the current bylaw requirements and the proposed variances(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."

☐ **4. Current Title Search(es) for all lands involved in the development proposal (retrieved within 10 business days).**

☐ **5. 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 scheme, undersurface rights, or assignments of rents).

☐ **6. Letter of Authorization** – All property owners must sign the authorization letter, giving permission for the City of Campbell River to deal exclusively with the designated applicant / agent / lease as assigned by the property owner**.**

☐ **7. BC Company Summary** (retrieved within last 10 business days) if property owner is an incorporated company or society.

☐ **8. Full Payment of all Applicable Application Fees** as determined in the Pre-Application Review Meeting per Schedule "A" of *Development Application Procedures Bylaw No. 3955, 2024*. Fees are payable by cash, debit, or cheque.

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ADDITIONAL DOCUMENTS REQUIRED BY APPLICATION TYPE:

☐ **A. Certified 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 must be provided by a Designer or Architect and require:

- ☐ All Dimensions (metric) and Scale
- ☐ Property Lines.
- ☐ 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, and 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.
- ☐ Spot elevations/site grading.
- ☐ If a variance is proposed, then confirmation of the proposed variance dimension from a land surveyor is required.

☐ **C. 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.).

☐ **D. Development Data Sheet** will be provided by the City and must be completed and signed by the applicant. All applicable zoning requirements for the proposed development must be included on the data sheet. Additional project information may be requested by the Development Services Department during the Pre-Application Meeting.

☐ **E. Site Disclosure Statement** is a Ministry of Environment form that includes a basic land description and information on the site's past and present uses. 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 re-development. See the ministry's site identification web page for more information and Site Disclosure Form.

☐ **F. Coloured Building Elevations** must be no more than one-year old and submitted in colour. All elevations must be provided from a Designer or Architect showing the following:

- ☐ Dimensions (metric) and Scale.
- ☐ Property Lines.

- ☐ 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 (i.e. north elevation, east elevation).
- ☐ Setback lines
- ☐ Proposed areas of variance shown in red on the elevations

☐ **G. Floor Plans** must be provided from a Designer or Architect showing the following:

- ☐ 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.

☐ **H. Lighting Plan** must be provided from a Designer, Architect or Electrical Designer showing the following:

- ☐ The location of all proposed lighting fixtures.
- ☐ Summary table with number and type of all proposed lighting fixtures.
- ☐ Pictures or examples of all proposed lighting fixtures.
- ☐ List the manufacturer and colour of the light fixtures (if available).

☐ **I. Coloured Landscape Plan**

- ☐ For any Form and Character development, plans should be prepared and signed by a certified Landscape Architect.
- ☐ Dimensions and scale.
- ☐ Spot elevations/grading
- ☐ Full plant list including a legend, quantity, botanical and common names, and spacing.
- ☐ Site amenities such as gazebos, community garden, communal areas, etc. with dimensions.
- ☐ Hardscape items such as fences and retaining structures with height and location clearly labelled.
- ☐ Elevations/sections when requested.
- ☐ Precedent images as necessary.

☐ **J. Landscape Cost Estimate**

- ☐ Itemized quote of all onsite hard and soft landscaping materials, site grading, site furnishings and labour associated with all landscaping work.

☐ **K. Development Permit Area Guidelines Checklist (here)**

- ☐ Form and Character Development Permit Area
  - ☐ General Form and Character Guidelines
  - ☐ Multi-Unit Residential Form and Character Guidelines
  - ☐ Commercial & Mixed-Use Form and Character Guidelines

- ☐ Downtown Form and Character Guidelines
- ☐ Industrial Form and Character Guidelines
- ☐ Business Park Form and Character Guidelines

☐ General Environmental Development Permit Area
☐ Foreshore Development Permit Area
☐ Watershed Development Permit Area
☐ Bald Eagle and Great Blue Heron Nest Tree Development Permit Area
☐ Streamside Development Permit Area
☐ Flood - Hazard Conditions Development Permit Area
☐ Steep Slopes – Hazard Conditions Development Permit Area
☐ Wildfire Interface Development Permit Area

☐ **L. Environmental Assessment Report (EAR)** prepared by a **Qualified Environmental Professional** (QEP).

- ☐ 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 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 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 of.
- ☐ 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).
- ☐ A reasonable attempt must be made to locate and incorporate the 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.
- ☐ Contains a literature / reference section that includes references to scientific literature, provincial guidance documents and other relevant City and QEP documents where appropriate.

☐ **M. 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, assess 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.

☐ **N. Environmental Cost Estimate that includes 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

☐ **O. 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)

☐ **P. Landslide Assessment Report** must be signed and sealed by a Professional Engineer with the appropriate field of expertise. The report will:

- ☐ Meet the standards in *Guidelines for Legislated Landslide Assessments for Proposed Residential Developments in BC* published by Engineers & Geoscientists BC for addressing the scope, level of effort, hazard analysis, and report requirements.

- ☐ Include a completed "APEG Guidelines" *Appendix D: Landslide Assessment Assurance Statement.*
- ☐ Assess the topography, geology, hydrology, hydrogeology, soil composition and other relevant terrain conditions of the land to be developed.
- ☐ Analyze and address the potential for landslips, rockfalls, slope failures, debris slides, debris flows and any other relevant geohazards including any geohazards that could affect the proposed development, regardless of whether the geohazard originates on or beyond the development property boundaries.
- ☐ 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.
- ☐ Describe past slope failure events on the subject property and adjacent properties and the types of slope hazards in the development property's vicinity.
- ☐ Identify the distance that all structures and all elements of the proposed development are to be set back from the crest and the toe of the slope.
- ☐ 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).
- ☐ Be coordinated with any 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.
- ☐ Provide a professional opinion, subject to conditions and qualifications contained in the report, that the land may be safely used for the purpose intended and meets provincial guidelines (where applicable).

☐ **Q. Flood Hazard Assessment Report** must be signed and sealed by a Professional Engineer with the appropriate field of expertise. The report will include:

- ☐ 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 review 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.

☐ **R. Erosion and Sediment Control (ESC) Plan** must be signed and sealed by a Certified Professional in Erosion and Sediment Control (CPESC) or Professional Engineer and must meet all Erosion & Sediment Control requirements in the Supplementary Design Guidelines for Stormwater Management in the *Works and Services Bylaw, No. 3948, 2024.* When provided in conjunction with an Environmental Development Permit, the ESC Plan should be reviewed and approved by a Qualified Environmental Professional (QEP). Furthermore, any changes made to

the ESC Plan should be re-reviewed by the QEP.

☐ **S. Traffic Impact Assessment**

Must be prepared by a Professional Civil Engineer preferably a Professional Transportation Operations 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.

☐ **T. 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 cost estimates.

☐ **U. Visual Impact Assessment**

Must be prepared by a Qualified Professional(Architect). 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.

☐ **V. Noise Impact Assessment must be prepared by a Professional Engineer 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.

☐ **W. Shadow Impact Assessment**

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

- ☐ Include a written analysis of the shadow the proposed development will cast.
- ☐ Show the development's impact in terms of sun and daylight access to surrounding buildings, public realm, and open space.
- ☐ Describe how the impacts will be mitigated (if applicable).

☐ **X. Crime Prevention through Environmental Design** (CPTED) Report
Must be prepared by a Qualified CPTED Professional (Planner/Architect/ENG). 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.

☐ **Y. 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.

☐ **Z. 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 (this 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
  - ☐ The Plan must outline how erosion, sediment and run-off will be managed during the proposed construction, to reduce turbidity impacts to water quality (this can be included in the Environmental Impact Assessment).
- ☐ 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)

☐ **AA. 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 within 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.

☐ **BB. Stamped Floor Plan**

- ☐ Floor plan of existing establishment showing floor area in metres or seating layout, clear outline of liquor service area, all exits (including dimensions), washrooms and stamped with occupancy load by Local Government Building Official. See the full list of floor plan requirements in the Occupant Load Calculation for Liquor Licences Information Bulletin on the City's webpage.

☐ **CC. Copy of Provincial Cannabis Referral Letter from Liquor and Cannabis Regulation Branch**.

☐ **DD. 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.

☐ **EE. Copy of Provincial Agricultural Land Commission (ALC) Application Submission** including ALC Application ID Number.

☐ **FF. 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.

☐ **GG. Agricultural Land Commission Exclusion Application Documents**

- ☐ Proof of newspaper advertisement.
- ☐ Proof of notification to neighbours.
- ☐ Confirmation of onsite signage.

*NOTE: All plans, drawings and reports must be submitted by the identified professional. No hand drawings will be accepted.